



My CV says "Basic knowledge of Excel". But I quickly realised that my basic knowledge would not be enough for this new job. So I learned a few new skills by watching **YouTube videos**.

What are macros in Excel?

"Habla usted español?" I knew that people who speak Spanish were needed for a new project. That same day, I started a language course online. I had already gone through five chapters while my colleagues were still waiting for HR to finally offer a Spanish course.





e-learning

Using digital knowledge sources effectively

In future, something we all already take for granted in our private lives is also going to become increasingly important in our professional lives: being able to use digital sources of knowledge to answer questions quickly. From quick Google searches and online courses provided by experts through to video tutorials that help with everyday problems, it is possible to find an answer to any question online. Group of participants:

Professionals and managers from all industries who want to use digital sources of knowledge for the effective would like to use.

Duration: approx. 0,5 hours

Language: 💻 🚟

Learning objectives

- ✓ What digital knowledge sources are out there.
- How learning has changed.
- How to formulate good search queries appropriate for each knowledge source.
- How to question and evaluate the quality of answers.

Contents

What is a digital knowledge source?
What is a good question?
What is a good answer?
Google
Wikipedia
YouTube
TED Talks
Podcasts

In-house e-learning

