

# Communicate Successfully with Gen AI

## IMDA's Digital Skills for Life (DSL)

Funding Validity Period: **21 Feb 2025 to 25 Sep 2025**

Course Reference Code: **TGS-2025053112**



### Duration

- 5 hours Classroom Facilitation
- 1 hour e-Learning
- 1 hour Assessment



### Delivery Mode

Blended – Classroom  
& E-Learning

## Learning Objectives:

### Email Proficiency

Develop skills to create, reply, and send emails to both individual and group recipients, and utilize Generative AI tools to enhance email productivity, including drafting and organizing emails.

### Instant Messaging

Master the ability to create, reply, and send text messages using an instant messaging app, manage contact information on mobile devices, including saving, retrieving, editing, and deleting contacts and accounts.

### Video Conferencing

Acquire skills to communicate effectively using audio & video tools on video conferencing apps, create, reply, and send text messages, and manage settings to ensure secure and efficient communication.

### Instructional Methods

Mini Lectures, Class Discussions  
& E-Learning

### Assessment Methods

Case Study and Multiple-Choice  
Questions

### Entry Requirements

Min Sec 2 education with a "Pass"  
in English

### Target Learners

This course is meant for general  
public to upgrade their digital skills.

Full and Nett Course Fees Details for Different category of Individuals	Singapore Citizens & Permanent Residents	Employer-sponsored & Self-sponsored SG Citizens aged 40 years old & above	SME-sponsored local employees (i.e. SG Citizens & Permanent Residents)
	Funding Source		
	SkillsFuture Funding (Baseline)	SkillsFuture Mid-Career Enhanced Subsidy	SkillsFuture Enhanced Training Support for SMEs
<b>Course Fee</b>	<b>\$300.00</b>	<b>\$300.00</b>	<b>\$300.00</b>
SkillsFuture Funding	-	\$60.00	\$60.00
SkillsFuture Funding (Baseline)	\$150.00	\$150.00	\$150.00
<b>Total Nett Fee</b>	<b>\$150.00</b>	<b>\$90.00</b>	<b>\$90.00</b>
GST 9%	\$27.00	\$27.00	\$27.00
<b>Total Fee Payable</b>	<b>\$177.00</b>	<b>\$117.00</b>	<b>\$117.00</b>

### Full Course Fee Before SSG Grant:

Before GST	With GST
<b>\$300.00</b>	<b>\$327.00</b>

#### Note:

- 1) To be eligible for funding the Candidate must achieve more than 75% attendance and pass the Final Assessment.
- 2) SSG funding is only applicable to Singaporeans and Permanent Residents and is subject to final approval by SkillsFuture Singapore.

Please contact us  
for more details

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