

# ICDL Workforce

Digital skills for employability and productivity



ICDL Workforce is designed to **build the digital skills of the modern workplace**. These ICS accredited modules will help employees and candidates demonstrate their **effective use of technology** with skills and knowledge that can be further developed by progressing to the ICDL Professional modules and beyond.

## Boosting workplace productivity

Digital skills are proven to boost productivity. Workers lose approximately 2.5 hours of the working week dealing with ICT problems. With better understanding of how to use software and online tools comes increased confidence.

## A competitive workforce

Empowering people with important digital skills makes them more employable because employers know that skilled workers are more productive. An internationally recognized certification is the ideal way to demonstrate the acquisition of these essential and transferable skills.

## NCBI Collaboration

The National Council for the Blind of Ireland works with ICDL by providing manual examinations for users of assistive technology.

## Interested to join?

Contact **Jodie McGrielle**, Lifecycle Manager: Employment, Training & Academia Team.

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## ICDL Workforce Modules

### ESSENTIAL SKILLS:

- Computer Essentials;
- Online Essentials

### OFFICE APPLICATIONS:

- Documents;
- Spreadsheets;
- Presentation;
- Teamwork

### GOOD PRACTICE:

- IT Security;
- Online Collaboration;
- Data Protection;
- Remote Work