



inseta
INSURANCE SECTOR EDUCATION
AND TRAINING AUTHORITY



E | ENTERPRISES
University of Pretoria







Do you have the necessary skills for today's increasingly digital world?

YOU ARE INVITED TO JOIN AN INSIGHTFUL LEARNING JOURNEY TO BETTER NAVIGATE THE EVER-CHANGING WORKPLACE.

Sasbo the Finance Union, Enterprises University of Pretoria and the Insurance Sector Education and Training Authority (INSETA) invites Sasbo members to participate in a new and exciting Online Digital Literacy Training that will help participants to better understand technology and how it can help develop one's personal digital literacy while contributing to enhanced productivity in the workplace.

This hands-on course is appropriate because it will help you improve the technology communication skills not only between employees and the employers, but also between employees and suppliers and customers. This is an effective way to explore the critical role that technology can play in your career and contribute to opening up future opportunities for Sasbo members in the insurance sector.

The knowledge participants will gain in this course includes:

-  Understand technology and its benefits to become more digitally literate
-  Ensure that participants can perform admin processes within their work environment electronically using primarily Microsoft tools as well as certain Google platforms
-  Reach a wider audience or target market through the use of technology
-  Reduce time spent on administrative tasks
-  Backup all business documents and thus ensuring increased security of data, and
-  Use software applications such as Word, Excel, PowerPoint, Internet, Outlook, and remote working tools.

***Entry requirements: Applicants need to be Sasbo members and have a basic understanding of computers.**



Course presentation dates: 19 July - 10 September 2022



Online



Registration enquiries:

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