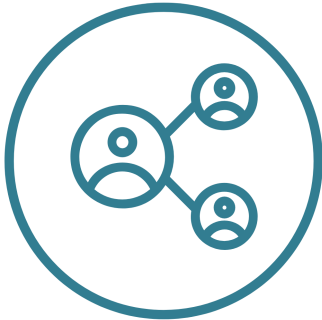# User Guide: Capacity Builder Resources

This user guide is for those who are new to the Be Connected Capacity Builder program. It provides an overview and flow of the resources available for you to share with your mentors as a new Capacity Builder network partner.

## Step 1: Hear Network Partner news

- Subscribe to the Network Partner Newsletter
- Join the Network Partners Facebook group

## Step 2: Apply for grant funding

- Check out the Be Connected grants program
- Be Connected Building Digital Skills grant
- Get involved in Get Online Week Event grant
- Review grant guidelines and other documents
- Accept a contract and finalise grant payment
- Check the grant invoice template

## Step 3: Promote, market and recruit

- Be Connected marketing & engagement
- Learn about planning volunteer recruitment
- Promoting and recruiting volunteers

## Step 4: Train your digital mentors

Use your custom Capacity Builder resource kit then:
- Learn how to be a digital mentor
- Learn more about the role of a digital mentor

- Motivating learners

## Step 5: Training learners

- Learn about facilitating 1:1 digital skills sessions
- Watch a video about delivering digital skills
- Tips and tricks to prepare your session
- Writing a session plan
- Check our Be Connected sessions plans
- Read, Creating positive learning experiences
- Learn more and visit the Be Connected site

## Step 6: Follow up

Use your custom Capacity Building resource kit, then:

- Learn about managing and upskilling volunteers

## Step 7: Reporting

- Digital skills assessment
- What is Be Connected CaptureIT
- Check the grant acquittal template
- Check your learner's Digital Skills
- Getting started with the Digital Skills Checker
- See your progress with the Digital Skills Checker

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