

Workplace Technology & AI

Work smarter. Communicate better. Build with AI.

The modern workplace rewards people who can organise information, communicate clearly, work with data, solve problems, and use technology effectively.

SkillBridge Academy's Workplace Technology & AI programme helps you build these practical skills through hands-on learning, real-world assignments, presentations, and a project you can demonstrate.

Over 12 weeks, you'll learn to use Google Workspace to create professional documents, manage information, analyse data, collaborate effectively, and deliver presentations. You'll also learn to work with generative AI, write effective prompts, evaluate AI-generated information, and apply these tools to everyday workplace challenges.

Is this course for you?

Whether you're a university student preparing for the job market, a graduate strengthening your professional profile, a professional looking to work more efficiently, or an entrepreneur trying to get more done with limited resources, this programme is designed to help you build skills you can put to use.

You don't need to be an AI expert or an advanced computer user to begin. You'll learn progressively, practise through guided exercises, and build confidence as you go.

What you'll learn

By the end of the programme, you'll have practical experience in how to:

- **Work confidently with digital tools:** Organise files, manage information, and collaborate using Google Workspace.
- **Produce professional work:** Create polished documents, workplace emails, spreadsheets, forms, and presentations.
- **Make better use of data:** Apply spreadsheet formulas, analyse information, and communicate findings clearly.
- **Use AI with purpose:** Write effective prompts and use AI to support writing, research, planning, and problem-solving.
- **Think critically about AI:** Verify information, recognise unreliable outputs, and use AI responsibly.



- **Present ideas with confidence:** Structure presentations, explain your thinking, and communicate your work effectively.
- **Demonstrate your abilities:** Apply your skills to a practical proof-of-work project and present your solution.

Your 12-week learning journey

Duration: 12 weeks

Schedule: 2 sessions per week

Session length: 2 hours

Total guided learning: 48 hours

MODULE 1: Digital Productivity Foundations

Week 1: Introduction to Digital Productivity

Session 1: Digital Productivity and the Modern Workplace

- Understanding digital productivity and its importance.
- The role of digital tools in modern workplaces.
- Introduction to Google Workspace and its major applications.

Session 2: Google Workspace Setup and Organisation

- Setting up and accessing Google accounts.
- Navigating the Google Workspace environment.
- Creating folders and organising digital files.
- File naming conventions, basic account security, and account recovery awareness.

MODULE 2: Digital Organisation and Collaboration

Week 2: Google Drive and Digital Collaboration

Session 1: Google Drive Fundamentals

- Navigating Google Drive.
- Uploading, downloading, moving, and organising files.
- Sharing files and folders.
- Understanding access permissions and link sharing.
- Protecting sensitive information when sharing files.



Session 2: Practical File Management and Collaboration

- Applying file organisation practices.
- Managing Viewer, Commenter, and Editor permissions.
- Using comments and version history.
- Troubleshooting common sharing problems.
- Practical file-sharing and collaboration exercise.

MODULE 3: Professional Documents and Communication**Week 3: Google Docs and Professional Writing****Session 1: Document Creation and Formatting**

- Creating and organising documents.
- Using headings, styles, lists, and tables.
- Paragraph spacing, alignment, and page layout.
- Headers, footers, and page numbers.

Session 2: Professional Documents and Editing

- Creating professional letters, reports, and memos.
- Using comments and suggestions.
- Proofreading and improving document clarity.
- Sharing documents and exporting to PDF.
- Practical document creation exercise.

Week 4: Professional Communication**Session 1: Workplace Communication**

- Structuring professional emails.
- Writing clear subject lines and appropriate messages.
- Formal, neutral, and conversational communication.
- Email etiquette, attachments, and sharing links.



Session 2: Applied Workplace Writing

- Drafting formal letters and meeting summaries.
- Writing internal memos and professional emails.
- Reviewing and editing written communication.
- Practical writing assignment and peer feedback.

MODULE 4: Spreadsheets and Data Analysis**Week 5: Spreadsheet Fundamentals****Session 1: Introduction to Google Sheets**

- Spreadsheet terminology and navigation.
- Data entry and consistent data structures.
- Formatting cells, dates, numbers, and currency.
- Sorting and filtering information.

Session 2: Basic Formulas and Functions

- Understanding formulas and cell references.
- Using SUM, AVERAGE, MIN, MAX, and COUNT.
- Introduction to data validation.
- Identifying common data-entry errors.
- Practical spreadsheet exercise.

Week 6: Spreadsheet Analysis and Reporting**Session 1: Practical Spreadsheet Functions**

- Introduction to IF, COUNTIF, and SUMIF.
- Basic text and date functions.
- Conditional formatting.
- Cleaning and organising data.

Session 2: Data Visualisation and Interpretation

- Creating charts from spreadsheet data.
- Selecting suitable charts for different purposes.



- Identifying simple patterns and findings.
- Presenting data clearly and accurately.
- Practical data analysis assignment.

MODULE 5: Presentations and Digital Forms

Week 7: Presentations and Digital Forms

Session 1: Google Slides and Presentation Skills

- Understanding audience, purpose, and presentation structure.
- Organising ideas into clear slides.
- Visual hierarchy, alignment, spacing, and consistency.
- Using charts and images effectively.
- Presentation delivery and presenter notes.

Session 2: Google Forms and Data Collection

- Creating forms and selecting appropriate question types.
- Configuring required fields and response settings.
- Collecting and reviewing responses.
- Connecting responses to Google Sheets where appropriate.
- Practical form creation exercise.

Week 8: Presentation Practice and Introduction to AI

Session 1: Presentation and Practical Assessment

- Delivering a structured presentation.
- Presenting information clearly and confidently.
- Demonstrating effective slide design.
- Receiving feedback and identifying areas for improvement.

Session 2: Introduction to Generative AI

- Understanding generative AI and its applications.
- Exploring AI for writing, research, planning, and analysis.
- Understanding AI limitations and inaccurate outputs.



- Privacy, confidentiality, bias, and responsible use.
- Developing a basic AI verification checklist.

MODULE 6: Prompt Engineering and AI Applications

Week 9: Prompt Engineering and AI Tools

Session 1: Prompt Engineering Fundamentals

- Understanding effective instructions.
- Comparing vague and specific prompts.
- Structuring prompts using role, context, task, constraints, and output format.
- Refining prompts through follow-up instructions.
- Evaluating AI responses against task requirements.

Session 2: AI Tools Orientation and Proof-of-Work Briefing

- Introduction to ChatGPT, Claude, and NotebookLM, subject to access and availability.
- Exploring appropriate uses for different AI tools.
- Comparing outputs and evaluating usefulness.
- Understanding the proof-of-work requirements.
- Selecting a project idea and planning the expected deliverables.

MODULE 7: Proof of Work and Applied Learning

Week 10: Proof-of-Work Development

Focus: Project Implementation

- Defining a problem or practical use case.
- Selecting appropriate digital tools.
- Developing project documents and supporting materials.
- Applying prompt engineering to relevant tasks.
- Building and testing the proposed solution.

Week 11: Proof-of-Work Support and Refinement

Focus: Project Improvement

- Reviewing progress against project objectives.



- Improving documents, spreadsheets, presentations, or workflows.
- Refining AI prompts and outputs.
- Checking accuracy, usability, and completeness.
- Incorporating feedback and preparing the final demonstration.

Week 12: Demo Day and Final Presentation

Focus: Project Demonstration and Evaluation

- Presenting the problem and proposed solution.
- Demonstrating the practical use of digital and AI tools.
- Explaining the process and decisions behind the work.
- Responding to questions and receiving feedback.
- Reflecting on learning outcomes and future development.

Throughout the programme, you'll complete weekly assignments, practise workplace tasks, and develop your presentation skills. You'll then apply what you've learned to a proof-of-work project that demonstrates how digital productivity and AI tools can address a practical challenge.

You'll receive opportunities to refine your work and prepare a final demonstration. The goal is to leave with practical experience and a project you can explain, demonstrate, and continue developing.

How you'll be assessed

Your progress is evaluated through five assessment components:

Assessment component	Weight
Attendance	20%
Weekly assignments	20%
First presentation	20%
Proof-of-work project	20%
Proof-of-work presentation and demo day	20%
Total	100%



What to expect

- 12 weeks of structured learning.
- 48 hours of guided sessions.
- Practical exercises and weekly assignments.
- Presentation practice and feedback.
- Guided proof-of-work development.
- A final project presentation and demonstration.

Build skills you can put to work.

The ability to use digital tools and AI effectively is increasingly valuable across workplaces, businesses, and career paths.

Take the next step towards working more efficiently, communicating more professionally, and turning ideas into practical results.

SkillBridge Academy: Building practical digital skills for the modern workplace.

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