

Leading with a Digital Mindset

Course Overview

Step into the future of leadership! This workshop helps you embrace digital thinking, lead change with confidence, and inspire innovation in your team. Learn practical strategies to leverage technology, make data-driven decisions, and thrive in a fast-evolving digital world.

This workshop equips leaders with the skills and confidence to leverage existing and emerging technologies and foster a culture of continuous learning across the three key areas of operation efficiency, strategic vision and cultural influence.

By the end of the workshop, you will be ready to lead with agility, inspire innovation, and create a competitive edge in the digital era.

Program Format

This is 4-hour program that can be delivered face-to-face or virtually.

Course Objectives

- Adopt a digital-first mindset to lead effectively in a rapidly evolving business environment
- Identify key digital trends and technologies impacting leadership and organisational strategy
- Foster a culture of adaptability and continuous learning to future-proof the organisation
- Apply key technologies such as AI and related Microsoft 365 platform apps to solve business challenges and drive organisational success
- Create an action plan for you and your team

Course Outline

Embracing Digital Leadership

- Why does your organisation need to embrace digital leadership?
- How does digital leadership align with your organisation's objectives?
- What are the benefits of digital leadership and the consequences of ignoring it?

Core Digital Trends

- The shift towards AI and machine learning.
- The increased need for cybersecurity and data privacy.
- The changing nature of traditional roles due to AI.

The Three Lenses of Digital Leadership

Learn to embrace digital leadership to enhance the three key aspects of your role:

- Operational Efficiency – Using Technology to Streamline Workflows.
- Strategic Vision – Spotting Opportunities and Threats Early.
- Cultural Influence – Fostering Digital Confidence in Teams.

Leading Digital Change and Transformation

Learn how embracing digital change can enhance the lives of your people by empowering them with new skills and the confidence to operate in a digital age.

Applied Technology

- Conduct a Traditional vs Digital Mindset approach audit.
- Embrace Microsoft Copilot to harness AI-powered insights, automate routine tasks, and enhance decision-making.
- Harness Microsoft Outlook to streamline communication, schedule meetings efficiently, and leverage task management features to boost productivity for yourself and your team.
- Maximise Microsoft Teams for real-time collaboration, sharing files, hosting virtual meetings, and fostering open communication channels to strengthen team connection and agility in a hybrid work environment.
- Leverage Microsoft Planner to assign tasks, track progress, and maintain visibility on team projects, ensuring everyone is aligned and accountable in a dynamic work environment.
- Utilise Microsoft OneNote to centralise team notes, meeting agendas, and ideas in a collaborative, easily accessible digital notebook.

