



MODULE 6

Digital Workplace Skills & Documentation

“Technology Is Part of the Job”

Adapted from the “Journey Up: Workforce Foundations” Learner Workbook (WF-1.0-RC1) — Journey Forward Life Skills Curriculum.



Digital Habits Support Everything Else

- ✓ Career applications, tracking, and updates rely on digital tools.
- ✓ Poor digital habits create real workplace problems.
- ✓ Clear digital documentation protects you, like Module 4's records.
- ✓ By the end: you'll confidently use core workplace tech.



LESSON 1

Digital Workplace Readiness Check

What Do You Already Know How to Do?

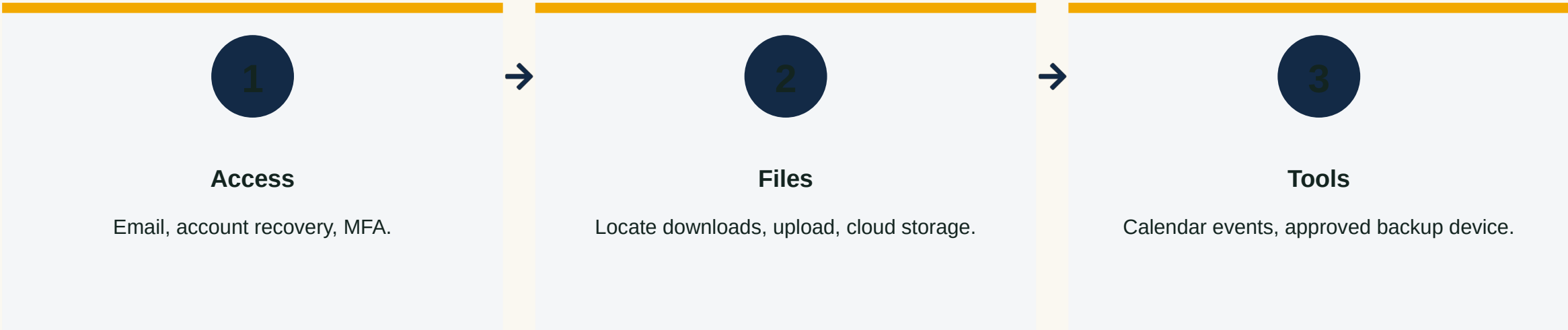
- ✓ Digital skill gaps are common and easily fixable.
- ✓ Employers assume basic digital competence by default.
- ✓ Self-awareness is the first step, just like Module 1.
- ✓ Today: build your own digital readiness baseline.

THE HOOK & CONCEPT



Rate Yourself: Yes or Needs Attention

DEEP DIVE & FRAMEWORK





Sample Self-Assessment

PRACTICAL APPLICATION / EXAMPLE

Confident:	Email, uploading photos
Needs attention:	Using MFA, recovering a locked account
Biggest need:	Account recovery process

Complete your own readiness check and circle your biggest gap.



LESSON 1 RECAP

Digital Workplace Readiness Check

KEY TAKEAWAYS



A digital skill gap is normal and fixable.



Practicing before an emergency prevents real problems.



QUICK KNOWLEDGE CHECK

What digital skill would most affect your work?

Exercise: Name one digital skill to practice this week.



LESSON 2

Professional Digital Communication

THE HOOK & CONCEPT

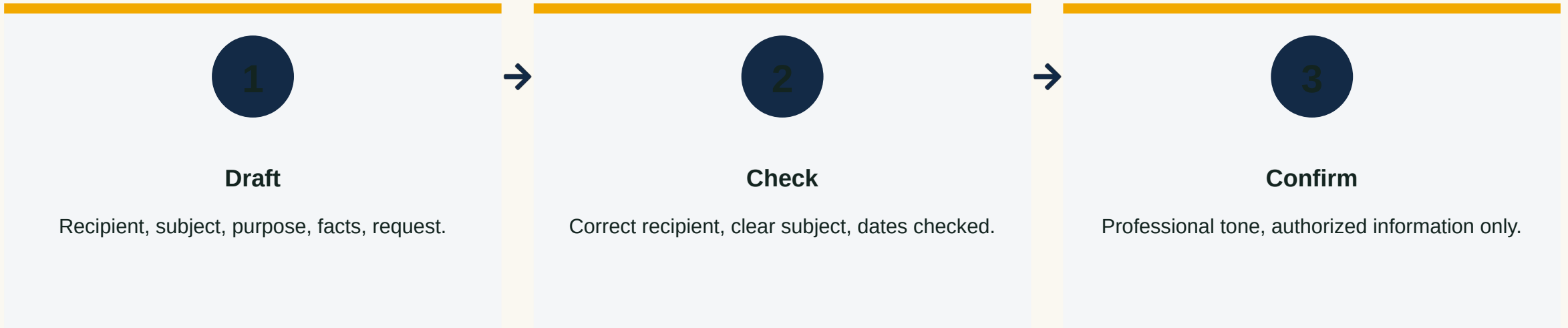
One Bad Email Can Undo a Good Reputation

- ✓ Unclear digital messages waste time and create confusion.
- ✓ A professional message gets read, understood, and acted on.
- ✓ This builds directly on Module 2's communication skills.
- ✓ Today: write and check a professional digital message.



Draft, Then Check Before Sending

DEEP DIVE & FRAMEWORK





Sample Professional Message

PRACTICAL APPLICATION / EXAMPLE

Recipient/Subject:	Warehouse coordinator; Materials for Unit 4
Facts:	12 feet short, job due Friday
Pre-send check:	All six items confirmed

Draft a real or hypothetical message and run it through the checklist.



LESSON 2 RECAP

Professional Digital Communication

KEY TAKEAWAYS

- ✓ A pre-send check prevents the most common mistakes.
- ✓ Clear subject lines get messages read faster.



QUICK KNOWLEDGE CHECK

What's the most common digital communication mistake?

Exercise: Run your next real message through the checklist.



LESSON 3

Digital Documentation Practice

THE HOOK & CONCEPT

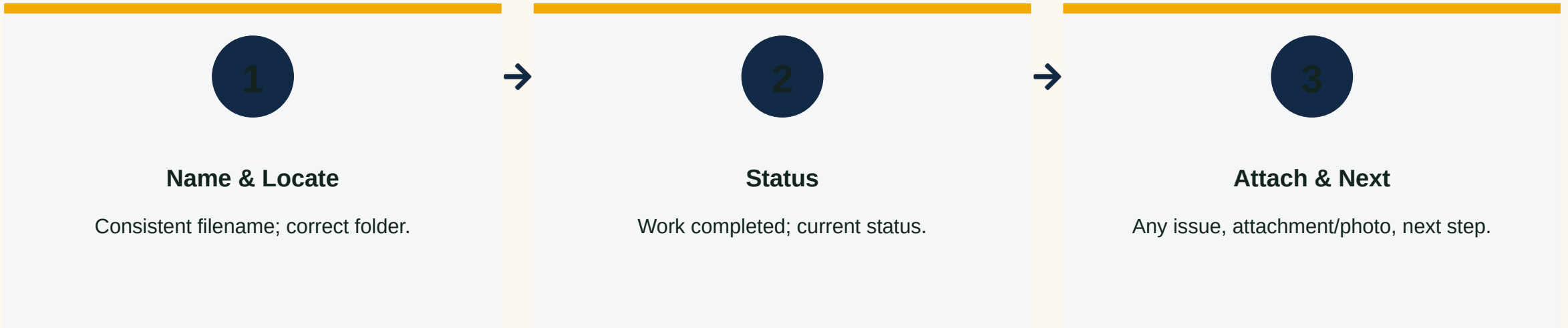
If You Can't Find It, It Doesn't Help Anyone

- ✓ Digital documentation is only useful if others can find it.
- ✓ Poor filenames and folders create hidden bottlenecks.
- ✓ Good documentation habits support the whole team.
- ✓ Today: practice clear, findable digital documentation.



Project, Filename, Location, Status

DEEP DIVE & FRAMEWORK





Sample Documentation Entry

PRACTICAL APPLICATION / EXAMPLE

Filename:	2024-03-12_UnitB_Trim_Complete.pdf
Status:	Complete, photo attached showing final work
Next step:	Awaiting inspector sign-off

Draft a documentation entry for a real or hypothetical completed task.



LESSON 3 RECAP

Digital Documentation Practice

KEY TAKEAWAYS

- ✓ A consistent filename and folder helps the whole team.
- ✓ Good documentation answers questions before they're asked.



QUICK KNOWLEDGE CHECK

Why does folder structure matter to others, not just you?

Exercise: Rename one real file using today's convention.



LESSON 4

Workplace Spreadsheet Practice

Spreadsheets Aren't Just for Office Jobs

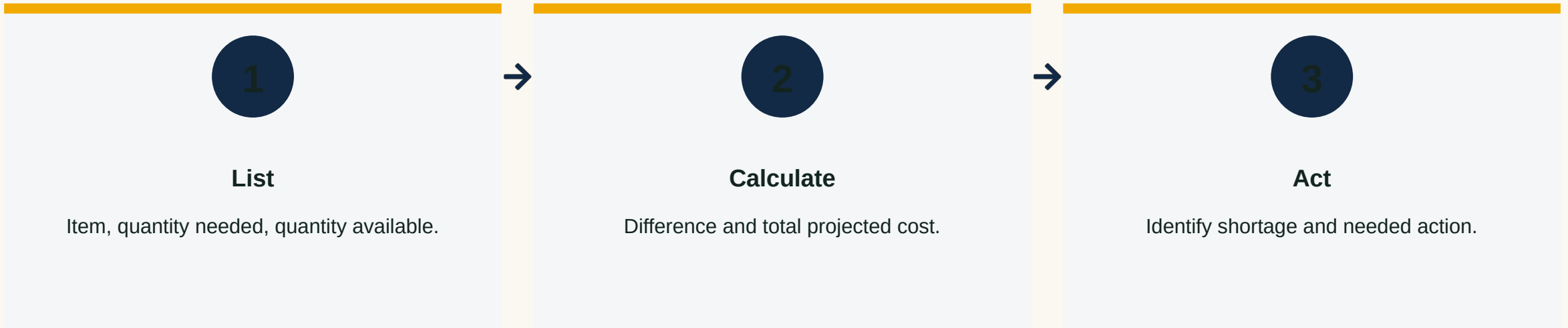
- ✓ Trades and clean-energy work often involve quantities.
- ✓ A spreadsheet catches shortages before they cause delays.
- ✓ Basic spreadsheet skills are increasingly expected on-site.
- ✓ Today: build a simple materials-tracking spreadsheet.

THE HOOK & CONCEPT



Item, Quantity, Cost, Difference

DEEP DIVE & FRAMEWORK





Sample Materials Tracker

PRACTICAL APPLICATION / EXAMPLE

Item:	Baseboard trim; needed 40ft, available 28ft
Shortage cost:	12 ft short at \$2/ft = \$24
Action needed:	Order 12 more feet today

Build a spreadsheet for a real or hypothetical materials list.



LESSON 4 RECAP

Workplace Spreadsheet Practice

KEY TAKEAWAYS



A spreadsheet turns numbers into a clear decision.



Shortages caught early prevent project delays.



QUICK KNOWLEDGE CHECK

What decision could a supervisor make faster with this?

Exercise: Build one tracker for a real materials list.



LESSON 5

Digital Project Tracker

Who's Doing What, and What's It Waiting On?

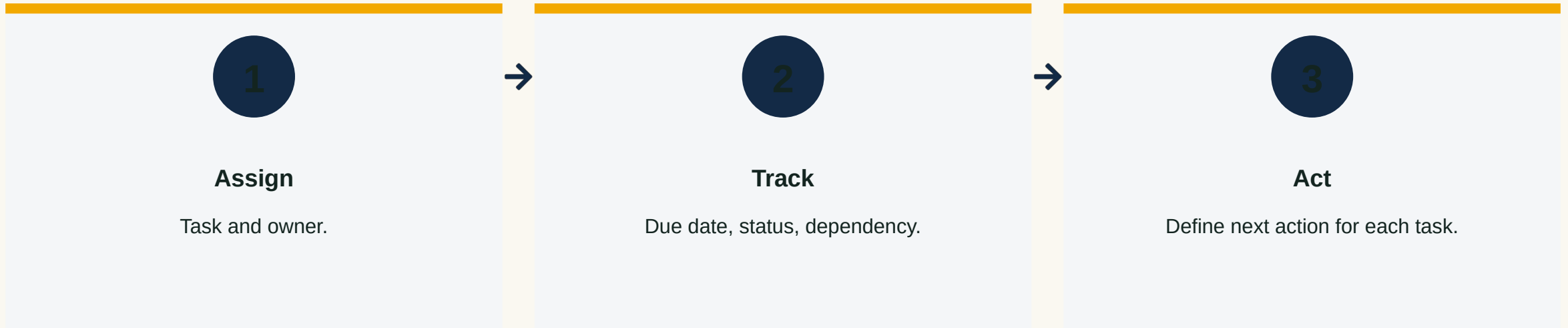
- ✓ Projects with multiple tasks need visible ownership.
- ✓ Dependencies mean one delay can affect everything.
- ✓ A tracker makes bottlenecks visible before they cause damage.
- ✓ Today: build a digital project tracker.

THE HOOK & CONCEPT



Task, Owner, Due Date, Dependency, Next

DEEP DIVE & FRAMEWORK





Sample Project Tracker

PRACTICAL APPLICATION / EXAMPLE

Task 1:	Wire outlets; owner Jordan; blocked by framing
Task 2:	Framing; owner Alex; due Wednesday
Next action:	Confirm framing timeline with lead

Build a tracker for a real or hypothetical multi-task project.



LESSON 5 RECAP

Digital Project Tracker

KEY TAKEAWAYS



Every task needs a named owner and next action.



Dependencies should be visible, not just remembered.



QUICK KNOWLEDGE CHECK

What's the risk of a task with no owner?

Exercise: Add one dependency you're currently waiting on.



LESSON 6

Digital Status & Handoff Report

THE HOOK & CONCEPT

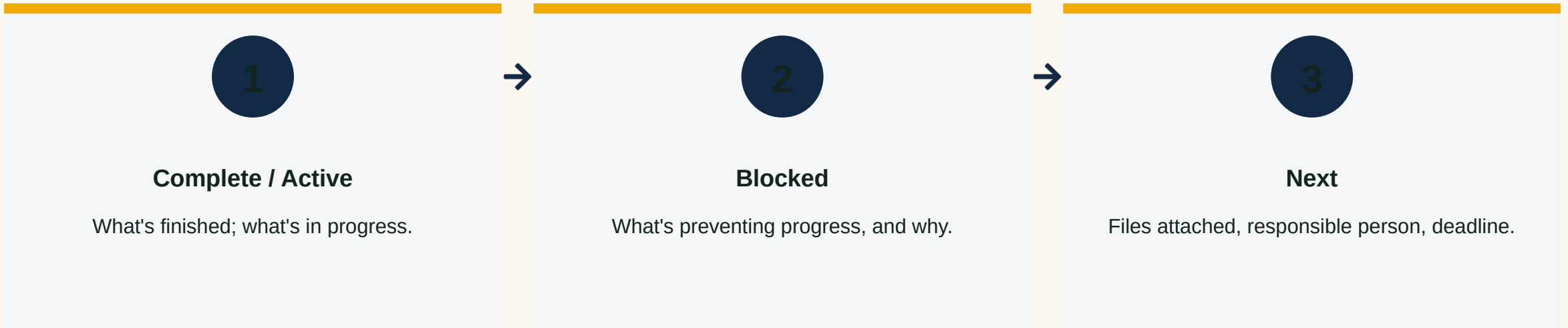
Four Words That Make Any Update Clear

- ✓ A narrative update can bury the most important detail.
- ✓ A structured format makes status instantly scannable.
- ✓ This builds on Module 2's handoff and update skills.
- ✓ Today: build a digital status and handoff report.



COMPLETE, ACTIVE, BLOCKED, NEXT

DEEP DIVE & FRAMEWORK





Sample Status Report

PRACTICAL APPLICATION / EXAMPLE

Complete/Active:	Rough wiring 8 of 10; finishing final 2 today
Blocked:	Waiting on framing for outlets 9-10
Next:	Photo attached; responsible framing crew; Friday

Draft a status report for a real or hypothetical task in progress.



LESSON 6 RECAP

Digital Status & Handoff Report

KEY TAKEAWAYS

- ✓ Structure makes a status report instantly scannable.
- ✓ BLOCKED always needs a reason attached.



QUICK KNOWLEDGE CHECK

How is this easier to act on than a paragraph?

Exercise: Draft one status report using this exact structure.



LESSON 7

One-Slide Project Update Planner

THE HOOK & CONCEPT

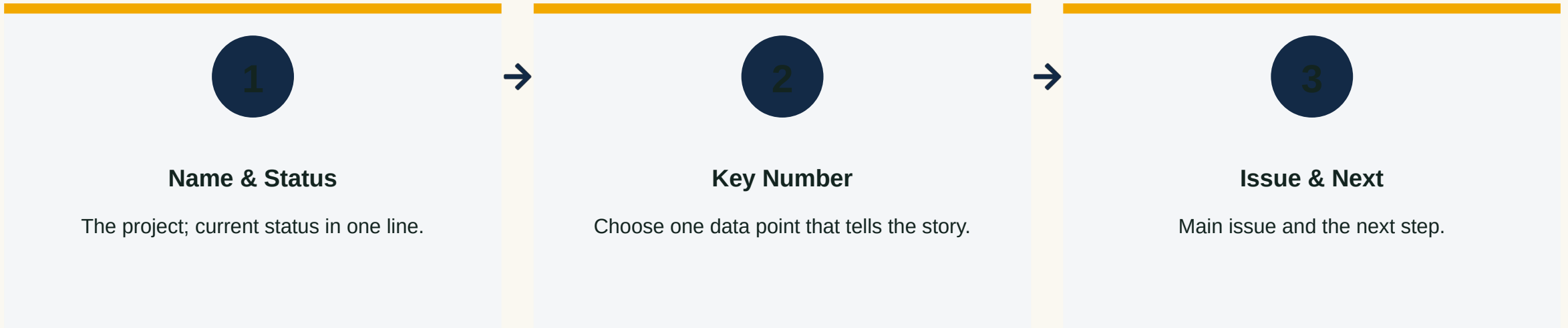
Say It in One Slide, Not Ten Minutes

- ✓ **Not every audience needs the full status report.**
- ✓ A single slide forces clarity and priority.
- ✓ This skill works for supervisors, clients, or leadership.
- ✓ Today: plan a one-slide project update.



Project, Status, Key Number, Issue, Next

DEEP DIVE & FRAMEWORK





Sample One-Slide Plan

PRACTICAL APPLICATION / EXAMPLE

Project/Status:	Unit B electrical rough-in; 80% complete
Key number:	12 feet of trim short
Issue/Next:	Framing delay; material ordered, ETA Friday

Plan a one-slide update for a real or hypothetical project.



LESSON 7 RECAP

One-Slide Project Update Planner

KEY TAKEAWAYS



One key number tells the story better than many.



A one-slide update works for any audience.



QUICK KNOWLEDGE CHECK

What's the one number that matters most right now?

Exercise: Plan a one-slide update for your current project.



LESSON 8

Use Technology to Move Work Forward (Capstone)

Time to Use a Digital Tool for Real

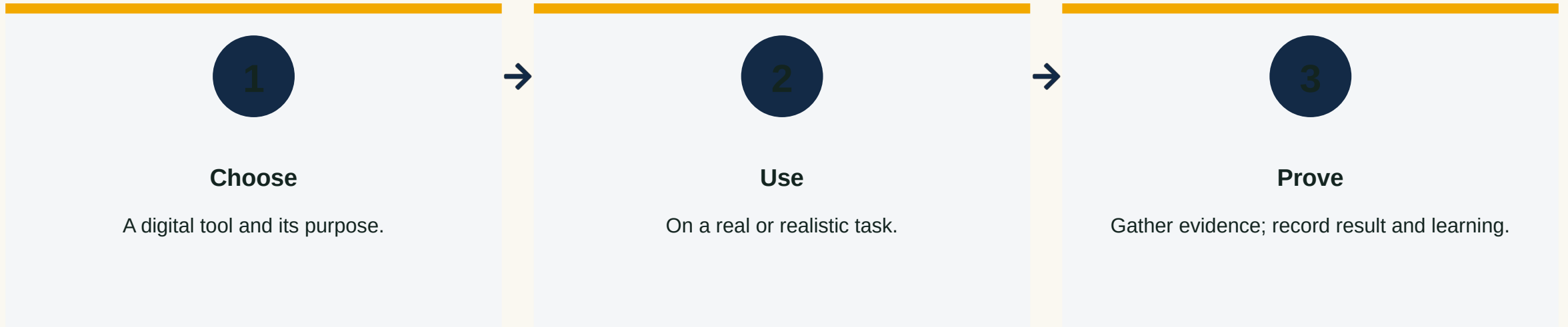
- ✓ You've assessed, communicated, documented, tracked, and reported.
- ✓ Now: use one digital tool on real work.
- ✓ Practical use builds confidence faster than theory.
- ✓ Today: commit to one digital action within 48 hours.

THE HOOK & CONCEPT



Choose a Tool, Then Complete Four Fields

DEEP DIVE & FRAMEWORK





Sample: Using a Digital Project Tracker

PRACTICAL APPLICATION / EXAMPLE

Tool/Purpose:	Shared spreadsheet; coordinate a 3-person task list
Evidence:	Screenshot of completed tracker
Result:	No missed tasks; team finished on schedule

Draft your own commitment for the next 48 hours.



LESSON 8 RECAP

Use Technology to Move Work Forward (Capstone)

KEY TAKEAWAYS

- ✓ The most valuable digital skill is the one you'll actually use.
- ✓ Small digital habits prevent big miscommunications.



QUICK KNOWLEDGE CHECK

What security behavior will you strengthen?

Exercise: Name the digital skill you'll keep practicing.



What You Built in Module 6

- ✓ An honest digital readiness baseline.
- ✓ Professional digital communication and clean documentation.
- ✓ A spreadsheet for materials and a tracker for tasks.
- ✓ Structured status reports and a one-slide update skill.



Next: Safety Culture, Quality & Project Execution

- ✓ Your work is bigger than your single task.
- ✓ You'll bring together safety, quality, and project skills.
- ✓ This is the program's final, integrative module.
- ✓ Same structure: learn, practice, demonstrate, apply.