



***FULLY SUBSIDIZED
under SME Skills
Scheme**

Certificate will be issued by
University of Swinburne

**CERTIFICATE* DIGITAL PROFESSIONAL
[FOR SMALL MEDIUM ENTERPRISES]**

9-11 Feb 2022

ONLINE MS Teams

9.00am – 5.00pm

**Scan here for
Registration**



**Or
Click this link for Online
Registration**
<https://forms.office.com/r/48NKJeRddq>

***Participants Registration are subject to the Small Medium Enterprises (SME) document requirements and approval by HRDC as the course fees are 100% paid by HRDC SME Skills Scheme Fund**



CERTIFICATE* DIGITAL PROFESSIONAL [FOR SME]



This initiative is aimed at assisting the SME employers to continuously train their employees to increase their level of competency, productivity and quality to enhance the development and sustainability of SME companies in the global market post COVID-19.

Day 1 – Collaborating through Collaboration Platform

This course trains participants in using key MS Teams features to conduct businesses, projects and classes online effectively. It demonstrates the MS Teams ecosystem, explains the limitations of different subscription packages and unravels the common misconception about the tool.

Day 2 – Cloud Based Productivity Tool

This course is for professionals who want to use cloud based productivity tools effectively and securely. On top of technical know-how, the course discusses the various cloud service models offered by leading providers. Each module will be accompanied by hands-on sessions to enhance participant's understanding.

Day 3 – Net-Etiquette and Working Effectively from Home

This course prepares participants to understand how to maximize their efficiency by working or studying from home and to recognize the appropriate behaviours and etiquette that is expected when communicating with their colleagues or peers.

COURSE OUTLINE – DAY 1

Collaborating through Collaboration Platform Contents

- Online Collaborative Tools
- Discuss and Share
- The Dos and Don'ts during teleconferencing
- Introduction to Microsoft Teams
- The need for a backup platform
- Introduction to Zoom
- Security and Privacy Issues

Objectives

- To train participants to be skillful in using MS Teams for teleconferencing and as a co-working tool
- To equip participants with the knowledge of a second platform for teleconferencing

Learning Outcomes

- Participants will be able to use MS Teams effectively as a collaborative tool
- Participants will be able to adapt and use a different teleconferencing platform comfortably



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COURSE OUTLINE – DAY 2

Cloud Based Productivity Tool

- Introduction to Cloud Computing
- Introducing and using different types of cloud-based productivity tool
- Benefits and Drawback of Cloud Computing

Objectives

- To expose the participants to the different types of cloud-based productivity tools
- To train the participants to use different cloud-based productivity tools

Learning Outcomes

- Participants will know how to select suitable cloud-based productivity tools for their work
- Participants will know how to use the different cloud-based productivity tools
- Participants will be able to manage their team in cloud
- Participants will be able to work effectively and securely in cloud

COURSE OUTLINE – DAY 3

Net-Etiquette & Working Effectively from Home

- Netiquette: Professionalism as a virtual worker
- Fundamental netiquette rules
- Why do we need netiquette rules?
- How does netiquette impact professional image?
- Working from home netiquette

Writing for the interactive world

- Email etiquette
- Social Media etiquette
- Best practices
- Navigating a social landscape

Objectives

- To train participants to maximize WFH efficiency with appropriate behaviours and communication etiquette
- To provide tips and tricks to reduce work stress and increase productivity

Learning Outcomes

- Participants will develop appropriate online behaviour and interaction essential for successful communication
- Participants will increase productivity and reduce WFH stress

SMALL, MEDIUM ENTERPRISES (SME)

Sector	Num. of Employees
Manufacturing	Less than 200 employees
Services and Other	Less than 75 employees

- This program is **FULLY SUBSIDIZED under HRDC SME Skills Scheme**, and participants are able to attend this course FREE.
- **Eligibility for SME** is subject to HRDC approval and participants are required to submit necessary **SME documents** to MEFA for submission to HRDC
- **Maximum 25 participants** for this course, with **limit of 5 participants per SME company** per training course.

SME Skills Scheme Terms & Conditions

Eligibility

- 1) **SME employers** should meet the official national SME definition and subject to any latest amendment & expansion of the PSMB Act 2001, as per the SME categories below.
- 2) All PSMB registered and non-registered SME employers and their employees (trainees) are eligible to participate in the SME Skills scheme.
- 3) Each employee - **only entitled to attend one (1) approved course** under the SME Skills scheme.
- 4) Each employer - **Maximum number of 5** employees only allowed to participate per course.
- 5) **PSMB registered employers** with **arrears** of levy and **unpaid interests** are **NOT** allowed to apply SME Skills scheme.
- 6) Participants must comply with the minimum requirement of **80% of training hours as per the online attendance report and complete activities and assignments under the course.**
- 7) **No withdrawal allowed**, however **replacement allowed within 5 days** of timing.
- 8) Other documents required by HRD Corp like: **Online Attendance, Output Assessment (evaluation) must submit.**

SME Skills Scheme Terms & Conditions

Upon completion of Online Registration, Please submit documents to aspa@mef.org.my; roszana@mef.org.my;

1. Participant's IC copy
2. Certificate from SME Corp (Sijil Akuan Status PKS) or any other Certificate/Registrations proving SME status
3. Copy of Company SSM search (page that consist profile of company that states company's nature of business)
4. Confirmation letter from employers / confirming SME Status and nominating employee (full name & IC no.) to participate in this training, on letterhead with authorised signature.

HRD Corp Forms below will be emailed to eligible SME Company upon verification of the above documents.

1. Borang Penyertaan Majikan & Pelatih SME Skills (PSMB/SMESKILLS/1/19)
2. Attendance Form (PSMB/SMESKILLS/3/19)
3. Latest company EPF Contribution Statement (Not Borang A)

*Certificate

Please note the Certificates will be issued upon full settlement of course fees by HRDC and this may be delayed between - 5 months, subject to HRDC approvals. Certificates will be issued by University of Swinburne