

## WSQ Effective Digital Communication - Level 2

Course Duration	16 Hours	Course Fee	Subsidy & Nett Fees	Mode of Training
		Full Fee: <b>\$460</b>	Please refer to page 2	Classroom

**Certification** Successful trainees will receive a Statement of Attainment (SOA) issued by SkillsFuture Singapore.

**Entry Requirement**

- Minimal education qualification is PSLE with 1 year of relevant working experience
- Speak, listen and read English at a proficiency level not lower than WPL Level 4, and manipulate numbers not lower than the WPN Level 4
- Ability to do typing

**Course Objective** This course is designed to provide basic principles of workplace communication plus how effectively communicate digitally via the Internet. This course also covers digital communication etiquettes for online communication channels.

### Course Content:

- Section 1: Traditional and Digital communication techniques and tools
  - Use digital communication techniques and tools
  - Various types and purposes of organisational and professional standard in communication
  - Difference between traditional and digital communication
  - Various modes of communication
  - Various communication characteristics
  - Digital communication tools such as Zoom and Google Meet
- Section 2: Communication styles and approaches
  - Methods of applying range of communication styles and approaches
  - Various types of non-verbal communication
- Section 3: Effective communication
  - Methods of applying effective communication and interpersonal techniques for both traditional and digital means
  - Methods of using effective communication techniques to create lines of communication
  - Various types of communication barriers for traditional and digital means
  - Digital communication tools such as Google Email

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- Section 4: Interpretation and responding to information
  - Methods to interpret and respond to information gathered from both traditional and digital channels
  - Various types of internal and external sources of information

**Subsidy**

WSQ Effective Digital Communication Level 2 TGS-2020505797			
Category of Individuals			
	Singapore Citizens and Singapore Permanent Residents	Employer-sponsored and self-sponsored Singapore Citizens aged 40 years old and above	SME-sponsored local employees (i.e. Singapore Citizens and Singapore Permanent Residents)
	Funding Source		
	SkillsFuture Funding (Baseline)	SkillsFuture Mid-career Enhanced Subsidy	SkillsFuture Enhanced Training Support for SMEs
Course Fee	\$460.00	\$460.00	\$460.00
SkillsFuture Funding	\$230.00	\$322.00	\$322.00
Total Nett Fee	\$230.00	\$138.00	\$138.00
GST (9% x \$460)	\$41.40	\$41.40	\$41.40
<b>Total Fee Payable to Genetic Computer School</b>	<b>\$271.40</b>	<b>\$179.40</b>	<b>\$179.40</b>
Age Group	SC 21-39 years old and PR	SC 40 years old and above	Small Medium Enterprise

Eligible for Claim Period: 01 Oct 2020 - 30 Sept 2026

**Please refer to the below link for the Refund Table for SkillsFuture Courses:**

<https://www.genetic.edu.sg/refund-for-skillsfuture-courses/>

**Participant need to pass the test to get subsidy**

SSG Advice:

Student must achieve 75% course attendance, and also pass the assessment to be eligible for SSG Funding.

All Singaporean aged 25 and above can use their \$500 SkillsFuture Credit to pay for a wide range of approved skills-related courses.

PSEA Funding is available for student aged 18-30 Years Old (Please Call PSEA Hotline 62600777 to check your balance).

We are pleased to share the following information on the new PSEA Ad Hoc Withdrawal FormSG Application:

- Using only own PSEA: <http://go.gov.sg/psea-withdrawal-tp>
- Using Sibling's PSEA: <http://go.gov.sg/psea-withdrawal-tps>

**Reminder to all learners:-**

- Bring your own smartphone
- Bring a sweater as it might be cold
- Bring stationeries – highlighter, pens

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