



# Work Smarter Together

## NDA TRAINING TASMANIA

RTO Provider : 60034

**Course Cost** - \$395

**Duration** – 1 Day

### Locations

- Hobart
- Launceston
- Ulverstone

### Course Dates

Course dates can be found on the training calendar on the NDA website. If you can't find a suitable date, email: [bookings@nda.com.au](mailto:bookings@nda.com.au)

### Private Training

This training can be delivered as a private course for your organisation and can be customised for your needs. The training can be delivered either on-site or at NDA premises.

Please contact us for further information and to be provided with a quote.

### More Information

Phone: 03 6334 4910

Email: [bookings@nda.com.au](mailto:bookings@nda.com.au)

Web: [www.nda.com.au](http://www.nda.com.au)

BOOK

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### Unit Code/s\*:

BSBTEC404 - Use digital technologies to collaborate in a work environment

### Course Objectives

This course teaches the skills and knowledge required to understand the fundamentals of using digital technologies to collaborate in a workplace context, including working as part of a remote team. It involves undertaking a basic review of organisational processes to identify opportunities for using digital technologies to complete work tasks more efficiently and effectively.

It applies to those who use problem-solving skills and take responsibility for adopting and promoting approaches to improve organisational operations, particularly relating to the use of digital technologies.

### Learning Outcomes

#### Review existing digital technology use in the business

- Identify current collaborative ways of working
- Assess performance of current collaborative ways of working against organisational strategies and objectives
- Collate information collected through review and provide to relevant personnel as required

#### Identify opportunities to implement digital technologies

- Identify available digital technologies by accessing relevant sources of information
- Seek assistance from specialist advisor

- Assess existing collaborative work against available and existing digital technologies
- Identify opportunities and priorities for digital technology in collaborative work
- Prepare a business case for implementing new digital solutions

#### Implement and use digital technologies

- Assess business goals and objectives and develop a plan to introduce new collaborative technologies
- Communicate and promote key features of the plan
- Implement digital technologies
- Organise training in digital technologies for collaboration

### Optional Assessment - \$195 per unit

This course is part of a nationally recognised training program. Participants who successfully complete the optional assessment component of this course will receive a Statement of Attainment for the unit of competency aligned to the training course.

Exercises and activities completed during the course will be used as evidence towards unit competency.

Participants who choose not to be assessed will receive a Certificate of Attendance.