



ESSENTIAL DIGITAL SKILLS

ACADEMIC SUCCESS &
FUTURE EMPLOYMENT



GET START



CONTENTS

1

Introduction

2

Why Digital Skills Matter

3

Digital Productivity

4

Information Security & Online Safety

5

Basic Data Management

6

Communication & Collaboration

7

Digital Skills for Future Employment

8

Your Digital Skills Development Plan



ESSENTIAL DIGITAL SKILLS

ACADEMIC SUCCESS &
FUTURE EMPLOYMENT

1

Introduction

- **About me**
- **Purpose of the Presentation**
- **Target Participants**

ABOUT ME





**ESSENTIAL DIGITAL
SKILLS** ACADEMIC SUCCESS &
FUTURE EMPLOYMENT

PHOUN BORIN

I studied Information Technology from 2021 to 2025. I am currently pursuing a Master's degree in IT while also working as a Coordinator for a travel agency. This combination of study and professional experience allows me to continue developing both my technical and communication skills.



WHAT I CAN DO



ESSENTIAL DIGITAL SKILLS

ACADEMIC SUCCESS &
FUTURE EMPLOYMENT

Web Application



Mobile App(Android)

What
I can do ?

Communication Skill



Photography & Video



ESSENTIAL DIGITAL SKILLS

ACADEMIC SUCCESS & FUTURE EMPLOYMENT



Share experience

Share practical digital knowledge and professional experience.



Understand tech

Help students use technology effectively for academic work.



Protection

Protect digital information and organize data responsibly.

Purpose



Collaboration

Collaborate online and prepare for a connected workplace.



Opportunity

Create opportunities for discussion and long-term cooperation.



Researching

Learn to research base on your problem and collecting what you need.



**ESSENTIAL DIGITAL
SKILLS** ACADEMIC SUCCESS &
FUTURE EMPLOYMENT

Who should join?

Primary Audience : University students seeking to build digital skills for academics, research, internships, and future careers, especially final year students and those seeking confidence with digital tools.



STUDENT

TEACHER

OFFICE STAFF

WHO LOVE TECH



ESSENTIAL DIGITAL SKILLS

ACADEMIC SUCCESS & FUTURE EMPLOYMENT

2

Why Digital Skills Matter



Academic Success

Digital tools are essential for finding information, completing assignments, and communicating with the world.



Future Employment

Employers expect graduates to choose appropriate tools, work safely online, and manage information responsibly.





ESSENTIAL DIGITAL SKILLS

ACADEMIC SUCCESS & FUTURE EMPLOYMENT

3

Digital Productivity



Academic Tasks

Master word-processing, presentation software, and spreadsheets to complete assignments effectively.



File Organization

Use clear file names, manage folders logically, and share documents appropriately using cloud storage.



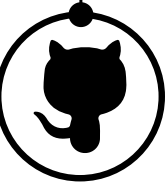
Planning & Deadlines

Leverage online calendars and digital note-taking tools to plan assignments and track deadlines.



Collaboration

Use email and collaboration platforms to work seamlessly with lecturers and peers.





ESSENTIAL DIGITAL SKILLS

ACADEMIC SUCCESS & FUTURE EMPLOYMENT



Always backup your important information!

4

Information Security & Online Safety



Protect Your Identity

Use strong passwords and multi-factor authentication (MFA) to secure your academic and personal accounts.



Identify Risks

Learn to spot phishing messages, suspicious links, and malware before they compromise your data.



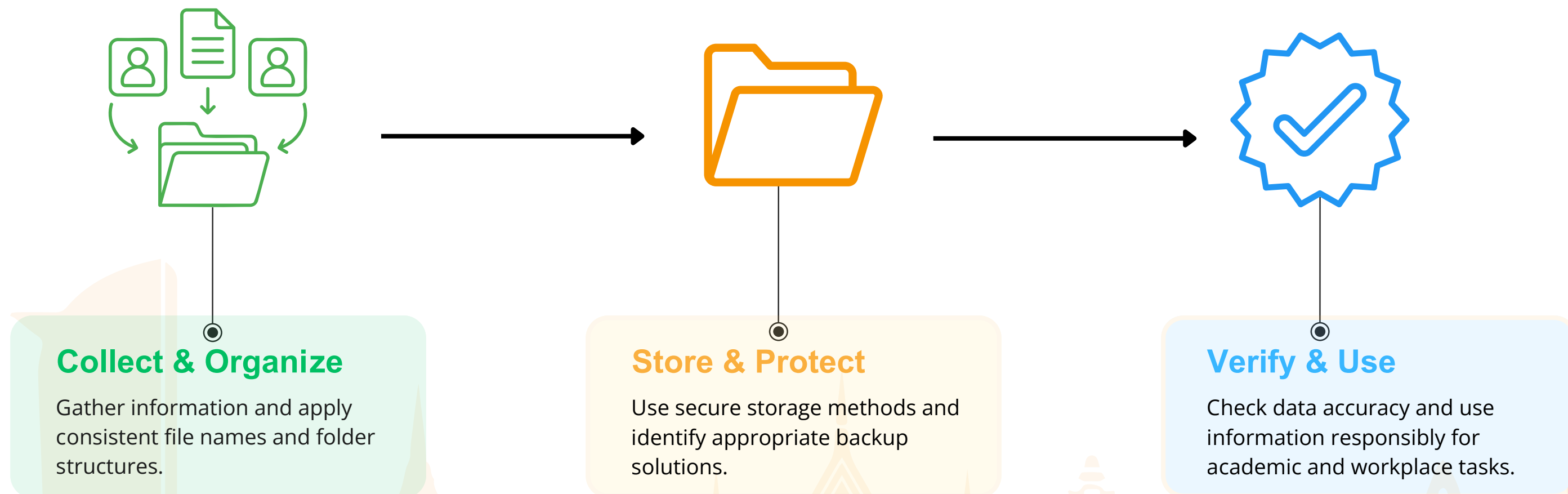
Safe Connectivity

Be cautious on public networks and keep your software updated to patch security vulnerabilities.



5

Basic Data Management





ESSENTIAL DIGITAL SKILLS

ACADEMIC SUCCESS &
FUTURE EMPLOYMENT

6

Communication & Collaboration



Professional Messaging

Write clear emails with appropriate subject lines, attach files correctly, and respond professionally.



Digital Teamwork

Master task assignment, version control, and respectful participation in online discussions and meetings.



ESSENTIAL DIGITAL SKILLS

ACADEMIC SUCCESS & FUTURE EMPLOYMENT

7

Digital Skills for Future Employment



Skill Identification

Learn to identify required digital skills in job advertisements and describe your experience effectively.



Professional Profile

Prepare a professional CV and digital portfolio to showcase your academic projects and technical abilities.



Networking

Use professional networking platforms to connect with employers and demonstrate your expertise.



Interview Prep

Practice explaining your digital skills and personal projects clearly during job interviews.

"Digital competence is not just about tools, it's about continuous learning as technology changes."



ESSENTIAL DIGITAL SKILLS

ACADEMIC SUCCESS & FUTURE EMPLOYMENT

8

Your Digital Skills Development Plan

1. Identify Strength

What is one digital skill you already use well? (e.g., file organization, email, or specific software).

2. Identify Gap

What is one skill you need to improve for your studies or future career?

3. Practical Activity

What is one specific activity you will complete to improve this skill?

4. Target Date

When will you complete this activity? Set a realistic deadline for yourself.

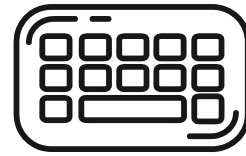
Y D S D P



ESSENTIAL DIGITAL SKILLS

ACADEMIC SUCCESS &
FUTURE EMPLOYMENT

Start Small. Practise Often.



Let do it

Turn Skills into Action

1

File Check

Review your current folder structure. Is it logical? Are file names clear?

2

Security Review

Check if you have MFA enabled on your primary email and academic accounts.

3

Action Plan

Draft your personal development plan for the next 30 days.



ESSENTIAL DIGITAL SKILLS

ACADEMIC SUCCESS & FUTURE EMPLOYMENT



Digital Course



My social Media

Thank you for participating!