



London TDM

# Information Technology and Digital Transformation Training Courses

**Course Venue:** Malaysia - Kuala Lumpur

**Course Date:** From 30 November 2025 To 04 December 2025

**Course Place:** Royale Chulan Hotel

**Course Fees:** 6,000 USD

## Introduction

This 5-day professional course on "Digital Workplace and Collaboration Tools" is designed to equip participants with the necessary skills and knowledge to effectively utilize digital tools for enhanced collaboration and productivity in a modern workplace environment. This course will cover a variety of popular collaboration tools, best practices, and strategies to optimize digital interactions and workflows.

## Objectives

- Understand the importance of digital collaboration in today's workplace.
- Gain proficiency in key digital collaboration tools.
- Implement best practices for virtual communication and project management.
- Learn to integrate digital tools into existing workflows.
- Develop strategies to foster a collaborative and efficient digital work culture.

## Course Outlines

### Day 1: Introduction to the Digital Workplace

- Understanding the evolution of the digital workplace
- The benefits and challenges of digital collaboration
- Overview of key digital collaboration tools
- Digital literacy and its importance
- Setting up a digital workspace

### Day 2: Communication Tools and Platforms

- Exploring chat and messaging platforms
- Utilizing video conferencing tools effectively
- Best practices for email communication
- Collaboration through social networks
- Integrating communication platforms for seamless interaction

### Day 3: Project Management and Collaborative Planning

- Introduction to project management tools
- Utilizing task management applications
- Collaborative document and file sharing
- Best practices for planning and execution
- Case studies on successful project collaboration

### Day 4: Virtual Teams and Remote Work

- Building and managing virtual teams
- Remote work best practices
- Leveraging technology for remote collaboration
- Overcoming common remote work challenges
- Engagement and motivation in a virtual setting

## **Day 5: Emerging Trends and Future of Digital Workplaces**

- Exploring new and emerging digital tools
- The role of AI and automation in collaboration
- The future of work and digital transformation
- Security and data protection in digital communication
- Creating a sustainable digital work culture