Digital Learning & Development

Session No #	Session mode	Session Details	Week - Day No. #	Duration Hrs
1	E-Learning (Async) EL-Async	IU1: The HR Administration Challenge 1. Instructional contents (text) • From HR Administration to AI-Powered HR • Traditional HR versus AI-Powered HR • The HR Admin Master CLaaS Framework – Identify, Redesign, Automate, Augment, Master 2. Instructional contents converted to PPT Video/Podcast • From HR Administration to AI-Powered HR Video • Traditional HR versus AI-Powered HR Video • The HR Admin MasterCLaaS Framework Video 3. Instructional contents curation from third party (eLearning videos/articles) LinkedIn Learning – Power Automate and Microsoft 365 Copilot essentials (specific course titles to be confirmed at curation stage). Go through all the above content thoroughly to gain a solid understanding of the concepts. For any clarifications, seek support from the AI-Mentor. Learners are required to complete **formative assessments** (MCQs, short-answer questions, etc.) and achieve **70% marks** before proceeding to the next Instructional Unit (IU). Upon completion of each formative assessment, learners will receive auto-graded results Learners must review the feedback, redo the assessment as necessary, and secure competency in each formative assessment. This process must be repeated until full competency is achieved.	WK 1 - Before the Sync Session	2
2	Flipped Class FC-Sync	IU1 Case Study Text • AI-Powered HR Administration – CLaaS2SaaS case study (to be developed) Applied Learning Journey – Hour 1 | Discover • AI in HR Administration • Identify administrative pain points • HR process mapping • AI opportunity assessment Applied Learning Journey – Hour 2 | Redesign • Process simplification • Automation opportunities • Copilot use cases • Human versus AI task allocation	WK 1 - Day 1	2

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		• This is a synchronous session conducted by the instructor which learners are required to attend. • During this session, the instructor will explain the case study to reinforce learners' understanding of the concepts. • An overview of the assignment will be provided, outlining the requirements that learners are expected to complete. • This is a mandatory session, and attendance is required to meet the 75% attendance criteria where applicable.		
3	Assignments AS-Sync	Applied Learning Journey – Hour 3 | Build • Power Automate workflow • Copilot-assisted HR tasks • Master CLaaS application • Guided hands-on activity Applied Learning Journey – Hour 4 | Apply • Test the workflow • Improve the employee experience • Governance and human oversight • Present the redesigned HR process Assignment 01 Overview • AI-Enabled HR Administrative Workflow – one AI-enabled HR administrative workflow ready for implementation. The mentor will review **During this session:** • Questions posted by learners and the corresponding responses from peers related to the assignments. • The mentor will address queries • The objective of this session is to ensure that learners complete assignments and score minimum 70% in each assignment • Attendance at this session is mandatory to meet the minimum 75% attendance requirement	WK 1 - Day 2	2
4	Mentoring Support MS-Async	● Having completed all four hours of the applied learning journey, learners complete and submit the following assignment: ● Assignment 01: AI-Enabled HR Administrative Workflow If clarification is required, learners should seek assistance from the AI Mentor. If further support is needed, they may post queries in the Teams channel for peers or mentors support.	WK 1 - After the Sync session	2

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		After submission, learners are required to review the auto-grading results and feedback provided by the AI Mentor and iteratively refine their work until competency is achieved. Mentor review of the submitted assignment takes place at the start of the next synchronous mentoring session.		
5	E-Learning (Async) EL-Async	IU2: AI-Powered Workforce & Skills Management 1. Instructional contents (text) • The Workforce Challenge – From Jobs to Skills • Key shifts and key HR questions for workforce redesign • The CLaaS Talent Workforce Redesign Framework – Business Need, Work Analysis, Skills Intelligence, Gap Analysis, Workforce Redesign, Talent Action 2. Instructional contents converted to PPT Video/Podcast • The Workforce Challenge – From Jobs to Skills Video • Key shifts and key HR questions Video • CLaaS Talent Workforce Redesign Framework Video 3. Instructional contents curation from third party (eLearning videos/articles) LinkedIn Learning – Strategic workforce planning and skills-based organisation resources (specific course titles to be confirmed at curation stage). Go through all the above content thoroughly to gain a solid understanding of the concepts. For any clarifications, seek support from the AI-Mentor. Learners are required to complete **formative assessments** (MCQs, short-answer questions, etc.) and achieve **70% marks** before proceeding to the next Instructional Unit (IU). Upon completion of each formative assessment, learners will receive auto-graded results Learners must review the feedback, redo the assessment as necessary, and secure competency in each formative assessment. This process must be repeated until full competency is achieved..	WK 2 - Before the Sync Session	2
6	Flipped Class FC-Sync	IU2 Case Study Text • Workforce and Skills Redesign – CLaaS Talent case study (to be developed) Applied Learning Journey – Hour 1 | Understand • Future of work • AI and job transformation • Jobs versus skills	WK 2 - Day 1	2

Session No #	Session mode	Session Details	Week - Day No. #	Duration Hrs
		• Emerging skills Applied Learning Journey – Hour 2 | Diagnose • Analyse a selected job/role • Identify critical skills • Map current versus future capability • Surface skills gaps • This is a synchronous session conducted by the instructor which learners are required to attend. • During this session, the instructor will explain the case study to reinforce learners' understanding of the concepts. • An overview of the assignment will be provided, outlining the requirements that learners are expected to complete. • This is a mandatory session, and attendance is required to meet the 75% attendance criteria where applicable.		
7	Mentoring Support MS-Sync	Review of Assignment 01 ● The mentor reviews submitted Assignment 01: AI-Enabled HR Administrative Workflow, together with the auto-graded results and feedback, and directs remediation where the 70% threshold has not been met. Applied Learning Journey – Hour 3 | Redesign • Determine work that should be: o Automated o Augmented o Redesigned o Retained • Redesign the role/workforce Applied Learning Journey – Hour 4 | Decide • Build talent actions • Reskill versus upskill versus hire • Workforce recommendations • Present workforce redesign proposal Assignment 02 overview Workforce Redesign & Skills Gap Analysis – an AI-powered workforce redesign and skills gap analysis for one selected role or team. ● This is a live synchronous session conducted by the mentor, who facilitates Hours 3 and 4 of the applied learning journey and supports learner queries on the concepts and the assignment.	WK 2 - Day 2	2

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		● The mentor will review questions posted by learners and the corresponding responses from peers, and will address outstanding queries. ● The mentor will give feedback on the artefact each learner presents at the end of Hour 4, so that learners complete the assignment and score minimum 70%. ● Attendance at this session is mandatory to meet the minimum 75% attendance requirement where it is applicable.		
8	Mentoring Support MS-Async	● Having completed all four hours of the applied learning journey, learners complete and submit the following assignment: ● Assignment 02: Workforce Redesign & Skills Gap Analysis If clarification is required, learners should seek assistance from the AI Mentor. If further support is needed, they may post queries in the Teams channel for peers or mentors support. After submission, learners are required to review the auto-grading results and feedback provided by the AI Mentor and iteratively refine their work until competency is achieved. Mentor review of the submitted assignment takes place at the start of the next synchronous mentoring session.	WK 2 - After the Sync session	2
9	E-Learning (Async) EL-Async	IU3: AI-Powered Batch-of-One Learning 1. Instructional contents (text) ● Adaptive Learning with Adaptive CLaaS ● Traditional L&D versus the Batch-of-One idea ● The Adaptive CLaaS Framework – Profile, Diagnose, Prescribe, Personalise, Practise, Adapt, Perform 2. Instructional contents converted to PPT Video/Podcast ● Adaptive Learning with Adaptive CLaaS Video ● From One-Size-Fits-All to Batch-of-One Video ● The Adaptive CLaaS Framework Video	WK 3 - Before the Sync Session	2

Session No #	Session mode	Session Details	Week - Day No. #	Duration Hrs
		3. Instructional contents curation from third party (eLearning videos/articles) LinkedIn Learning – Adaptive and personalised learning design resources (specific course titles to be confirmed at curation stage). Go through all the above content thoroughly to gain a solid understanding of the concepts. For any clarifications, seek support from the AI-Mentor. Learners are required to complete **formative assessments** (MCQs, short-answer questions, etc.) and achieve **70% marks** before proceeding to the next Instructional Unit (IU). Upon completion of each formative assessment, learners will receive auto-graded results Learners must review the feedback, redo the assessment as necessary, and secure competency in each formative assessment. This process must be repeated until full competency is achieved.		
10	Flipped Class FC-Sync	IU3 Case Study Text ● Adaptive Learning & Talent Development – Adaptive CLaaS case study (to be developed) Applied Learning Journey – Hour 1 | Learner ● Understand adaptive learning ● Learner profiling ● Capability and skills diagnosis ● Define learner personas Applied Learning Journey – Hour 2 | Diagnose ● Identify capability gaps ● Determine learning needs ● Create individual learning prescription ● Map learning objectives Assignment 03 Overview ● Batch-of-One Learning Journey Design ● This is a synchronous session conducted by the instructor which learners are required to attend. ● During this session, the instructor will facilitate Hours 1 and 2 of the applied learning journey	WK 3 - Day 1	2

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		and explain the case study to reinforce learners' understanding of the concepts. ● An overview of the assignment will be provided, so that learners understand the artefact they will build in Hours 3 and 4 and submit after the applied learning journey is complete. ● This is a mandatory session, and attendance is required to meet the 75% attendance criteria where applicable.		
11	Mentoring Support MS-Sync	Review of Assignment 02 ● The mentor reviews submitted Assignment 02: Workforce Redesign & Skills Gap Analysis, together with the auto-graded results and feedback, and directs remediation where the 70% threshold has not been met. Applied Learning Journey – Hour 3 | Personalise ● Design adaptive learning pathways ● Select different learning modalities ● AI-generated learning resources ● Adaptive CLaaS application Applied Learning Journey – Hour 4 | Apply ● Workplace practice ● Evidence of learning ● Feedback loops ● Adaptive recommendations Assignment 03 ● Batch-of-One Learning Journey Design – one personalised Batch-of-One learning journey for a real learner or employee persona. ● This is a live synchronous session conducted by the mentor, who facilitates Hours 3 and 4 of the applied learning journey and supports learner queries on the concepts and the assignment.	WK 3 - Day 2	2

Session No #	Session mode	Session Details	Week - Day No. #	Duration Hrs
		● The mentor will review questions posted by learners and the corresponding responses from peers, and will address outstanding queries. ● The mentor will give feedback on the artefact each learner presents at the end of Hour 4, so that learners complete the assignment and score minimum 70%. ● Attendance at this session is mandatory to meet the minimum 75% attendance requirement where it is applicable.		
12	Mentoring Support MS-Async	● Having completed all four hours of the applied learning journey, learners complete and submit the following assignment: ● Assignment 03: Batch-of-One Learning Journey Design If clarification is required, learners should seek assistance from the AI Mentor. If further support is needed, they may post queries in the Teams channel for peers or mentors support. After submission, learners are required to review the auto-grading results and feedback provided by the AI Mentor and iteratively refine their work until competency is achieved. Mentor review of the submitted assignment takes place at the start of the next synchronous mentoring session.	WK 3 - After the Sync session	2
13	E-Learning (Async) EL-Async	IU4: AI-Powered Learn2Work 1. Instructional contents (text) ● From Learning Ecosystem to Learn2Work Ecosystem ● The Unified AI-Powered Learn2Work Window ● The Learn2Work Intelligence Loop – Discover, Identify, Diagnose, Learn, Apply, Evidence, Adapt ● The CLaaS ecosystem – MasterCLaaS, CLaaS Talent, Adaptive CLaaS and the Learn2Work Window 2. Instructional contents converted to PPT Video/Podcast	WK 4 - Before the Sync Session	2

Session No #	Session mode	Session Details	Week - Day No. #	Duration Hrs
		● From Learning Ecosystem to Learn2Work Ecosystem Video ● The Unified AI-Powered Learn2Work Window Video ● The Learn2Work Intelligence Loop Video 3. Instructional contents curation from third party (eLearning videos/articles) LinkedIn Learning – Skills-based talent ecosystems and learning analytics resources (specific course titles to be confirmed at curation stage). Go through all the above content thoroughly to gain a solid understanding of the concepts. For any clarifications, seek support from the AI-Mentor. Learners are required to complete **formative assessments** (MCQs, short-answer questions, etc.) and achieve **70% marks** before proceeding to the next Instructional Unit (IU). Upon completion of each formative assessment, learners will receive auto-graded results Learners must review the feedback, redo the assessment as necessary, and secure competency in each formative assessment. This process must be repeated until full competency is achieved.		
14	Flipped Class FC-Sync	IU4 Case Study Text ● The Unified Learn2Work Ecosystem – integrated CLaaS2SaaS case study (to be developed) Applied Learning Journey – Hour 1 | Connect ● HR + Talent + Skills + L&D ● Understand the employee capability journey ● Identify ecosystem gaps Applied Learning Journey – Hour 2 | Design ● Map the Learn2Work journey ● Connect skills to learning ● Connect learning to workplace application Assignment 04 Overview (Capstone) ● Integrated AI-Powered Learn2Work Window	WK 4 - Day 1	2

Session No #	Session mode	Session Details	Week - Day No. #	Duration Hrs
		● This is a synchronous session conducted by the instructor which learners are required to attend. ● During this session, the instructor will facilitate Hours 1 and 2 of the applied learning journey and explain the case study to reinforce learners' understanding of the concepts. ● An overview of the assignment will be provided, so that learners understand the artefact they will build in Hours 3 and 4 and submit after the applied learning journey is complete. ● This is a mandatory session, and attendance is required to meet the 75% attendance criteria where applicable.		
15	Mentoring Support MS-Sync	Review of Assignment 03 ● The mentor reviews submitted Assignment 03: Batch-of-One Learning Journey Design, together with the auto-graded results and feedback, and directs remediation where the 70% threshold has not been met. Applied Learning Journey – Hour 3 | Design ● Design the AI-powered Learn2Work Window ● Integrate MasterCLaaS ● Integrate CLaaS Talent ● Integrate Adaptive CLaaS Applied Learning Journey – Hour 4 | Demonstrate ● Present the end-to-end journey ● Identify AI intervention points ● Define human intervention points ● Measure business and learning outcomes Assignment 04 (Capstone) ● Integrated AI-Powered Learn2Work Window – a complete AI-powered Learn2Work journey connecting workforce needs, skills, talent, learning and workplace performance. Project Brief	WK 4 - Day 2	2

Session No #	Session mode	Session Details	Week - Day No. #	Duration Hrs
		● Summative assessment project brief issued and explained. ● This is a live synchronous session conducted by the mentor, who facilitates Hours 3 and 4 of the applied learning journey and supports learner queries on the concepts and the assignment. ● The mentor will review questions posted by learners and the corresponding responses from peers, and will address outstanding queries. ● The mentor will give feedback on the artefact each learner presents at the end of Hour 4, so that learners complete the assignment and score minimum 70%. ● Attendance at this session is mandatory to meet the minimum 75% attendance requirement where it is applicable.		
16	Mentoring Support MS-Async	● Having completed all four hours of the applied learning journey, learners complete and submit the following assignment: ● Assignment 04: Integrated AI-Powered Learn2Work Window (Capstone) If clarification is required, learners should seek assistance from the AI Mentor. If further support is needed, they may post queries in the Teams channel for peers or mentors support. After submission, learners are required to review the auto-grading results and feedback provided by the AI Mentor and iteratively refine their work until competency is achieved. Mentor review of the submitted assignment takes place in the Week 5 consolidation sessions.	WK 4 - After the Sync session	2
17	Mentoring Support MS-Sync	Review of Assignment 04 ● The mentor reviews submitted Assignment 04: Integrated AI-Powered Learn2Work Window, together with the auto-graded results and feedback, and directs remediation where the 70% threshold has not been met.	WK 5 - Day 1	2

Session No #	Session mode	Session Details	Week - Day No. #	Duration Hrs
		During this session learners must complete all outstanding assignments and seek the required support from the mentor. Learners also need to prepare for the summative assessment.		
18	Mentoring Support MS-Sync	During this session learners must complete all the assignments and seek the required support from the mentor. Learners also need to prepare for the summative assessment. Submission of the project report.	WK 5 - Day 2	2
19	Summative Assessment SA-Sync	All the learners in the cohort will attend the Summative Assessment (per learner). ● Presentation ● Oral Questioning	WK 5 - Day 3	30 min

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