



## Digital Skills Shift – Self assessment overview

**Digital Skills Shift** was developed for frontline operators and team leaders (on the floor) with the intention of enabling learners to get familiar and comfortable with digital processes, build a digital mindset, and ready them to:

- move into a digital work environment with confidence
- engage and interact with new technology
- understand the importance of data and how technology can support accuracy
- be able to successfully achieve a level 3 micro credential (5 credits)

This learning journey is facilitated in 9 x 3hr practical learning sessions over a 12-week period.

### How do we identify who are the right people to put on the journey?

We have developed a short self-assessment of questions to help gauge who is suited for, and who would benefit from, this learning journey.

The self assessment can be completed by staff members or with support from their manager, HR or Learning & Development team – there is no right or wrong answer/score.

For staff who score between 6 and 20 are recommended candidates to attend digital skills shift.

For more information, including how to book a Digital Skills Shift journey for your staff, please contact [info@thelearningwave.com](mailto:info@thelearningwave.com).



## Digital Skills Shift – Self assessment – Participant information

We are looking at offering a digital skills training programme for our frontline operators and team leaders (on the floor) with the intention to get staff familiar and comfortable with digital processes, build a digital mindset, and ready our staff to work in a more digital work environment and use new technology

To help us gauge our baseline skills as a business and get the training to the right staff we have a short self-assessment to establish where your digital skills and confidence is at currently. Complete the questionnaire and then add up your results at the bottom to help you best diagnose what your ideal learning journey starting point is.

*Please note there are no right or wrong answers.*

### Q1 - I can confidently learn new tech stuff (devices and systems) on my own?

|            |          |                  |          |           |
|------------|----------|------------------|----------|-----------|
| Not really |          | Some of the time |          | Very true |
| <b>1</b>   | <b>2</b> | <b>3</b>         | <b>4</b> | <b>5</b>  |

### Q2 - I believe it's my job to figure out how to use digital tools (devices and systems) for my job?

|          |          |                 |          |           |
|----------|----------|-----------------|----------|-----------|
| Not true |          | For some things |          | Very true |
| <b>1</b> | <b>2</b> | <b>3</b>        | <b>4</b> | <b>5</b>  |

### Q3 - I just give new technology a go and can successfully figure it out?

|            |          |                  |          |           |
|------------|----------|------------------|----------|-----------|
| Not really |          | Some of the time |          | Very true |
| <b>1</b>   | <b>2</b> | <b>3</b>         | <b>4</b> | <b>5</b>  |



**Q4 - I know when a technology challenge needs solving and where to go to get help?**

Not really

Some of the time

Very true

1

2

3

4

5

**Q5 - I am confident using tools like Microsoft Excel, Microsoft Word, Office, email and calendars to do my job?**

Not really

Some of the time

Very true

1

2

3

4

5

**Q6 - I can explain the importance of accurate data in a manufacturing environment?**

Not really

Some of the time

Very true

1

2

3

4

5

**Total Score = \_\_\_\_\_**

If you have scored between 6 and 20 you are an ideal candidate to attend digital skills shift.

For more information, including how to book a Digital Skills Shift learning journey, please contact [info@thelerningwave.com](mailto:info@thelerningwave.com).

Thanks for your answers.