


## Lesson Plan

### Module: DIGITAL TOOLS

### Unit: Introduction

<p><b>Desired Core professional goal</b></p> <p>After completing this module, learners will be able to:</p> <ul style="list-style-type: none"> <li>- understand and list the benefits of using digital tools for their business</li> <li>- list the 5 must-have free digital tools to boost SME productivity</li> <li>- identify the potential, list the most common tools and describe the key features of the following category of digital tools: collaboration tools, booking systems, creative tools, CRM system</li> </ul>	<p><b>Benchmark</b></p> <p>e-platform</p>
<p>Basic</p>	<p>Enlighten Empower Energise Evolve</p>
<p><b>Micro-learning activities</b></p> <p>Learners will:</p> <ol style="list-style-type: none"> <li>1. read what is the module about</li> </ol> 	

[CLICK HERE](#)

2. watch the video on YouTube [Basic level: Module 5: Introduction](#)
3. read the Learners Guideline [Learners\\_Guidelines.pdf](#)