Digital Champion training for young people

Facilitator's Resource Pack: Appendices

Table of Contents

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

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

TOPIC:

Type of session: Group

Date:

No of learners: (Suggest a max of 6)

Aims of the session:

-

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

Device: Laptop/Desktop/Tablet/Smartphone

Level: Beginners/Intermediate/Advanced

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.*
- *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:

1.

2.

3.

4.

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.*
- *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/technology-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!

| Criteria examples	Strengths	Weaknesses	Criteria examples
Good Digital Technology knowledge *Enjoy being with people* *Confident* *Patient*			*Need to learn more ways of doing the same thing* *Need to think about how I do things on a computer* *Time-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:
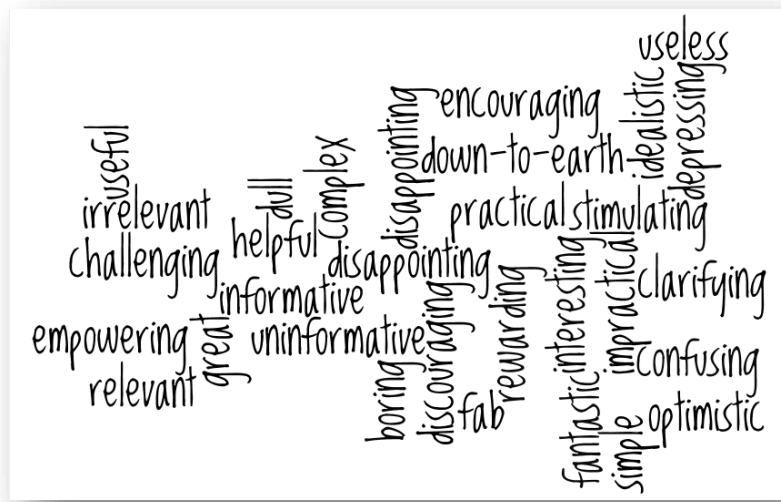
2. In what ways was the module relevant and helpful?

3. How could the session have been improved?

4. What areas should future sessions on this topic address?

5. Any additional comments