



Digital Work Readiness Program



Preparing Neurodivergent Teens & Adults for the Digital Workplace

Building the Foundation for Future Employment

The Digital Work Readiness Program is a structured, practical, and employment-focused training program designed specifically for neurodivergent teens and adults (Autism, Down Syndrome, Cerebral Palsy, intellectual disability, learning disability)

The program prepares learners to develop the digital skills, workplace habits, and professional behaviors required for future employment in today's technology-driven world.

Rather than simply teaching software, this program focuses on helping learners use technology meaningfully, work independently, complete workplace tasks, and build confidence through practical learning experiences.

Students participate in real-world assignments, project-based activities, and workplace simulations that gradually prepare them for vocational training, supported employment, freelancing, and digital work opportunities.

Program Highlights

- 6-Month Structured Program
- Live Online Interactive Classes twice a week
- Small Batch for Individual Attention
- Project-Based Learning
- Workplace Simulations
- Employment Readiness Focus

"Learning computer skills is important. Learning how to work using those skills is life changing."



WHY DIGITAL WORK READINESS?

Today's world is becoming increasingly digital. Whether at school, in an office, a retail store, a café, a hospital, or a small business, technology is an essential part of everyday work.

Employers now expect individuals to use computers confidently, stay organized, communicate professionally, and complete digital tasks independently.

For autistic and neurodivergent individuals, learning to use a computer is only the first step. To succeed in vocational training or employment, they also need opportunities to develop practical workplace skills, confidence, and independence.

Unfortunately, many traditional computer courses focus on teaching software features but do not prepare learners for real workplace expectations.

The **Digital Work Readiness Program** bridges this gap by combining digital literacy with employment readiness.

Why is this Program Important?

Learners need opportunities to:

- Build confidence while using computers independently.
- Develop practical digital skills used in everyday workplaces.
- Learn to organize digital files and information.
- Follow multi-step instructions and complete tasks independently.
- Improve attention to detail and accuracy.
- Develop workplace communication skills.
- Strengthen planning, organization, and problem-solving skills.
- Build responsibility and professional work habits.
- Use technology safely and responsibly.
- Prepare for vocational training and future employment.

Preparing Learners for the Digital Workplace

The program focuses on developing skills that are valuable across a wide range of work environments, including:

- Offices and administrative settings
- Schools and educational institutions
- Retail and customer service
- Libraries and community centers
- NGOs and social organizations
- Cafés and hospitality services
- Small businesses

- Self-employment and freelance opportunities
- Supported employment programs

Beyond Computer Skills

This program is not just about learning software.

It is about helping learners become:

- Independent
- Organized
- Responsible
- Confident
- Productive
- Employment-ready

By combining digital skills with workplace habits and real-life practice, the Digital Work Readiness Program prepares learners for meaningful participation in today's technology-driven world.



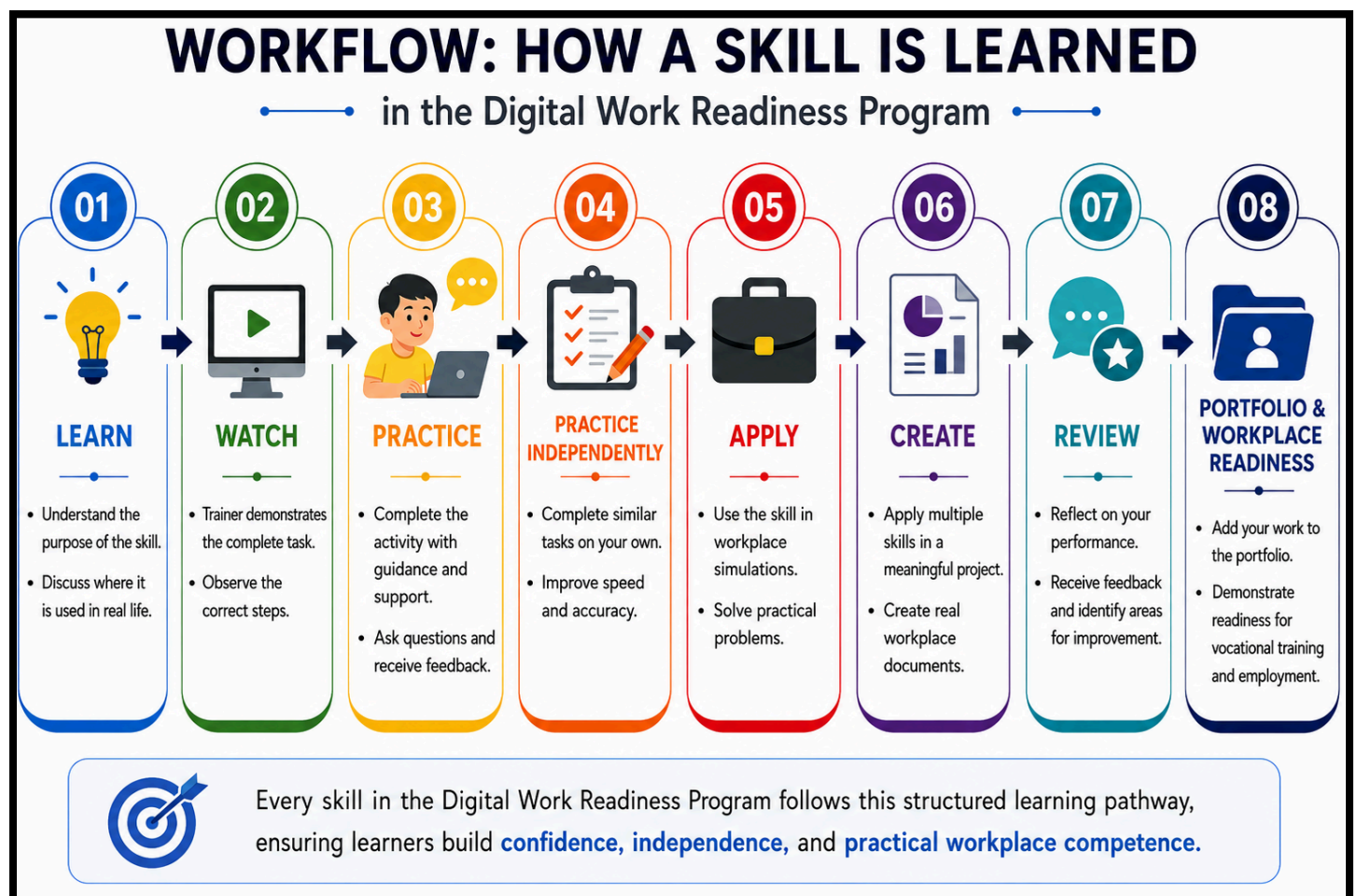
PROGRAM OVERVIEW

The **Digital Work Readiness Program** is a structured **6-month employment readiness program** designed for autistic and neurodivergent teens and adults. The program combines digital skills, workplace readiness, executive functioning, and practical projects to help learners become more independent and confident in today's digital world.

How Learning Takes Place

The program uses a practical, hands-on approach where learners:

- Learn one skill at a time through structured instruction.
- Practise each concept using guided activities.
- Apply skills through real-life projects.
- Participate in workplace simulations.
- Receive regular feedback and support.
- Build confidence through repeated success.



Key Features of the Program

- Structured step-by-step curriculum.
- Small group interactive classes.

- Practical, activity-based learning.
- Real-world workplace tasks.
- Individual guidance and feedback.
- Project-based assessments.
- Portfolio development.
- Focus on independence and employment readiness.

By the End of the Program, Learners Will Be Able To:

- Work more independently on a computer.
- Complete common digital workplace tasks.
- Stay organized and manage digital information.
- Use Microsoft Word, Excel, Canva, and AI tools effectively.
- Demonstrate professional workplace behaviour.
- Complete projects with greater confidence and independence.
- Showcase their skills through a digital portfolio.
- Take the next step towards vocational training, internships, supported employment, or self-employment.



WHO IS THIS PROGRAM FOR?

The **Digital Work Readiness Program** is designed for **autistic and neurodivergent teens and adults** who have **basic computer skills** and are ready to develop advanced digital and workplace competencies for greater independence and future employment.

This Program is Suitable For:

- Autistic individuals
- Individuals with Down Syndrome
- Individuals with Intellectual Disability (ID)
- Individuals with Learning Disabilities (LD)
- Individuals with Cerebral Palsy (CP)
- Other neurodivergent individuals with functional computer skills

Recommended Prerequisites

Learners should already be able to:

- Operate a computer or laptop independently.
- Use a keyboard and mouse comfortably.
- Perform basic typing.
- Create, edit, save, and print Microsoft Word documents.
- Perform basic tasks in Microsoft Excel (data entry, formatting, simple formulas, sorting, etc.).
- Open, save, and organize files and folders.
- Follow verbal and written instructions.
- Participate in a 45–60-minute online session with minimal support.

This Program is Ideal for Learners Who Want To:

- Move beyond basic computer skills.
- Learn digital skills required in today's workplaces.
- Develop independence while completing computer-based tasks.
- Improve organization, planning, and problem-solving skills.
- Learn professional workplace behaviour and digital etiquette.
- Build confidence using productivity and AI tools.
- Create a portfolio of practical digital work.
- Prepare for vocational training, internships, supported employment, or self-employment.

This Program is NOT Intended For:

- Complete beginners with no computer experience.
- Learners who require one-to-one support for basic computer operations.

- Learners who have not yet learned basic Microsoft Word and Microsoft Excel.
- Learners who are not yet able to use a keyboard and mouse independently.

If a learner is new to computers, we recommend completing a Foundation Computer Skills Program before enrolling in the Digital Work Readiness Program.



OUR TEACHING METHODOLOGY

The Digital Work Readiness Program follows a structured, practical, and learner-centered approach that helps learners develop digital skills, workplace habits, and confidence through meaningful practice.

How We Teach

Structured Learning

- Step-by-step instruction with clear learning objectives.
- Concepts taught from simple to advanced.
- Regular revision and reinforcement.

Hands-on Practice

- Every session includes practical computer activities.
- Learners practise every concept independently.
- Learning through doing, not just observing.

Project-Based Learning

- Real-world assignments in every module.
- Individual and guided projects.
- Practical tasks that reflect workplace expectations.

Workplace Simulation

Learners experience activities such as:

- Creating professional documents.
- Organizing digital files and folders.
- Data entry and record management.
- Preparing spreadsheets and reports.
- Designing presentations and visual resources.
- Using AI tools to complete workplace tasks.
- Managing digital assignments independently.

Skill Generalization

Learners are encouraged to apply their skills across different situations, helping them transfer classroom learning to everyday life, vocational settings, and future workplaces.

Continuous Feedback

- Individual guidance during activities.

- Constructive feedback after assignments.
- Regular monitoring of progress.
- Encouragement to improve accuracy, independence, and confidence.

Portfolio Development

Throughout the program, learners build a portfolio of their work, including:

- Microsoft Word documents
- Excel worksheets
- Canva designs
- AI-assisted projects
- Workplace assignments

This portfolio reflects each learner's progress and can be used to demonstrate their skills during vocational training, internships, or employment opportunities.



CURRICULUM OVERVIEW

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— Digital skills. Real-world experience. Workplace readiness. —

1



DIGITAL ORGANIZATION

- File & Folder Management
- Digital Workspace
- Safe Digital Practices

Organize, manage and keep digital information safe and accessible.



2



DIGITAL COMMUNICATION

- Professional Email Writing
- Sending & Receiving Emails
- Attachments & Digital Etiquette



From this module onwards, all assignments and projects are shared and submitted through email, simulating a real workplace.



3



PROFESSIONAL DOCUMENTATION

- Microsoft Word
- Letters & Reports
- Forms & Templates

Create clear and professional documents for real workplace needs.



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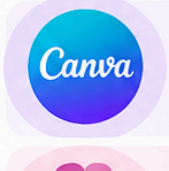
SPREADSHEETS & DATA MANAGEMENT

- Microsoft Excel
- Data Entry
- Tables & Formulas

Organize data, perform calculations and manage information efficiently.



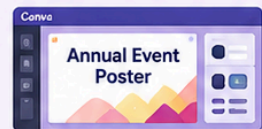
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CANVA FOR WORKPLACE CREATIVITY

- Posters
- Flyers
- Certificates
- Presentations

Design professional visuals for communication, promotion and presentations.



6



AI FOR PRODUCTIVITY

- Writing Support
- Content Creation
- Workplace Assistance
- Productivity Tools

Integrated across all modules and projects

Use AI tools across all modules to learn faster and work smarter.



7



PROJECTS & DIGITAL PORTFOLIO

- Real-World Projects
- Workplace Simulations
- Digital Portfolio
- Employment Readiness

Apply skills through meaningful projects and build a portfolio that showcases your abilities.



Practical skills.
Real projects.
Confident futures.



PRACTICAL LEARNING



WORKPLACE READINESS



INDEPENDENCE



CONFIDENCE

1. Digital Organization

- File & Folder Management
- Digital Workspace
- Safe Digital Practices

2. Digital Communication

- Professional Email Writing
- Sending & Receiving Emails
- Attachments & Digital Etiquette

From this module onwards, all assignments and projects are shared and submitted through email, simulating a real workplace.

3. Professional Documentation

- Microsoft Word
- Letters & Reports
- Forms & Templates

4. Spreadsheets & Data Management

- Microsoft Excel
- Data Entry
- Tables & Formulas

5. Canva for Workplace Creativity

- Posters
- Flyers
- Certificates
- Presentations

6. AI for Productivity

- Writing Support
- Content Creation
- Workplace Assistance
- Productivity Tools

Integrated across all modules

7. Projects & Digital Portfolio

- Real-World Projects
- Workplace Simulations
- Digital Portfolio
- Employment Readiness



READY TO BUILD A DIGITAL FUTURE?

Digital skills are no longer optional—they are essential for education, employment, and independent living.

The **Digital Work Readiness Program** empowers neurodivergent teens and adults with practical digital skills, professional communication, workplace confidence, and real-world experience through structured, hands-on learning.

Whether the goal is higher education, vocational training, supported employment, entrepreneurship, or greater independence, this program prepares learners for the opportunities of tomorrow.

PROGRAM AT A GLANCE



Duration: 6 Months



Mode: Live Online Classes



Age Group: 14+ Years



Prerequisite: Basic Computer Skills (Typing, Mouse, Microsoft Word & Excel)

WHY CHOOSE CONNECTABILITY?

- ✓ Employment-Focused Curriculum
- ✓ Project-Based Learning
- ✓ AI-Integrated Digital Skills
- ✓ Small Batch with Personalized Support
- ✓ Designed for Neurodivergent Learners

ENROLLMENTS OPEN

Limited Seats Available (only 5)



Empowering Neurodivergent Individuals Through Digital Skills & Employment Readiness

 **WhatsApp:** 9810578594

Building Digital Skills. Creating Future Opportunities.