

## Session Plan: Getting started welcome session

### Delivery mode:

Face to face delivery

### Session overview:

This session will provide learners who are new to getting free digital skills support through their local community organisation with an introduction to the support available and assessment of their existing digital skills.

### Learning objectives:

- To become confident attending a digital skills support session at their local community organisation.
- To understand what they can learn through this program and identify their learning goals.
- To get to know other participants.

### Suggested session length:

This session should run for approximately 60 minutes, plus session set up and 30 mins for optional support and follow up work at end of session.

### Tip:

- Acknowledge with the group that for those new to using their device and the internet, it may take some time to understand how it works and to become confident. Provide lots of reassurance and support.
- We have collated the useful resources and links we suggest using in this session plan on our Good Things Learning website: <https://learning.goodthingsfoundation.org.au/subjects/parents-and-families>
- Encourage attendees to bring their own device to this session and provide cups of tea and coffee to break the ice.

Topic	Timing	Activity	Assessment	Resources
<b>Introduction &amp; welcome</b>	20 mins	<p>Facilitator to:</p> <ul style="list-style-type: none"> <li>● introduce themselves</li> <li>● acknowledgement of country</li> <li>● discuss the learning objectives</li> <li>● discuss how the session will run</li> <li>● connect learners to wifi</li> </ul> <p><b>Activity 1 - Icebreaker &amp; Introductions - What's one thing you like to do?</b></p> <p>Facilitator to ask the question: What is one thing you do (or would like to do) to relax?</p> <p>Each learner introduces themselves by name and shares one thing or hobby they like to do, or would like to do more, to relax eg read a book, watch a movie, lie on a beach, cook. Repeat until all learners are done.</p> <p>NOTE: this may give you clues about the types of hobbies/information people may want to look up online.</p> <p><b>Starter question: Have you ever gone to a class to learn computer or internet skills before?</b></p> <p><b>**Make a note of who has and who hasn't accessed support like this before, as</b></p>	All learners engage and start to feel comfortable helping and sharing with each other	Training venue Refreshments Laptop, PC, WiFi Notepads / Pens Whiteboard / marker pens

Topic	Timing	Activity	Assessment	Resources
		learners may need to complete different activities based upon their previous experience.		
<b>Watch the Good Things Foundation video</b>	15 mins	<p><b>Watch:</b> Facilitator to show the video to all participants on a big screen.</p> <p><b>Group Discussion: What would you like to become more confident doing online?</b></p> <p>**Make a note of people's responses. You may find common themes in the group's responses.</p>	<p>Learners watch the video and discuss what they would like to learn.</p> <p>Answer questions and offer support.</p>	<p><a href="#">Video by Good Things Foundation</a></p> <p>Large screen, projector, wifi, laptop/computer, cables</p> <p>Notepad / pen</p>
<b>Assess learners skills</b>	15 mins	<p><b>Activity 2: Complete the digital skills assessment survey</b></p> <p>Facilitator to provide QR code and url of baseline survey to attendees. Each attendee to complete the assessment tool and show their answers to the facilitator.</p> <p>Facilitator may need to provide individual support to complete online form. Note who needed help so you can tailor ongoing support to their skill level.</p>	<p>Learners engage at their own pace.</p> <p>Practice filling in online forms.</p> <p>Learners identify confidence levels and learning priorities.</p>	<p><a href="#">Learner survey link here.</a></p> <p>QR code provided in Resource Kit.</p> <p>Printed copies of online survey tool for those who cannot fill in online version.</p>

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<b>Evaluation and close</b>	10 mins	<p><b>Activity 3 - Reflection and Keep learning</b></p> <p>Facilitator to showcase the <a href="#">Good Things Learning webpage</a> for Parents &amp; Families and how to access it from home to keep learning.</p> <p>Facilitator to showcase how to register for upcoming webinars by Good Things Foundation and their in person support sessions.</p> <p>NOTE: check if your attendees need support to register or attend an online session via Zoom or register for an event using an online form. If they do, book them into your follow up support session.</p> <p><b>Group discussion:</b> What was the best thing about the session today?</p> <p>Thank everyone for attending.</p>		<p><a href="#">Good Things Learning website ready to share</a></p> <p>Large screen, projector, wifi, laptop/computer, cables</p> <p>Booking form for future sessions.</p>
<b>After the session</b>	+30 mins	<p>Be available after the session for one-on-one questions and support</p> <p>Review responses to the digital skills assessment and tailor learning plans to suit.</p>		Responses from digital skills assessment tool.