

Session Plan: Using LinkedIn Premium

Delivery mode:

Face to face

Session overview:

This session will explore LinkedIn Premium's features, including LinkedIn Learning and job search.

Learning objectives:

At the end of this session, learners will be able to set up career goals, explore and save online courses and use the job search function on LinkedIn Premium.

Suggested session length:

This session should run for approximately 55 minutes. The facilitator to schedule breaks as required.

Prior knowledge:

Learners should have a LinkedIn profile and their LinkedIn Premium account set up.

Tip:

- It's recommended that the Facilitator/Digital Mentor have their LinkedIn Premium account set up before the session
- This session follows the "[Session plan – Activating the codes and setting up a profile](#)" where facilitators support learners with setting up their Premium Subscription and profile

Digital skills covered

- Using social media
- Critical thinking (finding the right course content for their career goals)

Session Plan: Using LinkedIn Premium

Topic	Timing	Activity	Assessment	Resources
Introduction & welcome	10 mins	Facilitator introduce themselves. Icebreaker and introductions: Ask everyone to introduce themselves and complete the "Thumbs Up If" Icebreaker. Ask learners questions like: • Who has applied for a job on LinkedIn? • Have you used LinkedIn to talk to a hiring manager? • Have you made a new network connection on LinkedIn?	All learners engage This initial discussion could help you gauge your learners' understanding and experiences with LinkedIn.	Refreshments "Thumbs Up If" Icebreaker: Engaging Learners Online

Topic	Timing	Activity	Assessment	Resources
		- Have you made edits to your LinkedIn profile? - Who has looked at someone else's profile on LinkedIn?		
Learning objectives	5 mins	Briefly talk about what you will cover today: how to make the most of their LinkedIn Premium Subscription.	This will help to make sure you are aiming your session at the right level.	
Discussion	20 mins	Discuss what learners can do on LinkedIn Learning. You can refer to information in 'LinkedIn Learning guide' and 'How to guide: Setting up LinkedIn Premium with a discount code'. Project on a big screen what the LinkedIn Learning website looks like. Facilitator to include screenshots of the key features and pages of the website and complete a run through of how to navigate it. Some topics you may want to cover: Navigating the homepage: Searching for online and self paced courses on the.	Learners engage in discussion.	Laptop / PC Projector Notepad / Pens Whiteboard / marker pens LinkedIn explained How to guide: Setting up LinkedIn Premium with a discount code LinkedIn Learning Guide

Topic	Timing	Activity	Assessment	Resources
		Demonstrate how learners can save courses. • Exploring “My Career Journey”. Prompt your learners to think about some skills they want to improve on. Demonstrate how learners can search for career goals, and begin their learning journey. Demonstrate how they can delete career goals. • Exploring the “jobs” page. Show your learners that their LinkedIn Premium Subscription has a different job search function.		
Break	5 mins	Encourage your learners to take a break.		

Topic	Timing	Activity	Assessment	Resources
Online activity	15 mins	Facilitator asks learners to log in to their LinkedIn. Learners explore their own LinkedIn Learning profiles. Prompt your learners to search for courses/skills on the homepage that they want to improve on. Once complete, the facilitator will prompt learners to select "My Career Journey." Ask your learners to think about and type in their career goals. Offer individual support as needed.	Learners engage at their own pace.	Learners tablet or phone
Evaluation and close	10 mins	Discussion & recap Ask learners to share one thing that they are excited to explore and use on their LinkedIn Premium Subscription. Ask your learners if they have any questions. Close.	All learners participate. Asking questions will demonstrate their understanding of the material.	