DO I.T. Digital Skills Toolkit

SHORT VERSION

ENGLISH

DIGITAL SKILLS TOOLKIT

Its objective is to facilitate the development of a comprehensive digital skills strategy in partner countries and to fully exploit the development of digital communication activities.

The toolkit includes project results to maximize impact. It also describes an accessible digital approach for disseminating project information and overcoming widespread obstacles to digital skills for promoting digital skills for young people and acquiring digital skills, reducing gaps in digital skills, and improving innovation and application of technology in this context.

This is just the short version of the DO I.T Digital Skills Toolkit, available in ENG/ITA/ES/GR/LV that contains the templates of the tools to evaluate digital competences, useful for NEETS, educators, and stakeholders.

All the tools are included in the extended version of the toolkit available, in English, here: https://doitproject.eu/toolkit/

Content of the **Digital Skills Toolkit:**

Introduction

Chapter 1 - checklist for the development of a national digital skills training program

Chapter 2 - Learning and Digital Context

Chapter 3 - Guidance in the Digital World

Chapter 4 - Overview of digital skills.

Chapter 5 – Importance of Formal and Non-Formal education regarding digital skills.

Chapter 6 – The targets and how they will benefit from Digital Skills

    Tool 1- Quiz for NEETS to determine their digital skill levels

    Tool 1- Quiz for EDUCATORS to determine the digital skill levels of NEETS – correct answers

    Tool 2 - Buyer Persona table to be filled by Stakeholders about their youths

Chapter 7 – Do It Mini Games.
    Tool 3 – QUIZ for MINIGAME USERS to test how much they have learned thanks to the games

Chapter 8 – Best practices and current examples from organizations that are promoting digital inclusion and best ways to promote digital skills in Europe

Chapter 9 – Communication Plan:

Chapter 10 – Track Your Impact
    Tool 7 - BUILD MY INITIATIVE: TRACK YOUR IMPACT for Stakeholders

Chapter 11 – Predictions for the future

Conclusion

Tool 1:

Quiz for NEETS to determine their digital skill levels

1. **If you need to read the news for the day what shouldn't you do?**
   You shouldn't search something on the internet and read multiple results.
   You shouldn't just scroll through social media where you are not following anynews or journalist pages
   You shouldn't scroll social media because you are following news media andjournalists that you trust

2. **If you need to do some research concerning a topic of your interest what canyou do?**
   You can pose a question in a social media group with no interest in the topic.
   You can use a search engine and get the first unfiltered information you find.
   You can filter your search through a search engine and ask an interested socialmedia group.

3. **You are a host of a Zoom meeting. You have to set up your meeting and shareit with other participants. What do you do?**
   First I schedule Zoom meeting and add it to the calendar, then I share Zoom session link via announcements, emails and other communications (Whatsapp,Messenger, Istagram)
   First I open Zoom meeting, then set a time in calendar, and share informationwith other participants.
   First I ask some of participants to create Zoom Meeting link and then share itwith others.

4. **You are hosting Zoom meeting and you need other participants to interact with you and each other. In what ways they can communicate beyond videoand audio?**
   By chatting, but private chats between participants are not allowed
   By non-verbal communication: participant can "Raise hand" and "Lowerhand"
   By chatting, non-verbal feedback and screen sharing.

5. **How can you create a brief support video on your tablet?**
   Download an APP
   Call a professional technician
   Switch the Camera app to Video mod

6. **How can you create a digital animated presentation? (select the rightsequence)**
    Step 1: Script; Step 2: Voiceover Guide/Background Music; Step 3: Dividingthe slides; Step 4: Add graphics to the slides; Step 5: Timing
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7. **You receive a direct message from a close friend with a picture of some designer sunglasses that say 50% off and a long link to a website you don'trecognise. What do you do?**
    Click on the link – your friend would only send you something they think youmight be interested in.
    Send the link to someone else to see if they think the offer is real or not.
    Contact the friend who sent you the message another way and ask them if theysent it and where the link goes.

8. **To see if a website is using a secure connection, what should you look for?Select all that apply.**
    "https" at the very beginning of the URL
    A lock icon to the left of the URL
    A star icon to the right of the URL

9. **If you needed to send an email to a friend, what would you use?**
    A program for electronic mail
    A web search engine
    You can't send Email through the internet

10. **You need to send an email to several people but don't want them to knoweach other's email addresses, what do you do?**
    Send separate emails
    Use the BCC (Blind Carbon Copy)
    There is no way to do this

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Digital Skills Level Results

LEVEL	ANSWERS
Proficient Level	9-10 correct answers
Medium Level	5-8 correct answers
Basic Level	1-4 correct answers

Tool 2:

Buyer Persona table. Can be filled by Stakeholders to learn more abouttheir youths

Attribute	Persona
Name	
Demographics (age, gender, marital status, income, ethnicity, occupation, state) and life stage	
Occupation	
Family/household situation	
Current relevant (or competitive) behaviours	
Emotions and attitudes about priority behaviours	
What is important to them	
Where they go	
What they read, watch, and listen to	
Who is important in their life	
Their key assets and limitations	
A regular ritual for them	
Who they socialize with	
A source of pleasure for them	
Something they are proud of	
Something they would like to do better	
One of their major frustrations	
What they like to do in their leisure time	
Their attitude toward change	

do I.T
DOING INCLUSION
TOGETHER

How can the DO I.T. Digital Toolkit Implemention can help in a Non-Profit Organization?

How can the DO.IT Digital Toolkit Implemention can help a regular organization?

Stakeholder

Type

Based in

do I.T

DOING INCLUSION
TOGETHER

Employment Situation

How can they benefit from the DO I.T. Digital Toolkit?

Personality and Civil Status

Goals

Pain Points

Name

Age

City

Studies

Country Status

Tool 3:
Assessments for mini game users to determine how much theylearned
Answer the following questions by entering a value from 1 to 4 (1= not at all, 2= little; 3=enough, 4= a lot)

INFORMATION PROCESSING:
1. Do you know how to access information on the internet?
2. Can you point out clickbait titles?
3. Can you identify false information in an article?
4. Can you use multiple search engines and filter results?
5. Can you reflect on the information you receive online?
6. Do you know how to use online information to back-up your arguments?

COMMUNICATION
1. Do you understand the main principles on how to build your CV?
2. How important is it to write your skill set in your cover letter for a new employer?
3. Do you think it is important what country you apply for a job?
4. Do you know how to write an email or a letter of application for a job?
5. Can you recognize the soft skills you use on daily basis?
6. I understand the main principles of small talk.
7. Do you understand how to prepare technology for a job interview in Zoom platform?
8. Do you know which audio and video settings need to be set for an online job interview?

CONTENT CREATION
1. Do you know how to create electronic presentations with presentation software (e.g., slides), including e.g., images, sound, video or charts?
2. Do you know how to use basic arithmetic formulas to add, subtract, multiply or divide figures in a spreadsheet?
3. Do you know how to copy and paste tools to duplicate or move information within a documen
4. Do you know how to create websites or blogs? _
5. Do you know how to protect your digital identity?

SAFETY
1. Do you know how to create a strong password?
2. Are you able to recognize which friends requests you should accept?
3. Do you know that if you receive an email from your bank asking you to login and verify your information, you shouldn't open the attachments?
4. Can you recognize a secure link, and if it is safe to click?
5. Can you spot when you're being phished?

PROBLEM-SOLVING
1. Do you know how to create a Curriculum?
2. Do you know how to use Europass CV to create your online Curriculum?
3. Do you understand the importance of a Cover Letter and why it improves
4. your CV?
5. Do you agree it's important to research the position and company before
6. applying to a job and creating your cover letter?
7. Would you agree you need to prepare for an online interview (setting up a perfect space for the meeting, making sure the connection is stable, etc.) is necessary to achieve a successful interview?

<u>Tool 7a:</u>
Table can be filled by stakeholders to construct or device theirdigital communication initiative and to ensure they are reaching the correct target.

<u>My digital communication initiative so far:</u>

AUDIENCE:

(e.g., youths aged 18 to 24)
Write your priority audience here.

OBJECTIVE:

Write one of your objectives here.

STRATEGY:

Write one of your strategies here.

CONTENT:

Write your priority audience preferred content here.

TOOLS:

Write your priority audience preferred tool (social media platform) here.

Tool 7b:

Table can be filled by stakeholders to help their organization channel if the social media they have selected for an initiative isthe correct one or if they need to restructure their tools

Key Questions(s) orObjective	Indicators	Data Source	Data Collection Time Frame	People Responsible
Example: Are our social media messages being shared across audience members as intended?	Average number of likes on social Facebook posts	Monitor likes, shares, and comments	Weekly	Social media coordinator