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Digital Champion training for young people:

Facilitator’s resource pack: Appendices





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Appendix 01 – Task C – What does it feel like not to be able to use digital technology?

Image courtesy of sippakom at www.freedigitalphotos.net







Appendix 02 – Task I - session plan template (partially completed)

 **(Suggest a teaching plan for the missing 30 minutes of this 90-minute session)**

**TOPIC:**

**Type of session: Group Length of session:** 60 mins **Session Number:**

Date: **Device:** Laptop/Desktop/Tablet/Smartphone

No of learners: (Suggest a max of 6) **Level:** Beginners/Intermediate/Advanced

Aims of the session:

Notes:

* *You should have a tablet device which you can show to your learners. Make sure you can use it yourself prior to the session*
* *Your learners may be using any type of device or operating system. Read the DU guide:* [knowing your device](https://www.digitalunite.com/guide-knowing-your-device) *before the session so you are prepared.*
* *It’s important to be guided by the majority if the group as to how quickly to move on to learn something new. You may have one person that learns very quickly and another that wants to practice each skill lots of times before they feel ready to move on. Extension activities are useful if you have learners who are quicker than others in the group or pair a slower learner with a quicker one so that the quicker learner can help the other – this will reinforce their understanding of the subject as well as helping the other person. Activities that allow the group to practice by themselves are also useful so you can give extra support to slower learners whilst the others become more competent and independent*

|  |
| --- |
| **Breakdown of the session** |
| **Timings** in mins. | **Topics** |  **Activity** |  **Notes/** **resources**  |
| 10  | Introduction + getting started | * Introduce yourself
* Icebreaker
* Any fears/worries they may have?
* Outline what you want to cover in this session ie the aims above
 | Take some time to find out what learners are there for – priorities and goals may differ. Take some time to also perhaps to explore fears or worries – and to then offer reassurance. Try an icebreaker activity, such as, tell us 2 things you want to learn from the session. Try and agree together as a group 3 topics that they want to have covered or to have understood by the end of the session. Try and steer them towards your aims for the session. |
| 10 |  |  |  |
| 10  |  |  |  |
| 5  | BREAK |  |  |
| 10 |  |  |  |
| 5 | Recap | * Recall the main points of the session with learners – Do they now feel they know a little about what a tablet is? what it allows them to do? and how to operate it i.e. turn it on and off and load up an App?
 | Refer back to the agreed 3 – 5 topics and ask learners how they feel about what has been covered. Ask whether they would like more time to revisit some of the topics again in another session. Give out the handout and get them to quickly go through it – give them the correct answers before they leave so they have the correct version to take home  |

Appendix 03 – Individual session plan template, blank

**Type of session: One to one Length of session: Session Number:**

**Date: Device: Laptop/Desktop/Tablet/Smartphone**

**Name of learner: Level: Beginner/Intermediate/Advanced Device**:

Aims of the session:

Notes:

* *Your learner may be using any type of device or operating system. This session is based on Windows 10 but can be adapted for other operating systems. Read the DU guide:* [knowing your device](https://www.digitalunite.com/guide-knowing-your-device) *–before the session so you are prepared.*
* *Allow for an introduction at the beginning and a recap at the end of the session as well as time to talk about what you and your learner would like to cover in the next session.*
* *Always schedule a short break during your session so that the learner can get up and move away from the screen.*

|  |
| --- |
| **Breakdown of the session** |
| Timings in mins. | Topics | Activity | Notes/resources |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Links to further useful resources: <https://www.digitalunite.com/guides>

Resources for learner: Handout

*Note: When creating a handout for your learner try and make it as visual as possible with very little writing. Using a screen shot which your learner can label with you and then take away with them is a good way to provide a visual aid that your learner can then refer to at home. Each Session plan has an example – have a go at creating your own.*

|  |
| --- |
| Session Evaluation |
| **Strengths** | **Areas for development** | **Action and improvements required** |
|  |  |  |

##

Appendix 04 – Digital Champion evaluation

Thank you for completing this form. Your responses will be used to improve and maintain the quality of our training.

How satisfied were you with the following? Please tick the relevant box:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Very satisfied |  | Satisfied |  | Neither satisfied nor dissatisfied |  | Dissatisfied |  | Very dissatisfied |
| The relevance of the course content to my needs |  |  |  |  |  |  |  |  |  |
| The quality and helpfulness of the session resources |  |  |  |  |  |  |  |  |  |
| The amount of practical work |  |  |  |  |  |  |  |  |  |
| The interest and enjoyment I got from the course |  |  |  |  |  |  |  |  |  |
| The safety and security I felt while learning |  |  |  |  |  |  |  |  |  |
| The session as a whole |  |  |  |  |  |  |  |  |  |
| Do you have any other comments about the session?Thank you very much for taking part! |

Appendix 05 – Digital Champion SWOT analysis

|  |  |  |  |
| --- | --- | --- | --- |
| Criteria examplesGood Digital Technology knowledgeEnjoy being with peopleConfidentPatient | **Strengths** | **Weaknesses** | Criteria examplesNeed to learn more ways of doing the same thingNeed to think about how I do things on a computerTime-keeping |
| Criteria examples* NCS course
* Grandparent in a sheltered housing scheme – good place to start!
 | **Opportunities** | **Threats** | Criteria examples* Lack of time due to homework and after-school activities
 |

Appendix 06 - Evaluation

What did you think of that then?

**Sharing digital skills**

1. Please circle the words which best describe your experience of the module:



1. In what ways was the module relevant and helpful?
2. How could the session have been improved?
3. What areas should future sessions on this topic address?
4. Any additional comments