

WORKSHOPS

Achieving the goals

- Advanced goal analysis
- Goal visualization
- Realizing long-lasting change by setting process goals

Online time management

- What are time management & work-life balance?
- Tips to identify a lack of work-life balance
- Benefits of having a good work-life balance
- Strategies to achieve a better work-life balance



Using Facebook to find and use relevant information for career development

- How to find job information on Facebook
- The function to look for work on Facebook

LinkedIn

- How to create a successful LinkedIn profile
- Finding work on LinkedIn by focusing on keywords
- Why leverage LinkedIn Pulse to gain more visibility?

Twitter

- Twitter : how to use it to find work
- How to write a “Twesume”?

ABOUT PROJECT

“Digi4You” project aims to improve the competence of NEET by increasing digital skills and increasing their employability using ICT tools and soft skills development. Also, it aims to increase their ability to create quality content on online mediums, create their own digital portfolio, produce engaging presentations, and connect with other professionals.

GOALS

The Toolkit aims to improve the knowledge and competences of youth workers in training young people on digital skills.

This result can be used by teachers, trainers, school directors, psychological consultants, education centres and educational NGOs for personal development.

It aims to:

- boost NEET's employability via digital skills education and ICT use,
- expand NEET's ability in problem-solving, creativity and communication,
- increase NEET's time management and team working skills,
- develop strategic and integrated use of ICT for NEETs and Youth Trainers.



www.digi4you.eu



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DIGITAL SKILLS DEVELOPMENT TOOLKIT FOR YOUNG NEETS TO INCREASE EMPLOYABILITY



R2 : DIGITAL SKILLS TRAINING TOOLKIT

2021-2-TR01-KA220-YOU-000047996



Download Toolkit

ABOUT THE TOOLKIT

The Toolkit is structured as a training course for youth workers, educators teachers and education centres.

It includes 36 hours of training.

For every one of the eight chapters, the toolkit includes a clear explanation of the activity, learning objectives, procedure, duration and material needed. The user can find additional resources to guide them in the learning and teaching activity.



According to the collected 436 answers in the "Digital Skills training framework", youth trainers identified the main challenges and needs faced by the generation of NEETs after-pandemic.

The Toolkit addresses teachers, trainers, school directors, psychological consultants, and academicians in teacher training, education centres and educational NGOs for personal development. It aims to promote greater awareness of digital skills training for youth trainers, considering the lack of existing materials for digital skills development solutions for educational purposes and employment practices.

Additionally, it provides specialized training for youth trainers that want to boost their competencies in digital skills development, digital content creation, digital learning, digital teamwork, time management, confidence improvement and achieving goals.

DIGITAL SKILLS TRAINING TOOLKIT

The Toolkit is divided into 8 chapters;

Chapter I: How to develop a digital self

Chapter II: Authentic and engaging content creation

Chapter III: Finding and utilizing relevant information for career development

Chapter IV: Enhancing digital performance and virtual teamwork

Chapter V: Creating a digital portfolio and training online

Chapter VI: Online time management

Chapter VII: Achieving the goals

Chapter VIII: Creating, organizing and sharing digital resources



Every chapter contains

- Overview of the course,
- Material required for the implementation of the lesson plan,
- Description of the target group and potential beneficiaries of the course,
- The expected duration of the course,
- Learning outcomes (skills, knowledge or expertise that the learner is going to acquire),
- Needs analysis (relevance for NEETs),
- Procedure,
- Useful resources (articles, videos, links, etc.),
- Conclusion

WORKSHOPS



How to create a digital self?

- How to create a digital self?
- Personal branding
- Connecting with others
- Managing your digital self
- Developing your digital self

Digital content creation strategy

- Brainstorming
- Content planning
- Content Pillars
- Content creation
- Designing video
- Niche content and specialization
- Final evaluation



Ice breakers

- Whose room/office/desk is it?
- Babies guessing
- What do we have in common?

Team bonding

- Debates
- Book / cinema / podcast club
- Bring out your inner talent



Digital resources

- Creating digital resources
- Organizing digital resources
- Sharing digital resources

Creating a digital portfolio

- Definition of portfolio
- Types of portfolio
- E-portfolio
- How to prepare a portfolio in digital channels?
- What should be included in the portfolio?
- Digital portfolio preparation process and recommendations