Session Plan: Wrap-up Session using 'Digital Skills Checker - Your Progress'

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 support to assess how much they have learnt, consider what they would like to keep learning, and provide feedback on the support they received to date.

Learning objectives:

- To assess their progress learning digital skills at their local community organisation.
- To understand what they can learn more of through this program and identify their ongoing learning goals.
- To celebrate their successes with other learners.

Suggested session length:

This session should run for approximately 60 minutes, plus 15 mins set up, 30 mins for optional support and follow up work at end of session, and 30+ mins for celebration activity.

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 [Network Partner Website](#)
- Encourage learners to bring their own fully-charge device to this session if they have one and provide cups of tea and coffee to break the ice. You may also like to host a celebratory lunch or morning tea.
- In this session we call all attendees "learners" and people helping them to learn/facilitating the "digital mentor".

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Topic	Timing	Activity	Assessment	Resources
Welcome	15 mins before session starts	Digital Mentor to: ● Welcome learners as they arrive and offer tea/coffee. ● Introduce themselves ● Ask learners to connect to WiFi as needed/appropriate ● Ask learners to sign in using CaptureIt form.	All learners engage and start to feel comfortable in the space and receiving your support	Training venue, laptop, WiFi, large screen, projector, cables Notepads, pens, whiteboard, marker pens Refreshments [Printed CaptureIT sign in form](#) OR device with CaptureIT open and someone to fill it in.
Introduction	15 mins	Digital Mentor to: ● Introduce themselves to group ● Acknowledgement of country ● Discuss the objectives of the session ● Discuss how the session will run **Activity 1 - Icebreaker & Introductions - What has surprised you about learning how to use your device or go online?** Digital Mentor to introduce the discussion/icebreaker activity: Introduce yourselves and say one thing that has	All learners engage and start to feel comfortable helping and sharing with each other	Name tags

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		surprised you when we have been learning together. **This discussion may give you clues on how the group found your support and what they most got out of the program.		
Group discussion & Word cloud	15 mins	**Group discussion: What is something new you have tried doing because of what you have learnt in this program?** Write up people's answers as a mindmap or word cloud to display responses together. Reflect on all the new things people have tried doing online during the program and celebrate successes, small and large.	Answer questions and offer support.	Butchers paper / whiteboard, texter OR Large screen, projector, wifi, laptop/computer, cables. word cloud or brainstorm app

Topic	Timing	Activity	Assessment	Resources
Assess learners skills	20 mins	**Activity 2: Complete the 'Digital Skills Checker - Your Progress' tool** Digital mentor to provide url of progress skills checker to learners. Each learner to complete the assessment tool and show their answers to the digital mentor. Digital mentor may need to provide individual support to complete online form. Note who needed help so you can tailor ongoing support to their skill level. ****Important**: Ask learners to email their responses to you. Note who needs help to do this.	Learners engage at their own pace. Practice filling in online forms. Practice navigating to a website and sending an email. Learners identify what they have learnt and ongoing learning priorities. Learners provide feedback on the support they have received.	Learner survey link here. Skills Checker FAQs to answer any learner questions.
Evaluation and close	10 mins	**Activity 3 - Reflection and Keep learning** Digital mentor to showcase the Be Connected learning website, relevant courses based on their responses, and how to access it from home to keep learning. Digital mentor to showcase how to book in for future support sessions.	Learners booking in to ongoing support sessions.	Be Connected Learning website ready to share Large screen, projector, wifi, laptop/computer, cables Booking form for future sessions and appointment reminder cards

Topic	Timing	Activity	Assessment	Resources
		Group discussion: What was the best thing about the session today? Thank everyone for attending.		
**Optional Celebration	+30 mins	**Group activity:** Celebrate everyone's success with a celebratory morning tea or lunch. Hand out certificates of achievement. Showcase the word cloud in your centre.	Learners enjoy the social connection of the digital skills program, and celebrate their successes.	Refreshments Certificates of achievement
After the session	+30 mins	Pack up learning space. Review responses to the digital skills assessment and tailor future learning plans and programs to meet your community's needs.		Responses from digital skills checker tool that were emailed to you.