



KITS WORK READINESS TOOLKIT

Module 10: Technical Readiness & Digital Fluency

Objective

To enable participants to operate confidently in technology-enabled workplaces by building essential digital skills, understanding industry tools, and developing adaptability to emerging technologies.

Module 10: Technical Readiness & Digital Fluency

Facilitator / Participant Guide Note

How to Use This Module:

- Begin with honest self-assessment
- Focus on mastering one tool at a time
- Pair learning with immediate practice
- Review and update skills regularly

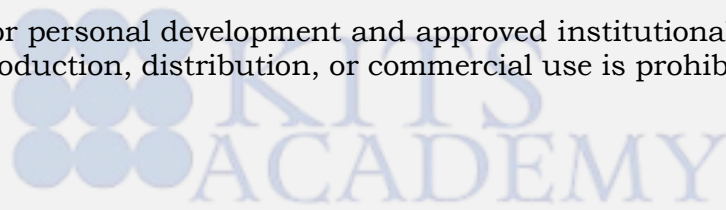
Expected Outcomes:

Participants will demonstrate improved digital confidence, understand industry-specific technology expectations, and show readiness for modern, hybrid, and technology-driven workplaces.

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1. Basic Workplace Tech Literacy

“Digital skills are the new professional literacy.”

Learning Note:

Technical readiness is not about being an expert. It is about being functional, adaptable, and confident enough to learn and collaborate in modern work environments.

Core Competency Areas:

- Email etiquette and professional communication
- Calendar management and meeting tools
- Document creation and collaboration
- Task and project management tools

Activity: Workplace Tech Competency Check

Tool / Skill Area	Current Confidence (1–5)	Workplace Application	Improvement Priority
Email & calendar tools			
Word processing tools			
Spreadsheets & data tools			
Presentation tools			
Task/project management tools			

Reflection Prompt:

- Which tool impacts my daily productivity the most?

2. Industry-Specific Digital Tools

“Every profession has a digital language. Fluency builds credibility.”

Learning Note:

Understanding the basic tools used in your industry reduces onboarding time and increases professional relevance.

Activity: Industry Tool Mapping

Industry / Career Path	Common Tools	Digital	Expected Level	Skill	My Action	Learning

Reflection Prompt:

- What tool would make me more valuable in my chosen field?



3. Emerging Technology & Future Work Skills

“The future of work belongs to those who can learn, unlearn, and relearn.”

Learning Note:

Emerging tools are not replacing professionals—they are amplifying those who know how to use them responsibly and creatively.

Focus Areas:

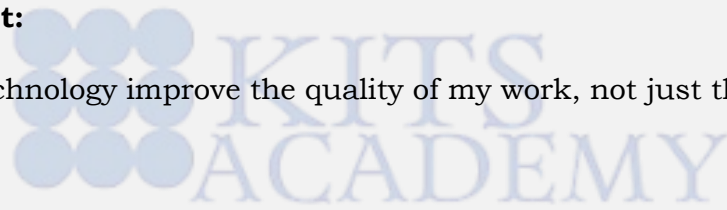
- AI-assisted work and collaboration tools
- Basic analytics and data interpretation
- Remote and hybrid work platforms

Activity: Emerging Tech Readiness Matrix

Technology Area	Awareness Level (Low / Medium / High)	Practical Use Case	Next Learning Step
AI collaboration tools			
Analytics & data tools			
Remote work platforms			

Reflection Prompt:

- How can technology improve the quality of my work, not just the speed?



4. Practical Application & Simulations

"Confidence grows when theory meets practice."

Learning Note:

Hands-on exposure builds competence. Safe practice environments encourage experimentation and learning without fear.

Activity: Digital Practice Log

Tool Practiced	Task Completed	Challenge Encountered	Lesson Learned

Journaling Prompt:

"Describe how improving your digital skills could influence your career growth and workplace confidence."



5. Module Wrap-Up & Action Planning

Key Takeaways:

- Digital fluency is a baseline professional requirement
- Industry tools accelerate career progression
- Emerging technologies reward adaptability
- Continuous learning sustains relevance

Personal Action Plan

Focus Area	Immediate Action	Timeline	Success Indicator

