

Career-Ready Digital: Skills to Connect and Collaborate

Dates: 19/01/2027, 27/04/2027, 29/09/2026

Locations: Church Street Library

Build the digital collaboration skills modern employers expect. Workplaces increasingly rely on cloud-based messaging, shared platforms, and digital networks; this course ensures you are comfortable operating in these digital environments. Master efficient professional email habits, navigate workplace communication apps, and build an effective online professional profile.

Entry Requirements

Minimum English level Entry 3 / Level 1 (E3/L1). Some competence required in Digital skills to fully get the most out of the course.

What topics does the course cover?

You will develop everyday digital skills for work, focusing on writing clear, professional emails, sending files, and using modern messaging tools to stay in touch with colleagues. The course also introduces simple online networking, setting up a suitable work profile, and the practical digital habits needed to connect, share ideas, and work well with others.

How will I be taught and assessed?

You will be taught through practical, hands-on computer sessions featuring live demonstrations. Supported throughout by your tutor, you will work through online tasks at your own pace in a friendly, supportive environment, to build practical confidence.

Are there any other costs or equipment I need to get?

Free to priority Westminster and neighbouring borough residents. Computers, software, and internet access are provided in the classroom.

By the end of the course what should I be able to do?

You will be able to manage professional digital communications, navigate collaborative messaging platforms, and demonstrate

practical digital competence on your CV and in the workplace.

What are the progression opportunities following this course?

Advance to Communication Skills: On-Screen Presence & Virtual Meetings, Communication Skills: Writing for Impact at Work, or accredited Level 1 and Level 2 IT and Digital Skills courses at WAES.