

Digital Literacy Essentials

A one-hour awareness talk on technology, information and responsible online participation

FA-0602 · 1 hour

DevOps, Cloud & Infrastructure · Cybersecurity · Data & Analytics

Get a concise introduction to cloud services, online security, data interpretation, AI awareness and responsible digital collaboration.

Introduction

This one-hour talk introduces digital concepts and everyday practices through short examples and discussion. It covers AI awareness, cloud services, online security, basic data interpretation, collaboration, etiquette and social-media use.

It is an orientation for general audiences, not hands-on mastery or advanced technical training. The revised agenda totals 60 minutes, including questions. Examples are illustrative and do not imply instructor/client achievements or guaranteed personal or professional success.

Learning outcomes

The talk introduces how to:

- Recognise everyday AI and cloud-service concepts and their limitations.
- Identify basic account-protection and phishing-response practices.
- Ask simple questions about data quality and the meaning of a chart.
- Use collaboration and sharing tools more thoughtfully.
- Apply respectful communication and responsible online-sharing habits.
- Choose a realistic next step for further digital learning.

Prerequisites

No technical background is required; basic experience using a phone or computer is helpful.

Training outline

1. Orientation and Digital Learning — 8 minutes

- Agenda and realistic learning expectations.
- What digital literacy means; connect it to familiar personal and workplace activities.
- Identify one useful skill to develop without unsupported success stories.

2. AI Awareness — 6 minutes

- AI in voice assistants, recommendations and other everyday tools.
- Capabilities, limitations and checking information rather than assuming outputs are correct.
- Possible future applications discussed as possibilities, not predictions.

3. Cloud Services — 6 minutes

- What cloud services are and examples from AWS, Google Cloud and Microsoft Azure.
- Access, scaling and shared services; costs and benefits depend on usage and configuration.
- Account permissions and appropriate data sharing.

4. Cybersecurity — 6 minutes

- Unique strong passwords and password managers.
- Enable supported multifactor authentication and understand it does not eliminate every risk.
- Recognise and report suspicious messages; keep software updated and follow organisational guidance.

5. Data Analysis and Interpretation — 6 minutes

- What data analysis is and how it can inform a decision.
- Simple tables/charts and introductory tool examples.
- Question missing data, source quality and misleading interpretations; an example is not causal proof.

6. Digital Collaboration — 6 minutes

- Examples from Google Workspace, Microsoft Teams, Slack and Trello.
- Choose appropriate channels, permissions and version/sharing practices.
- Use a brief illustrative teamwork scenario.

7. Digital Etiquette — 6 minutes

- Understanding Digital Etiquette: Explain what digital etiquette is and why it matters.
- Key Principles: Highlight key principles such as respectful communication, mindful sharing, and maintaining professionalism online.
- Scenarios: Provide examples of good and bad digital etiquette.

8. Responsible Social Media — 6 minutes

- The Role of Social Media: Discuss the impact of social media on personal and professional life.
- Best Practices: Share best practices for using social media effectively and responsibly.
- Building a Positive Presence: Offer tips on building and maintaining a positive online presence.

9. Recap, Next Steps and Questions — 10 minutes

- Review key concepts and one practical action.
- Choose a follow-up learning topic.
- Questions, discussion and closing summary.