

DIGITAL MINDSET – IMPROVING DIGITAL LITERACY

-DATE: 7-8 July / 10-11 November 2025
2-3 March 2026

FEE: RM1,150

DURATION: 2 Days
HRD CORP SCHEME:
HRD Corp Claimable Courses

PROGRAM OVERVIEW

In today's rapidly evolving digital landscape, many professionals struggle to keep pace with technological advancements and digital transformation. This training module aims to bridge the digital skills gap and foster a proactive digital mindset among participants. By developing a comprehensive understanding of digital tools and strategies, employees can enhance their efficiency, innovation, and adaptability.

LEARNING OUTCOMES

Upon completion of this program, participants will be able to:

- Understand the key concepts and importance of a digital mindset.
- Learn how to effectively use digital tools to enhance productivity.
- Develop strategies for driving digital transformation within their teams.
- Foster a culture of continuous learning and innovation.
- Improve decision-making through data analysis and digital tools.

METHODOLOGY

This program will be delivered using multiple methodologies as the program is designed to be theoretical and practical hands-on sessions.

- Facilitation
- Theoretical (Lecture style)
- Gamification (andragogy learning activities)
- Live demonstrations
- Hands-on practical work (technical)
- Group discussion & presentation

WHO SHOULD ATTEND

- Mid/Senior Manager
- First Level Manager
- Executive/Supervisory

FACILITATOR

Mike Cheong

Michael Cheong is a graduate of the School of Mass Communication and a passionate advocate of finding ways to use zero-cost digital marketing for businesses. He is passionate about community empowerment. His main areas of expertise are SEO writing, copywriting, and social media marketing - he has trained and worked with various industries, including government and non-profits. As part of his professional experience, he has worked with small businesses and organizations that need to be more visible on social media to make more of an impact. He also provides practical skill training to seniors and emerging communities. In his training, he reverses engineers marketing processes in layman's terms to empower the training participants. He is passionate about human psychology and NLP.



PROGRAM CONTENT

Module 1

Introduction to Digital Mindset

- Defining a digital mindset
- Importance in the modern workplace
- Key characteristics of a digital mindset
- Overcoming resistance to change
- Activity: Group discussion on current digital challenges

Group activity & presentation

Module 2

Digital Transformation Frameworks

- Understanding Digital Transformation
- Key Components of Digital Transformation
- Frameworks and Models for Digital Transformation
- Aligning Digital Transformation with Business Goals

Group activity & presentation

Module 3

Leveraging Digital Tools for Productivity

- Overview of productivity tools (e.g., project management, communication, collaboration)
- Integrating digital tools into daily workflows
- Best practices for tool utilization
- Activity: Hands-on practice with selected tools

Group activity & presentation

Module 4

Digital Communication and Collaboration

- Effective digital communication strategies
- Tools for virtual collaboration
- Managing remote teams
- Overcoming communication barriers
- Activity: Role-playing digital communication scenarios

Module 5

Leveraging AI in a digital world: Introduction to Generative AI

- Introduction to Generative AI: Concepts and Evolution
- Overview of AI applications in various domains
- Using popular front end AI tools like ChatGPT to flow with the digital mindset

Group activity & presentation

Module 6

Prompting 101

- Prompting 101 - How to prompt AI the "right" way.
- The 6 pillars of prompting
- Brainstorming with AI for digital and non-digital solutions
- How to use AI to help ideate organizational and leadership direction and strategies

Group activity & presentation

Module 7

Digital Transformation Strategies

- Revisiting digital transformation framework
- Identifying key drivers of digital transformation
- Developing a digital transformation plan based on framework

Activity: Creating a digital transformation roadmap

Module 8

Brining it all together

- Best Practices in Digital Leadership
- Summarizing of learnings
- Best practices



PROGRAM SCHEDULE

Day 1

9:00am - 10:30am : Module 1
10:30am - 10:45am : Coffee Break
10:45am - 1:00pm : Module 2
1:00pm - 2:00pm : Lunch
2:00pm - 3:30pm : Module 3
3:30pm - 3:45pm : Coffee Break
3:45pm - 5:30pm : Module 4
End of the day

Day 2

9:00am - 10:30am : Module 5
10:30am - 10:45am : Coffee Break
10:45am - 1:00pm : Module 6
1:00pm - 2:00pm : Lunch
2:00pm - 3:30pm : Module 7
3:30pm - 3:45pm : Coffee Break
3:45pm - 5:30pm : Module 8
End of the day

