



Signature Program

DIGITAL SKILLS FOR
THE MODERN WORKPLACE:
TOOLS, AUTOMATION, AND DATA ANALYTICS

EXCLUSIVE PARTNERSHIP

DALE CARNEGIE VIETNAM  NTUC LEARNINGHUB

113

years of
Legacy

80+

Countries

210

Offices

32

Languages

1000+

Solutions

Nearly

10 million

Participants

1.825

Certified
Trainers

ISO

9001:2015

Global System
Standards



**Dale
Carnegie®**

Pioneer in Adult Learning and Development at Workplace since 1912



The only authorized franchise of Dale Carnegie & Associates in
Vietnam, delivering transformational learning experiences for
individuals and organizations since 2007.

17+ YEARS OF IMPACT IN VIETNAM

1.000+

Client
Organizations

80.000+

Participants, primarily
senior leaders, mid-level
managers

20+ YEARS OF IMPACT

Our Vision

To be the Leader and Trusted Lifelong Partner in Continuing Education and Training

Our Mission

To provide learning that makes Every Worker a Better Worker,
Every Job a Better Job, Every Company a Better Company

Corporatised in
2004

3,200,000+
Training Places

34,000+
Organisations

1,300+
Courses

1,000+
Trainers

98,000+
Trainees Enrolled
Yearly

NTUC LearningHub is the **only**
Singapore-based company in
APAC to be recognised — after
two years on the watchlist!



Our Top Wins of 2024



Executive of the Year in
Training and Development
Mr Jeremy Ong, CEO of
NTUC LearningHub



TRAVEL DAILY MEDIA
TRAVEL TRADE EXCELLENCE
AWARDS 2024



Fifth Consecutive Win

since 2020



Fourth Consecutive Win

since 2021



Second Consecutive Win

since 2023



ESG BUSINESS
AWARDS 2024



BUSINESS!
TECHNOLOGY
EXCELLENCE
AWARDS 2024

VIETNAM CONTEXT:

Technology and Innovation – The Golden Key to the Future

Vietnam is entering a new era of prosperity. General Secretary To Lam has emphasized science, technology, innovation, and digital transformation as the “golden key” to rapid development, helping the nation avoid the middle-income trap and achieve high-income status by 2045.

Technology is reshaping every aspect of life: The Fourth Industrial Revolution, with breakthroughs in AI, Big Data, and the Internet of Things, is redefining how we live, work, and connect. AI will not replace people, but it will replace those who cannot use it. From 2025 onwards, technology will become a true partner with humans in shaping the present and the future.

For businesses, digital transformation is no longer optional – it is a survival imperative. The synergy between people and technology is the only way to stay competitive and grow sustainably in the years ahead.



KEY CHALLENGES:

Digital Skills and Awareness Gaps

Severe Digital Skills Shortage:

70% of Vietnamese CEOs identify the lack of digital skills as a major business challenge, reflecting the gap between technological progress and workforce readiness.

Awareness Gap in AI Across Generations and Roles:

Dale Carnegie's global research shows only 34% of leaders, 20% of managers, and 9% of employees feel fully prepared to adapt to AI – signaling a critical need to bridge awareness and capability gaps.

Impact of Inaction:

Without addressing these gaps, businesses risk losing competitiveness, market share, and talent.



EXCLUSIVE PARTNERSHIP

This is where the partnership between **Dale Carnegie Vietnam** and **NTUC LearningHub** makes a strategic difference – bringing together **human development** and **technological enablement** to deliver solutions that are both practical and transformative. In our first year of collaboration, we are committed to making the **flagship program** the cornerstone of our efforts, enabling professionals in Vietnam to achieve instant productivity while building sustainable, future-ready capabilities.

This is the embodiment of a comprehensive partnership between **Dale Carnegie Vietnam** (*human development, leadership, and interpersonal excellence*) and **NTUC LearningHub** (*cutting-edge technology enablement*).

Together, we unite the human touch and technological mastery to deliver solutions that are globally relevant yet locally impactful, empowering Vietnamese professionals to lead confidently in a human-centered digital future.



We *DON'T choose AI to replace humans.*
choose AI to strengthen humans.

KEY VALUE MESSAGES

for C-levels and HR Directors

“FOUR IN ONE”

**Fundamental capabilities
Building in Just 2 Days**

One program. Four critical domains. Two immersive days.

Participants gain practical fluency in:

- Generative AI – Writing prompts, automating content
- Data Analytics – Extracting insights and visualizing data
- Automation – Streamlining workflows using Copilot & Power Automate
- Cybersecurity – Understanding risks and securing digital behavior

This all-in-one design helps leaders build future-ready talent without the burden of long, fragmented training cycles.

“INSTANT PRODUCTIVITY”

**Hands-on Learning
Immediate Impact**

Not just learning. Doing.

The program includes extensive hands-on practice with real tools and business scenarios — enabling learners to:

- Apply new skills immediately in their work
- Automate reports, generate presentations, and analyze data with AI
- Drive visible productivity gains from day one

This format speaks directly to what decision-makers want: “High-impact learning with measurable business results.”

DIGITAL SKILLS for the Modern Workplace



Enhanced
Digital Skills



Increased
Productivity
and Efficiency



Confidence in
Digital
Proficiency



Increased
Employability



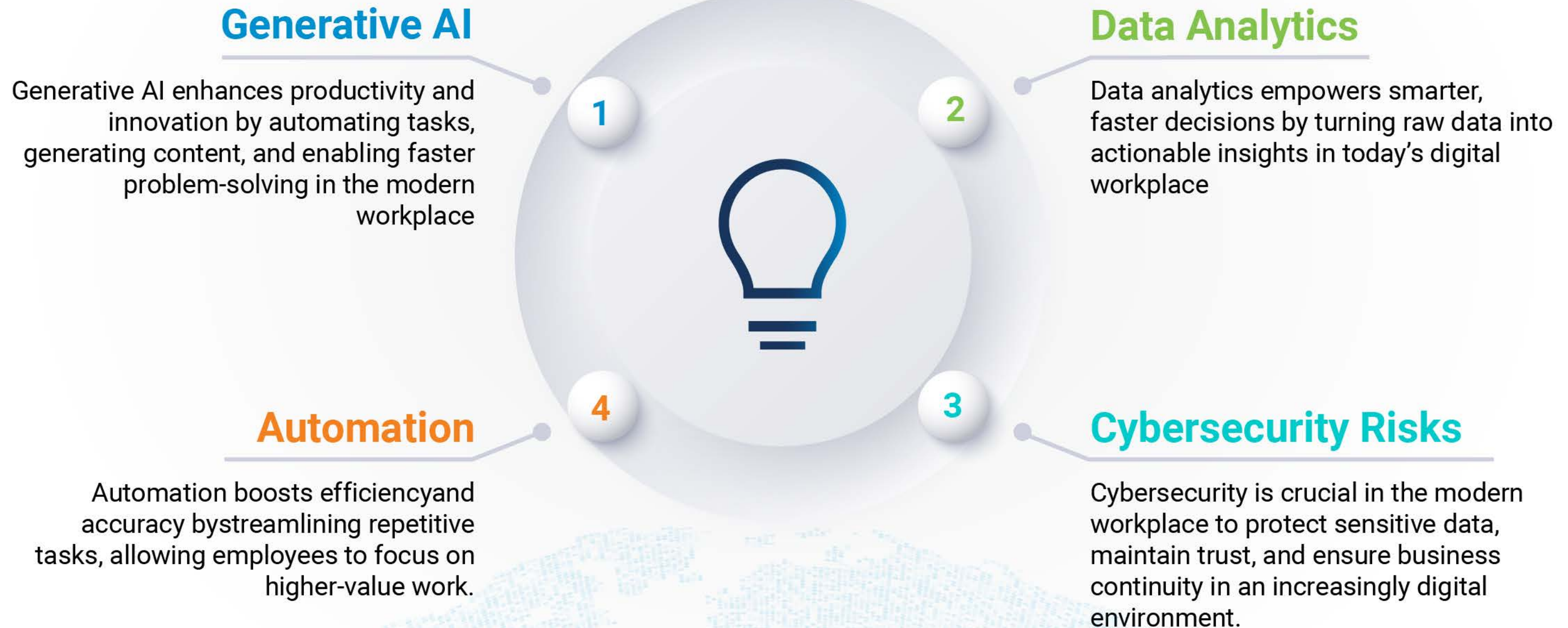
Career
Advancement
Opportunities



Lifelong
Learning
Mindset

- Be aware of current and emerging technologies and data trends
 - Adjust and anticipate changes in workplaces
- Perform functional tasks in the digital economy and know the associated cybersecurity risks
- Have the confidence to navigate their learning and career pathways throughout life stages

4 Key Domains Encompassing Digital Skills for the Modern Workplace



Signature Program

DIGITAL SKILLS FOR THE MODERN WORKPLACE:
TOOLS, AUTOMATION, AND DATA ANALYTICS



COURSE OVERVIEW

COURSE OBJECTIVES

COURSE OUTLINE

COURSE FEE

COURSE OVERVIEW

Upon completion of this course, participants will enhance their comprehension of cutting-edge emerging technologies, encompassing tools, trends, and cybersecurity protocols. Examples of such emerging technologies include digital tools like Generative Artificial Intelligence (AI) utilising Copilot, Machine Learning, and effective utilisation strategies within the workplace to bolster efficiency. Moreover, attendees will acquire proficiency in analysing trends to address real-world challenges, identifying and mitigating cybersecurity threats, and understanding the potential risks associated with over-reliance on Generative AI. Furthermore, participants will garner valuable hands-on experience in automation, encompassing both hardware and software automation techniques to streamline work processes.



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FEE

COURSE OBJECTIVES

- Equip participants with essential skills and knowledge required to excel in the digital workplace environment.
- Enable participants to proficiently generate AI-analysed insights from datasets, culminating in Copilot-generated presentations and reports.
- Provide comprehensive training in four key domains: In-demand Digital Tools, Automation, Data Analytics, and Cybersecurity risks.
- Offer hands-on experience in utilising the latest digital tools and techniques within each domain.
- Empower participants with the skills necessary to navigate and succeed in today's dynamic digital landscape.

TRAINING RESOURCES

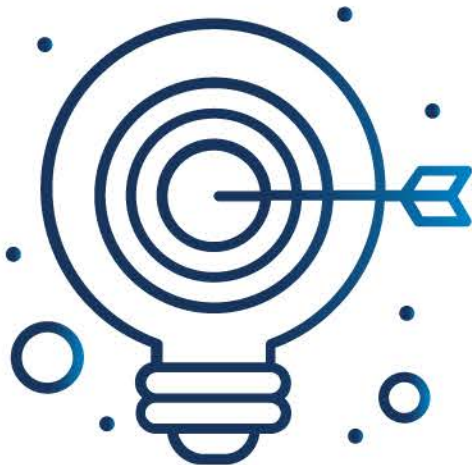
Exercises and Activities

DURATION

2 Days/16 Hours

LEARNING FORMAT

100% Online



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Domain 1: In-demand Digital Tools

- Introduction to the latest AI tools
- Write effective Generative-AI prompts
- Experience Generative Artificial Intelligence using Copilot to enhance work processes, insights generation, and productivity through Microsoft Word, Excel, and PowerPoint
- Experience Generative-AI in documents and images

Domain 3: Data Analytics

- Introduction to Data, Analytics and its applications
- Utilise Copilot in Microsoft Excel to generate data relations (eg: pivot tables, graphs, etc)
- Generate and evaluate insights from analysed data and translate into data visualisation
- Generate forecast based on combined data and generated insights

Domain 2: Automation

- Introduction to hardware and software automation, and its usages
- Learn how machines learn using data
- Automate insights from data into presentation and reports in Microsoft PowerPoint and reports in Microsoft Word
- Translate images into insights powered by Generative-AI

Domain 4: Cybersecurity risks

- Introduction to cybersecurity and its importance in the digital workplace aligned to the Digital Skills for Life (DSL) framework
- Play a part in cyber attacks
- Risks of over-reliance on Generative-AI
- Ideate steps to mitigate cybersecurity risks

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COURSE FEE

Public Course Fee (2 Days / 16 Hours)

Full Public Fee: 14,378,000 VND / participant

Group Discounts (applied on Public Fee):

• 2–5 participants: **-5%**
13,659,100 VND / participant

• 6–16 participants: **-9%**
13,083,980 VND / participant

Corporate Pricing (2 Days / 16 Hours)

Corporate Rate: 12,780,000 VND / participant

Applicable for corporate groups from **17–25 participants**

LEARNING JOURNEY

Before the course



During the course



After the course



Complete a pre-course survey sent 3–5 days in advance for learners.

Purpose: to capture current digital skills, learning goals, and workplace challenges so trainers can tailor examples.

- Engage in interactive activities, group challenges, and live demonstrations.
- Explore AI/digital tools through free trial accounts or guided practice (e.g., ChatGPT prompts, no-code automation demos).
- Apply tools immediately through mini projects linked to real work scenarios.

- Receive a resource pack/tip sheet for continued reference.
- Complete optional follow-up assignments (e.g., try one automation or AI tool at work and share outcomes).
- Provide feedback through a post-course survey to measure confidence gains and track practical application.

Contact

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