

SKILLS BOOTCAMP CURRICULUM

Digital Innovator

Length
10 weeks

Commitment
2 days per week

Level
4

Digital Innovator

The Digital Innovator Skills Bootcamp gives you a structured, practical foundation in digital tools and technology — with AI woven into every part of it. You'll build skills across project management, data, design, and communication, and learn how to use the tools that modern workplaces actually run on. Not just to keep up. But to stand out.

Who is this course for?

The Overwhelmed Professional

You're experienced and capable, but workplace tools are evolving faster than your training. This helps you stay current and confident.

The Career Changer

You want to move into digital roles, but every course you've seen assumes coding skills you don't have. This one focuses on practical digital tools instead.

The Early-Career Ambitious

You've finished your studies and the gap between what employers expect and what education taught you is real. Time to bridge it.

Course Overview

This 10-week bootcamp covers:

- **Tools to Get You Started** – Notion, Figma and Canva — the tools modern digital workplaces actually run on
- **Project Management & Presentations** – Structure work, manage tasks and communicate ideas clearly
- **AI Elements** – Build your own AI assistant, understand what different models do, and learn when to use them
- **Data and Data Visualisation** – Connect to real data, query it meaningfully and turn it into something other people can act on

Digital Innovator

Digital Tools & AI

WEEK 1: INTRODUCTION TO DIGITAL INNOVATOR

This week introduces Knowledge Work and digital tools—Notion, Figjam, and Canva – while building skills in organisation, collaboration, and time management.

Learning Outcomes

- Explain Knowledge Work and identify examples of Knowledge Worker roles.
- Organise information and projects in Notion and collaborate using Figjam.
- Create a simple digital flyer in Canva using basic design principles.

WEEK 2: WHAT IS PROJECT MANAGEMENT?

We will explore Project Management, from stakeholder mapping to execution, while building communication, collaboration, and problem-solving skills with digital tools.

Learning Outcomes

- Describe the five stages of Project Management and their purpose.
- Create key project documents, including a stakeholder map, problem statement, and RACI matrix.
- Produce a concise project report and apply a reflection framework to evaluate outcomes.

WEEK 3: INTRODUCTION TO AI AND LLMS

Learners investigate AI, Machine Learning, and LLMs while developing research, critical thinking, and ethical awareness using NotebookLM and Gemini Gems.

Learning Outcomes

- Distinguish what is meant by AI, ML, and LLMs, and define where we see them in everyday life.
- Use NotebookLM and Gemini Gems to conduct research and analysis.
- Learn how to write more effective prompts and receive more accurate output.

WEEK 4: EXPLORING AI & OFFICE SUITE TOOLS

Learners deepen their understanding of AI and LLMs by comparing the range of tools, brands, and models available, while also exploring how to use Office Suite Applications more effectively.

Learning Outcomes

- Compare and evaluate different AI tool types, brands, and models.
- Use Office Suite Applications effectively, including presentation tools, Trello for task management, word processors, and spreadsheets.

Digital Communication, Careers, and Self-Development

WEEK 5: EFFECTIVE DIGITAL COMMUNICATION AND DESIGN

This week develops professional digital communication skills using design principles, marketing strategies, and basic web technologies to create effective marketing emails.

Learning Outcomes

- Apply core design and communication principles to produce effective digital content.
- Build and style a marketing email using drag-and-drop tools.
- Demonstrate professionalism and digital etiquette in all written communication.

WEEK 6: CAREERS AND SELF-DEVELOPMENT

We focus on personal growth, career readiness, and reflection — helping learners strengthen their profiles, plan goals, and build digital skills for lifelong learning.

Learning Outcomes

- Update and refine a professional CV and LinkedIn profile.
- Use Notion databases to enhance digital confidence and organisation.
- Reflect on personal learning progress and set actionable career goals.

WEEK 7: DATA, DATABASES, AND SQL

This week builds foundational data skills through hands-on SQL practice — creating, managing, and querying databases with precision and logical thinking.

Learning Outcomes

- Explain core database concepts and relationships.
- Write basic SQL queries using INSERT, SELECT, and JOIN.
- Apply data literacy and accuracy when designing and retrieving information.

WEEK 8: DATA VISUALISATION

We focus on creating clear and effective data visualisations, learning key principles and using tools like Metabase to communicate insights visually.

Learning Outcomes

- Explain the purpose and value of data visualisations.
- Create effective visualisations and select appropriate types for different data sets.
- Apply visual communication and storytelling techniques to present data clearly.

WEEK 9: PROJECT MANAGEMENT RECAP & FINAL PROJECT PLANNING

We review Project Management principles, explore effective meetings, and begin planning the final project with structured tools & mentorship.

Learning Outcomes

- Plan projects effectively, defining scope and breaking down tasks strategically.
- Apply techniques for running effective meetings and collaborating professionally.
- Create a plan for communication and resolving conflicts.

WEEK 10: FINAL PROJECT

Learners apply all skills from the course to a team-based final project, integrating digital tools, project planning, and professional communication to produce and present a comprehensive outcome.

Learning Outcomes

- Collaborate effectively to create and document a complete project.
- Apply appropriate digital tools and course skills to solve project challenges.
- Present the project professionally, demonstrating teamwork, leadership, and reflection.

Note

In order to successfully complete this course, you must:

- Attend at least 90% of sessions.
- Complete at least three of four assignments, including the final collaborative project.

Real Tech. Real Careers.

Tech education that opens doors.

In 10 weeks, you'll go from where you are now to confidently using digital tools, managing projects, and working with AI — with real data skills to back it up.

Don't just adapt to the digital world. Lead in it.

Apply Now →

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