



Title:

Date: **Time:** **Location:**

Target Group:.....

Specific Needs/Accessibility Issues:.....

Purpose of Workshop:.....

Marketing Description:

.....

Specific Objectives/After having participated in the workshop, participants will be able to...

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Resource(s) chosen from The Digital Travellers Library of Resources:

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Stages

- Awakening: Let preconceptions and potential obstacles emerge
- Supply: Introduce new content - learners discover the new skill or knowledge
- Production: Learners handle the new content - for example by completing a task
- Transfer: Learners gain in autonomy doing a similar, but not identical task

Let's get planning!

| Time  | Stage  | What is the plan?  | Tools/Aids needed  |
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Example Workshop Plan

Title: Let's search for a job!

Date: 02.04.22 **Time:** 10-11.10pm **Location:** Room 2, London Library, London.

Target Group: Unemployed people. School dropouts. Anyone else welcome too.

Specific Needs/Accessibility Issues: Wheelchair access needed. Use of online translation tools if participants do not speak English.

Purpose of Workshop: To give people the skills needed to find a job online.

Marketing Description:

Come and join our small, friendly workshop and learn how to find a job online. We will talk through all the stages of searching for a job on the Internet together and you will get the chance to practise your new skills during the workshop with the help of our library team. You can bring your own device, if you have one, or use one of our devices.

Specific Objectives/After having participated in the workshop, participants will be able to...

- Find a job search website autonomously
- Navigate a job search website autonomously
- Use key terms to find jobs which interest them





Resource(s) chosen from The Digital Travellers Library of Resources:

<https://www.digitaltravellers.org/sheet/digitally-applying-for-a-job/>

Stages

- Awakening: Let preconceptions and potential obstacles emerge
- Supply: Introduce new content - learners discover the new skill or knowledge
- Production: Learners handle the new content - for example by completing a task
- Transfer: Learners gain in autonomy doing a similar, but not identical task

Let's get planning!

| Time | Supply | What is the plan? | Tools/Aids needed |
|---|--|--|---|
|  9:45-10.00 |  (Before the workshop) |  Check the technical equipment/ platform is working. Welcome the participants. |  Slide with the workshop's name and the time when it starts |
| 10.00-10.05 | (Welcome) | Welcome to the workshop. | Welcome slide: including name of the workshop, name of the facilitator, logos etc. |





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|-------------|----------------------------|---|--|
| 10.05-10.10 | (Warm-up/ Energizer) | Before the start: What mood are you in today? An energizer game. | Slide: instructions MENIMETER Numerical Code: or QR code. For participants: LINK TO PASTE Results: LINK TO PASTE |
| 10.10-10.15 | (Start of the Workshop) | Objectives of the workshop. Agenda of the workshop. Expectations vis-à-vis participants and the facilitator. | Slide: Objectives Slide: Agenda Slide: Expectations |
| 10.15-10.25 | Awakening | Participants write worries and hopes on Post-It notes and share them. | Slide: Instructions Post-it Notes |
| 10.25-10.35 | Supply | Presentation by the facilitator of a job search website, how to use it and how to use keywords to find relevant jobs. | Slides for presentation |
| 10.35-10.40 | Production Activity 1 | Participants carry out a job search on the same website shown by the facilitator using keywords given by the facilitator. | Participants' own devices Devices of facilitator's organisation Slide: Key search words |
| 10.40-10.50 | Production Activity 2 | Participants make lists of keywords for three imaginary people (wanting jobs in cleaning, in a shop and in administration). Participants use these keywords on the same job search website. | Participants' own devices Devices of facilitator's organisation Pens + paper |
| 10.50-11.00 | Transfer | Participants do a job search on a website of their choice which is relevant for them, using keywords relevant for their own job search. | Participants' own devices Devices of facilitator's organisation |
| 11.00-11.05 | (Plenary) | Facilitator reviews learning with participants. Example questions: What can you do now that you could not do before the workshop? How are you feeling about job searching online now? Facilitator encourages participants to recognise their achievements. | Slide: Summary Survey MENIMETER Numerical Code: or QR code. For participants: LINK TO PASTE Results: LINK TO PASTE |
| 11.05-11.10 | (End) | Thank participants for their attendance. Let participants know about other services/ workshops run by the organisation/ the facilitator. | Slide: Thank you Slide: Other learning opportunities locally |

