Pre-Session Handbook

WORKING GROUP: DIGITAL SKILLS & FUTURE READINESS

Thematic Working Groups

Thematic Working Groups (TWGs) are a global platform for collaborative discussions, designed to foster knowledge sharing between education leaders and establish new best practices to drive innovation in the industry.

The TWGs bring together subject matter experts from Digital Education Council (DEC) members and help identify and disseminate transformative ideas with the potential for global impact.

Key Principles

Impactful Output	We do work that can provide the most impact to the most people. We will identify real-world problems and recommend workable, practical solutions.
Collaboration & Innovation	We work across organisations, engage outsiders and create meaningful results. We advocate to policy- and decision-makers globally.
Evidence-Based Practices	We make decisions grounded in facts. We leverage research, data, and best practices to build recommendations that stand the test of time.
Think Outside the Boundaries	We challenge conventional thinking and explore innovative approaches and solutions. We are not afraid to make mistakes.
Communicate Effectively	We communicate to be heard and understood. We use clear, concise and compelling language to make our point. And we listen to become better all the time.

The goals of the Working Groups are:

- Produce tangible outcomes that will serve as valuable resources for the DEC community and beyond - providing guidance, recommendations, and innovative solutions to address digital education challenges.
- Use our collective expertise to advocate for positive change to decision makers globally - through working papers, strategies, structures or policies

These documents will be prominently featured at the DEC Summit and shared on the DEC website, subject to approval by TWG members.

TWG delegates may also be invited to present to our broader DEC community during our monthly Executive Briefings.

We would like to maintain a focused agenda for the year to ensure that we can have effective outcomes. More about this will be discussed during the first meeting.

Digital Skills & Future Readiness Working Group:

Meeting #001 Agenda

PART I Duration: 20mins	**Thematic Working Group Introduction** • Welcome remarks • Expectations, roles and intended outcomes • Members introduction
PART II Duration: 60mins	**Group Discussion: Reflecting on Digital Skills & Future Readiness** • Key initiatives and strategic focus at member institutions • Discussion and feedback on proposed problem statements • New ideas and areas to explore
PART III Duration: 10mins	**Action items and direction of travel** • Next steps and way forward

Proposed Problem Statements

As a starting point, we have included some draft problem statements for the Working Group to consider.

Should you wish to suggest an alternative problem statement for the TWG consideration, you can do so below.

Please share your preferences by rating the problem statements from 1 to 5, with 1 being "least preferred" and 5 being "most preferred". You can use the same number more than once (eg.: If you like them all, you can rate them all as 5).

#	Proposed Problem Statement	Proposed Intended Outcome	Your Preference
1	**Identifying Emerging Skills** Skills demand in the workforce evolves rapidly, yet institutions often lack the foresight tools, methodologies, and industry intelligence to anticipate which skills will matter most in the near future. How can institutions stay ahead of shifting skill demand and build confidence in what to teach today, leveraging technologies such as AI?	Identify in-demand digital and AI competencies and map current skill gaps, producing a global skills report tailored to the needs and priorities of higher education institutions.	___ /5
2	**Bridging the Digital Skills Mismatch** A widening mismatch exists between the digital and AI skills employers expect, and those held by students and faculty. Many educators struggle to integrate digital tools effectively into teaching, while students—especially from non-technical backgrounds—often lack foundational digital confidence. How can institutions bridge this dual capability mismatch to ensure digital readiness for both students and educators?	Gather and analyse emerging training models and promising practices for building digital and AI fluency among students and educators. Identify common elements, challenges, and success factors to inform future best practices.	___ /5

3	**Building Adaptive Curricula** Traditional curricula are often too rigid to respond to fast-changing workforce needs. Many institutions face structural barriers—such as fixed programme designs, slow review cycles and approval processes—that hinder curricular agility. How can institutions design adaptive curriculum models that respond to emerging digital and AI skills?	Develop a self-assessment tool to evaluate current curriculum design, identifying key bottlenecks and opportunities for adaptation. Develop actionable recommendations to help institutions adapt existing curricula and integrate emerging digital and AI skills more effectively.	___ /5
4	**Unlocking Upskilling & Reskilling Potential** There are unprecedented opportunities for upskilling and reskilling across the global workforce. Yet many institutions struggle to seize this opportunity at scale—lacking the tools to identify workforce needs and the agility to roll out programmes rapidly. How can institutions become key players in the upskilling and reskilling ecosystem?	Based on the workforce gap, create an opportunity map that guides institutions in identifying high-impact upskilling and reskilling areas. Curate a set of emerging and promising business models for delivering flexible, market-aligned learning solutions.	___ /5

Alternative problem statement suggestion:

DEC Secretariat

The Secretariat serves as the administrative backbone of our Working Groups, providing seamless coordination and effective engagement among DEC members.

Schedule and Preparation

The Secretariat schedules the quarterly TWG meetings and collaborates closely with the nominated Chairperson to develop meeting agendas. Pre-TWG and post-TWG documentation will be prepared, and agendas, along with relevant materials, are circulated to participants two weeks in advance.

Meeting Faciliation

The meetings are designed to be an effective use of each delegate's time. The meetings will use the Chatham House Rule to enable free discourse and we encourage members to share their views and experiences.TWG sessions will be recorded and the Secretariat will capture key discussion points. Feedback from all participants will be collected to ensure that conclusions are reflective of members' input.

Member Engagement and Management

DEC members are organised into separate sessions based on time zones, with the Secretariat assisting in the rotation of TWG Chairpersons. The Secretariat aims to facilitate introductions among all DEC members and to gain a comprehensive understanding of each member's goals and challenges. The Secretariat will address queries and comments raised during TWG sessions promptly.

Logistics and Communication

The Secretariat extends invitations to the TWG sessions and provides access to the TWG materials and DEC members' area. TWG participants are nominated for the entire year, with the flexibility for substitutions provided prior notice.

For communication and support, please contact:
maria@superchargerventures.com

Role of the Chair

The TWG Chair holds a pivotal role in guiding productive sessions within the Digital Education Council (DEC).

Nomination and Rotation

The inaugural Chair will be nominated by the DEC Secretariat before the first TWG session. Subsequently, we will follow a rotational approach, ensuring diverse leadership. We envision each member institution to contribute with chair responsibilities over time.

Duties

Before the Session:
Collaborate with the DEC Secretariat to curate the agenda based on the yearly goals established during the previous session of the TWG. The DEC Secretariat will then distribute it to members at least two weeks prior to the session.

Prioritise addressing unresolved questions or topics from previous sessions, ensuring they are answered when possible.

During the Session:
Facilitate discussions in alignment with the agenda, encouraging active participation from all members. Ensure the agenda is adhered to and sub-groups are created as and when needed, with explicit purposes, outcomes and deadlines.

After the Session:
Work with the DEC Secretariat to communicate any outstanding issues or main points for action. The DEC Secretariat will disseminate minutes, recordings, and next steps to all members.

The TWG Chairperson's leadership and collaborative approach are instrumental in driving the success of TWG sessions and advancing the DEC's objectives.