

ICDL Workforce COLLABORATION



The Online Collaboration module covers the main concepts and skills needed to collaborate online using web-based tools and services.

With distributed teams, remote working, and outsourcing now common practice in organisations, workers are often interacting with people who are elsewhere in the world. Technology is helping to remove geographical and organisational boundaries at work, but this also means that new skills are needed to collaborate effectively with colleagues.

This module is suitable for a wide range of candidates in all types of job role. Online collaboration does not only apply when colleagues work long distances from each other. Collaboration tools and services bring many productivity gains that will also benefit workers in the same location.

Develop the skills needed to collaborate with others using online collaboration tools.

The Collaboration Module is part of the ICDL Workforce Programme, designed to build the digital skills of the modern workplace.

Main learning outcomes

Successful candidates will be able to plan and manage collaboration using services such as cloud computing and mobile technology. After passing this module, candidates will feel confident collaborating and interacting using online tools, as well as scheduling and hosting online meetings. They will be able to:

- understand the key concepts of online and mobile collaboration
- recognise good practice in cloud computing and how this facilitates collaboration
- identify tools supporting online collaboration, such as productivity applications, social media, calendars, meetings, and learning environments
- know how to register, set up, and delete user accounts for collaborative tools
- understand how collaboration works on mobile devices such as tablet and smartphones

Module Overview	
Category	Skill Set
Collaboration Concepts	<ul style="list-style-type: none"> • Key Concepts • Cloud Computing
Preparation for Online Collaboration	<ul style="list-style-type: none"> • Common Setup Features • Setup
Using Online Collaborative Tools	<ul style="list-style-type: none"> • Online Storage and Productivity Applications • Online Calendars • Social Media • Online Meetings • Online Learning Environments
Mobile Collaboration	<ul style="list-style-type: none"> • Key Concepts • Using Mobile Devices • Applications • Synchronisation

Why certify with ICDL?

- ICDL certification is internationally recognised by employers and institutions.
- ICDL modules are developed with input from computer users, subject matter experts, and practising professionals from all over the world.
- The regularly updated syllabus content reflects day-to-day tasks and responsibilities typical of job roles.
- ICDL modules focus on skills acquisition as well as an understanding of concepts.
- ICDL syllabus content is vendor-independent so that skills and knowledge are transferable.
- ICDL has rigorous Quality Assurance Standards (QAS) and regular quality audits are conducted internally and externally.

