



# WSQ: Empowering Work and Life with Smartphone

(TGS-2026062300)

## COURSE OVERVIEW

This course is designed to help you use your smartphone more effectively to improve both your work and daily life. You will learn how to use essential apps and tools to stay organized, manage tasks, and communicate more efficiently.

You will also discover how to use AI-powered smartphone features to automate routine tasks, set reminders, and simplify your workflow. These skills will help you save time, reduce stress, and improve your overall productivity.

By the end of the course, you will be able to turn your smartphone into a powerful tool to support your work, enhance efficiency, and maintain a better work-life balance.

## LEARNING OUTCOMES

- Use essential smartphone features and apps to manage everyday tasks and communication.
- Store and organise files using cloud storage apps such as Google Drive or OneDrive.
- Use smartphone tools like calendar and to-do apps to plan schedules and manage tasks.
- Join and participate in virtual meetings using mobile video conferencing apps.
- Understand and use AI features on smartphones, such as voice assistants and automation tools.
- Apply AI smartphone tools like voice typing, language translation, image generation, and document scanning to make daily tasks faster and easier

## SCAN ME



### Duration

8 Hours (1 Day)  
9:00 AM - 6:00 PM



### Mode of Training

Classroom



### Mode of Assessment

Written Assessment & Case Study

## PREREQUISITES

- Minimum 1 year of work experience in any sector
- WPL Level 5 (Average of Reading, Listening, Speaking & Writing Scores)
- Proficient in using computers and smartphone

### Individual Subsidy

### Corporate Subsidy

	Singapore Citizens (21 - 39 years old) & SPR	Singapore Citizens (40 years old & above)	Non Small-Medium Enterprises (Non-SMEs)	Small-Medium Enterprises (SMEs)
Course fees	S\$500	S\$500	S\$500	S\$500
Course fees after SkillsFuture subsidy	S\$250 (50% subsidy)	S\$150 (70% subsidy)	S\$250 (50% subsidy)	S\$150 (70% subsidy)
<b>Nett Course Fee (with 9% GST)</b>	<b>S\$295</b>	<b>S\$195</b>	<b>S\$295</b>	<b>S\$195</b>
Additional subsidies (for covering remaining fees)	<b>SkillsFuture Credits:</b> Singaporeans 25 years old & above can cover remaining fees with SkillsFuture Credits.		<b>SkillsFuture Enterprise Credit (SFEC):</b> Can offset 90% of remaining fees.  <b>Absentee Payroll:</b> Claimable up to \$4.50 per hour, capped at \$100,000 per enterprise per calendar year.  <b>Enterprise Innovation Scheme (EIS):</b> - Annual tax deduction of 400%, OR - Convert 20% of course fees into cash payout.	

