



Life Skills and Computer Training 8 week course

Dear Learner,

Welcome to the Life Skills and Computer training course at the Hello Hub. Here is the outline of your technology training. To make the most of this course, make sure you always ask questions when you don't understand. Also you can always stay on at the Hub after a session to practice what you learnt. Enjoy!

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Session 1: Introductions

1. What are LIFE SKILLS?

Life skills are a set of human skills acquired through teaching or direct experience that are used to handle problems and questions commonly encountered in daily life.

Life skills are special abilities that help a person to go through life both in good but especially in the hard times.

Life skills are essentially those abilities that help promote mental well-being and competence in young people as they face the realities of life.

Why do we need Life skills?

- In life, everyone needs skills that they can use to make good decisions
- To set life goals, understand themselves,
- To develop better relations with others, solve day to day problems,
- To communicate and be well understood.
- They empower young people to take positive action to protect themselves and promote health and positive social relationships.

How are Life skills acquired?

They are acquired through person to person, education, experience sharing, and other social interactions.

Think of some examples of life skills that you might need in your life, within the next few years... confidence, self awareness, communication, employability skills. These are some of the skills we are going to learn throughout the course.

Self Awareness

What is Self Awareness?

Self Awareness refers to a person's knowledge of themselves or having a clear perception of your personality as an individual, including one's emotions, feelings, fears, their strengths, weaknesses, thoughts, beliefs, background, culture, motivation, and emotions.

Self-awareness is knowing your personality, behaviors, habits, emotional reactions, motivations, and thought processes. It is knowledge and awareness of your own personality or character.

What are the different types of self-awareness?

1. **Public Self-Awareness:** This type emerges when people are aware of how they appear to others. Public self-awareness often emerges in situations when people are at the center of attention, such as when giving a presentation or talking to a group of friends. This type of self-awareness often compels people to adhere to social norms. When we are aware that we are being watched and evaluated, we often try to behave in ways that are socially acceptable and desirable. Public self-awareness can also lead to evaluation anxiety in which people become distressed, anxious, or worried about how they are perceived by others.
2. **Private Self-Awareness:** This type happens when people become aware of some aspects of themselves, but only in a private way. Feeling your heart skip when you see someone you are attracted to are examples of private self-awareness. It is about knowing your Strengths and Weaknesses.

What are the Key Areas for Self-Awareness ?!

Read: To become more self-aware, we should develop an understanding of ourselves in many areas. These areas include;



❖ **Personality:** An understanding of our personalities can help us find situations

in which we will thrive, and help us avoid situations in which we will experience too much stress. **For instance, are you an extrovert or introvert?** An Extrovert is a person who is social, outgoing, gregarious, friendly, social livewire, befriender, and assertive. An Introvert is a person who is shy, reserved, thoughtful, quiet, likes their own company, homebody.

- ❖ **Values:** A value is an aspect that is of great importance to oneself. It's important that we each know and focus on our personal values because it helps us accomplish what we consider most important. For instance, My greatest value is God, family, and decency as a woman. **What do you value most?**

- ❖ **Habits:** Our habits are the behaviors that we repeat routinely and often automatically. Although we would like to possess the habits that help us interact effectively with and manage others, we can probably all identify at least one of our habits that decrease our effectiveness. For example, biting your fingernails, among others. **What is one of my bad habits?**

- ❖ **Needs:** A need is a motivating force that compels action for its satisfaction. We have basic needs, cultural needs, intellectual and social needs. There are a variety of psychological needs that drive our behaviors such as needs for esteem, affection, belongingness, achievement, self-actualization, power and control. Needs cause motivation; and when needs aren't satisfied, they can cause frustration, conflict, and stress. For instance, need for status, power, riches among others. **What are the main needs that motivate you?**

- ❖ **Emotions:** Understanding your own feelings, what causes them, and how they impact your thoughts and actions is emotional self-awareness.

Why develop Self Awareness?

- Self Awareness allows you to understand other people, how they perceive you, your attitude and your responses to them at the moment.
- Self-awareness is one of the attributes of Emotional Intelligence and an important factor in achieving success.
- Self-awareness is the first step in creating what you want and mastering yours. Where you focus your attention, your emotions, reactions, personality, and behavior determine where you go in life.
- With better self-awareness, we can improve our relationships, and reach our goals more effectively.
- Helps in Skill development. Having an accurate sense of who you are helps 4

you decide what you should do to improve. Often, self-awareness will reveal a

- skills gap that you want to work on.
- Self-awareness helps you exploit your strengths and cope with your weaknesses.
 - Helps improve decision-making skills.
 - Helps reduce and avoid Stress.
 - Helps build Leadership. Knowing how to motivate yourself is tantamount to knowing how to motivate others.

WHO AM I?

It's perhaps one of the most difficult questions to answer, people usually give their names, tribe and sometimes what they do. However, who someone is, is much more than that.

Sometimes people do not know who they are because they pretend to be someone else. It is important to know that you are special and uniquely made.



Complete this exercise at home and bring to the next session:

DISCOVERING WHO I AM.

Name

Age/ Sex

Date & Place of birth

Tribe / Clan

Village / District

Farmer's name

Mother's name

Names of brothers

Names of Sisters

What are your strengths? What are you good at?

State two things you like about yourself?

State two things you like about your tribe?

What are your weaknesses?

What are your greatest fears?

What do you consider important?

What do you want to be in future?

Self Esteem

Game: The Magic Wand

You have just found a magic wand that allows you to change three things about you. You can change anything you want. How would you change yourself? Have them discuss why they would make the changes.

What is self-esteem?

Self-esteem refers to how a person feels about themselves, for example, their body, background, abilities, and experiences. High self-esteem means you like who you are no matter what and are proud of yourself. You need to realize that there is no one like you and you are special. There are things that you cannot change about yourself and you are wasting time and energy worrying about them. More often we hear conversations like:

"I hate my tribe, I am so dark-skinned; my friends say they cannot see me in the 6

dark", one girl lamented. "That's nothing, my friends say I have such a big nose, I breathe more fresh air than I should!" cried another.

I fear my boyfriend will leave me if I do not sleep with him, so I decided

I will"

"I cannot do mathematics. It is too hard for girls"

These are some of the numerous statements that many young people, especially girls say about themselves. Many young people are ashamed of their tribe, family, something on their bodies, their sex or the school they are in. As a result, they become shy, refuse to speak or do anything because they fear they will fail. Others do things to make them feel good or worth it, for example, drinking alcohol, smoking, taking drugs or having sex.

High self-esteem is important because;

- it helps you feel confident and when you are confident, you can do anything you want to do.
- In addition, people will not take you for granted or use you. You will not let them because you place a high value on yourself.

An example:

Sara and Sophia were best friends in school. Sara was bright and confident and always answered questions in class. Sophia was so shy and never said anything in class. Even on the playground, it was Sara who participated in the games. She won many trophies; Sophia was content to watch her friend. When they sat examinations, Sara did much better than Sophia though they both made it to the university.

While at the university, the two girls had many friends who were boys. Sara was friendly but kept them at a distance in order to concentrate on her studies. She got a boyfriend as she was about to finish and told him there would be no sex before marriage and if he was not ready to comply, he should leave. Sophia, on the other hand, felt if she did not sleep with her boyfriend, he would leave, so she did. She got pregnant and he left her.

1. In five lines, write a suitable ending to this story
2. These two girls had equal opportunities to succeed. What do you think

made a difference?

3. What are the results of low self-esteem?

4. What lessons have you drawn from the story?

5. Who would you like to be and why?

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How can a person build self-esteem?

1. Calm down
2. Practice positive self talk. Always encourage yourself and speak life into your life.
3. Have a mastery experience. Always have a feeling that you have mastered the task.
4. Contribute something. Always have something to say about the task.
5. Call in social support.
6. Go for therapy.

Write down one thing that you are proud of about yourself. Maybe it's recent good grades in mathematics, or being a good friend to someone who was lonely at school, or helping little brothers and sisters with getting ready in the morning. Be specific and then think of the word to describe your actions i.e. hard-working, giving, respectful, loving...

Session 2



Bring along your 'Who Am I?' work from the last session perhaps you would like to share it with the group.

Recognising both your strengths and weaknesses is important for your self-awareness and esteem.

Interpersonal relationships

What are interpersonal relationships?

An interpersonal relationship is the relationship between two or more people. Get the group to write a list of all of ten relationships in their lives- could be parents, friends, cousins, people at church...Ask them to think about ways in which they could

improve any of these relationships.

What are interpersonal skills?

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These are skills which help people to build a good relationship.

Discuss the following as the group makes notes. Ask for suggestions and mention any points that are missed.

How to develop interpersonal skills:

1. By Listening
2. By being inclusive
3. By being Empathetic
4. By communicating clearly
5. By being honest and open
6. Fairness
7. By examining personal ethics

What is the importance of interpersonal relationships?

1. Leads to personal development
2. Makes you feel good about yourself
3. Improves on friendship network
4. Diversifies knowledge
5. Provides support
6. Reduces stress

Friendship

How do we make friends?

1. By being social
2. By being kind
3. By being honest and open
4. By being humorous
5. By being empathetic
6. By being Assertive

What is the importance of a good friend?

1. Diversifying knowledge
2. Source of information
3. Sharing things
4. Company
5. Shoulder to lean on

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What are the qualities of a good friend?

- Non judgemental
- Genuine
- Accepting
- Dependable
- A Good listener
- Respectful
- Supportive
- Trustworthy
- Thoughtful

What is Peer Pressure and Influence?

Peer Pressure is a feeling that you must do the same things as other people your age and social group in order to be liked or respected by them. Peer influence is the effect that your friends can have on your behavior, either positive or negative.

Create a table like this on a new page or with plenty of space below. Put the bullet points into the correct columns- as you see them they are mixed up:

| Positive Peer Influence leads to... | Negative Peer Influence leads to... |
|-------------------------------------|-------------------------------------|
|-------------------------------------|-------------------------------------|

- Contributes to the achievement of personal goals
- Involvement in cuts and occultism

- Dropping out of school
- Discourages risky behavior
- Promotes unity and cooperation
- Encourages mutual trust
- Enhances performance
- Leads to riots and school unrest

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- Promotes harmful traditional practices
- Builds self-confidence
- Leads to premarital sex
- Leads to the respect of values and belief in society
- Promotes positive use of leisure time
- Bullying
- Drug and substance abuse

What are the strategies for Peer Pressure and Peer influence? These include;

- Application of negotiation skills
- Being assertive
- Relating with positive socializing agents
- Developing and upholding positive values system

Reproductive Health

Menstrual Health and Hygiene

OBJECTIVE. By the end of this session, participants will be able to:

- Understand what menstruation is about?
- Menstrual management and hygiene
- How to make a reusable sanitary pad

Menstruation has often been dealt with secrecy in many cultures. Such perceptions coupled with poor and inadequate sanitary facilities have often kept girls from attending schools especially during periods of menstruation.

The consequence of this is that many girls grow up with low self-esteem and disempowered from poor educational attainments. There is gross lack of information on menstruation and menstrual management among adolescent girls, a situation made worse by the shyness and embarrassment with which discussions about

menstruation are treated. Most of these girls seek information about menstruation from their peers who do not know better.

Adolescence being a time of tremendous opportunity, and at the same time also a time of heightened vulnerabilities, it is important to empower adolescent girls with

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adequate information and skills on crucial issues like menstruation, menstrual hygiene and its management.

Below are some of the questions young adolescent girls have about themselves concerning menstruation, how to manage it at school and home in a hygienic and relaxed way.

What is menstruation?

Menstruation is the normal, healthy shedding of blood and tissue from the uterus that exits the body through the vagina. Menstruation is also called a girls/woman's "period". It usually lasts between two and seven days. Menstruation happens for most of the girls about once a month and this is a sign that a girl can become pregnant.

At what age does a girl start menstruating?

Some girls may begin to menstruate as early as age nine (9) or 10 and some may not get their periods until a few years later.

What should a girl do when she gets her first period?

If a girl knows about menstruation before it happens for the first time, she will be better prepared to handle this situation without fear or embarrassment. If it comes unexpectedly, do not panic, your teachers, family members and close relatives are there to support you and to provide directions on what products to use to absorb the menstrual flow.

How long should a girl's period last?

Menstrual periods can vary from girl to girl. This is because all girls are different. One girl might have a three day period and another girl might have a seven day period. It might take several months /years for a girl's period to become regular. One month the period might last four days, where the next month it might be six days. Number of days that normally a girl's period should last is anything from three to seven days.

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Signs of menstruation.

- Bleeding from the vagina is the primary sign of menstruation.
- Cramping, bloating and sore /painful breasts.
- Food craving.
- Mood swings and irritability.
- Headache and fatigue.

Why do girls need to keep track of their periods?

A girl should keep a record so that she is prepared to handle it. Periods may start at school or when you are outside. It's always important to mark the date when you start menstruating before they get their next period. There are some applications like 'My Calendar' that you can find if you have a smart phone or online access.

How to Manage Menstruation

Managing menstruation is about dealing with menstrual flow and also in continuing regular activities like going to school, working etc. once the girl feels confident about the first part of managing menstrual flow then the latter part is not a problem at all. Girls often fail to perform their regular activities due to the embarrassment associated in managing the menstrual flow.

Products that girls can use during menstruation.

Clean cotton cloth: these are usually cut to fit in the panty area by sewing several layers of cotton cloth on top of each other. They must be clean, washed thoroughly

and hung in a sunny place to dry and they should not be shared with others. They can be used for several months.

Pads: pads have a plastic lining to minimize the spill of blood. If a girl uses pads, she needs to throw them in a pit latrine, bury them or burn them after use. They should not be thrown in the rubbish pit or in the bush. Whenever a girl uses a cotton cloth or pad, she should change it frequently to avoid staining or odor.

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How often should cloth pads or pads be changed?

Girls need to change their pads regularly during the period of menstruation especially in the first three days. This can help to prevent infections. During the heaviest days of your period, you may need to change them every 3-4 hours. In morning, noon time and evening

What causes cramp /pain during menstruation?

During the period the uterus contracts, tightening and relaxing so that the menstrual flow empties from the body. This process for some girls is painful. Some girls get cramps that are more severe than others.

What can a girl do to manage cramps or pain

Cramps are usually mild and can be managed by doing exercise like yoga, skipping, jogging, taking a warm bath, pain relievers if need be. If there is a lot of pain, long or heavy periods meaning more bleeding than normal, irregular periods, one should inform her parents and visit a doctor for check up.

Some of the hygiene practices related to menstruation.

The normal general hygiene routine is helpful in ensuring good health for some of the girls. Here are some of the hygiene practices that a girl can use to keep herself clean and dry during menstruation.

- Bathe at least twice daily. Taking a warm bath will help to ensure that there is some relief to the aches and pains associated with menstruation.
- Ensure that undergarments / panties and sweat drenched clothes are changed regularly.

- Cotton panties are preferable because they help to absorb moisture and heat thus avoiding breeding ground for bacteria.
- Change pads regularly
 - Wash the genital areas well with clean water only without use of soap. Write down 10 pieces of advice that they would give to a 10 year old girl. It can be about self awareness or esteem, friendship, peer pressure, menstruation, or anything else. Bring it to the next session.



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Session 3



Bring the top ten tips for a 10 year old.

conflict resolution

Non-violent

What is Conflict Resolution?

This is a technique to turn conflict into a mutually satisfying solution. Every day we face conflict in our lives, at work, a home, in communities, among other places.

We have always been told that conflict is bad and that it should be avoided therefore we run from it, face it with fists in the air, or any way that meets everyone's needs.

What are the effective ways to resolve conflict?

- Get to the heart of the conflict and analyze it quickly.
- Defuse emotionally charged situations
- Reduce family and sibling rivalry
- Prevent future pain and misunderstanding
- Efficiently address concerns in the moment
- Initiate a difficult conversation with ease
- Improve workplace moral

- Move beyond power struggles to cooperate and trust

Stress management

What Is Stress?

The term 'stress' refers to the response you have when facing circumstances that force you to act, change, or adjust in some way to keep things balanced. The circumstances themselves are known as stressors.

What is chronic stress?

This is when you face stressors often, and find that you have little control in these situations. This can affect your health in many negative ways.

What are the different kinds of Stress?

1. Physical: intense exertion, manual labor, lack of sleep, travel
2. Chemical: drugs, alcohol, caffeine, nicotine and environmental pollutants such as cleaning chemicals or pesticides, etc
3. Mental: perfectionism, worry, anxiety, long work hours
4. Emotional: anger, guilt, loneliness, sadness, fear
5. Nutritional: food allergies, vitamin and mineral deficiency
6. Traumatic: injuries or burns, surgery, illness, infections, extreme temperatures
7. Psycho-spiritual: troubled relationships, financial or career pressures, challenges with life goals, spiritual alignment and general state of happiness.

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What are the basic approaches to stress management?

No matter what the origin of stress is for you, there are some basic steps you can take to manage the stress that you experience. I recommend that people approach stress from three angles:

1. Appraisal-Based Coping with Stress

Asking yourself whether something really needs to cause stress, or can just be accepted as part of life, finding the humor in the ridiculousness of a stressful situation, or finding someone who seems to be coping with stress in a particular way and exploring their attitude these are all effective strategies that involve

appraisal-based coping with stress.

2. Solution-Based Coping with Stress

Here one works to identify areas of their lives that can be changed, and follow a plan that will bring about change. Solution-based coping includes eliminating stressors (quitting a stressful job , breaking up with a toxic partner , paring down a busy schedule among others as a means of eliminating the stress that they can bring. This can be an extremely effective technique for coping with stress, and many of the uncomfortable emotions we experience along with stress e.g anxiety , anger , frustration are signals that changes need to be made, if possible.

3. Long term stress management(Quick stress relief)

These are regular activities that we do that help us calm down or ease our stress in the day to day living.

There are plenty of effective (and mostly pleasant) things you can do to minimize and manage stress. Draw a small picture next to each stress management technique to help remind you;

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1. Have fun: Schedule in and actively pursue activities that you enjoy and that help you relax.
2. Express your feeling: Emotions need regular venting and evolution. Stuck, unexpressed emotions are the building blocks of pain and illness.
3. Get enough sleep: Poor sleep habits interfere with your body's ability to rest, heal and recharge. If you have trouble sleeping, seek out the causes and get some help addressing them!
4. Exercise: Regular physical exercise is one of the best ways to clear away tension and build energy. It also helps you to adopt a better life perspective and to feel more in control of your circumstances.
5. Practice relaxation exercises: Breathing, meditation and visualization exercises help you let go of mental worries and allow you to experience precious moments of calm and inner peace. I believe that this quiet, "nothing happening" space is where the healing process begins.
6. Develop a good relationship: It is important to have authentic friends in whom you can confide and find support. Those who love and accept you — people who will listen and advise, but won't judge — are your true friends. It can also be very fulfilling to be a true friend to someone else.

8. Change perceptions and attitude: When ideas or views are not serving you, it's wise to examine and adapt them. It's important to learn to respond to life's situations and not just react. This is a true "response-ability"! Hanging onto frustrations, holding grudges, and playing the victim/blame game are not in your health's best interest. When you can, step back from the little struggles and look at the big picture. See challenges as opportunities for growth and learning. Many people find that applying spiritual principles to sticky life situations offers direction as well as greater peace of mind and heart. But whether it's a spiritual practice or a daily yoga or journaling ritual, do what you need to do in order to find and experience self-love, self-respect and true self-worth.
9. Eat right: Eating nutrient-poor foods that are high in sugar or filled with chemicals and unhealthy fats puts an unnecessary stress on your system, reducing your immunity, overloading your liver and forcing your body to work overtime just to maintain balance.

Leadership

Leadership Definition

An effective leader is a person who creates and manages the delivery of an inspiring vision. They motivate, inspire, coach and build an effective team of people to engage them with that vision. Leadership is an important function of management which helps to maximize efficiency and to achieve organizational goals.

Note: Leadership also includes looking for leadership potential in others. By developing leadership skills within your team, you create an environment where you can continue success in the long term. And that's a true measure of great leadership.

Leadership skills

Familiarizing yourself with good leadership qualities and traits will help you identify your weaknesses and develop a strong management style.

- Passion
- Team Building
- Decisiveness
- Communication
- Motivation and Inspiration ●

- Delegating
- Positivity
 - Trustworthiness and Honesty

- Feedback
- Responsibility
- Awareness and Confident ●
- Accountability
- Empathy
- Optimism
- Focus

What is the role of a leader

- Creativity

Leadership is the action of leading people in an organization towards achieving goals. Leaders do this by influencing employee behaviors in several ways. A leader sets a clear vision for the organization, motivates employees, guides employees through the work process and builds morale. They also ensure the following;

- Improved productivity of the workforce.
- Improved ability to succeed under pressure.
- Increased emotional intelligence.
- Improved charisma and seriousness in business operations.

- Growth in confidence in your team.
- Improved listening and communication skills.

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Importance of leaders

1. Leaders better their environment

Leaders do not exist to order their workers around. While they oversee their team, a true leader takes initiative and trusts their employees to perform efficiently and independently. Leaders are coaches with a passion for developing people, not players. As a leader, it is your responsibility to establish goals, innovate, motivate and trust. A passionate and compassionate leader can energize a company

12. They know their team and themselves well

Good leaders want their entire company to succeed, including everyone involved. They take the time to understand every worker so they can help them achieve their personal goals in line with the company's.

3. Leaders maintain a positive attitude

Businesses face ups and downs. Without someone to take the reins and push forward in optimism, the company will likely be unsuccessful. A good leader can hold his or her emotions in check, especially in tough situations

4. They build the next generation of leaders

Leaders can't, and shouldn't, stand alone. A company doesn't need just one influential individual. Leaders should want to develop more leaders from the get-go.

Session 4

Effective Communication

What is Communication?

Communication is the process of sharing ideas and experiences with other people using verbal and nonverbal language. It is the exchange from one person to another with appropriate feedback from both parties.

What are the different types of communication?

1. Verbal (where speech is involved)
2. Nonverbal communications (usually uses body language, signs) 19
3. Mass media and electronic communication (eg e-mails, fax, facebook, twitter)
4. Written communication (reports, letters, minutes)

What are communication skills?

1. **Active Listening;** is the art of engaging meaningfully with someone who is trying to communicate with you by; Establishing eye contact with the other person, listening to the person without interruption, listening to the person without thinking of what you will say next.
2. **Body language;** is the set of expressions that we make using our bodies like nodding to show someone that you are listening.
3. **Asking questions;** A useful technique for asking questions using open-ended questions.

What is effective communication?

Take the example of COVID-19. In order for your whole community to understand the risks, prevention measures and symptoms of coronavirus, the authorities need to effectively communicate to every community member.

1. Give correct information
2. Assess the understanding of the community on health issues
3. Address myths, rumors, and misconceptions
4. Different modes of communication- i.e. radio, representatives at meetings, social media, posters, churches
5. Use easy to understand language
6. Be clear, brief and to the point
7. Multiple languages
8. Easy to pass on information

What are the most effective Speaking Techniques?

1. Telling Stories
2. Appropriate use of humor
3. Moving in and of the audience
4. Eye contact
5. Asking questions
6. Changing the tone and sound of your voice
7. Managing time effectively
8. Knowing what is relevant to your audience
9. Being prepared (Knowing what you are going to say and how you will say it)

What are the Barriers to effective communication?

1. Physical location ie in a noisy place
2. Too many distractions eg pictures, lights, movement

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3. Use of jargons
4. Lack of confidence
5. Lack of empathy
6. Appearing to be in a hurry
7. Language difference
8. Cultural difference
9. Fear that confidentiality might be broken.

Presentation / Public Speaking

The group is going to deliver their first presentation to the group. Before that, discuss the following tips and ask the group to decide which is the most important.

What are the requirements of a good presenter/public speaker?

- Be prepared
- Organised and focused

- Introduction about yourself
 - Confidence
 - Time management
 - Mind your language
 - Know your audience
 - Consider/respect your audience
 - Sense of humor
 - Body language
 - Ask questions
 - Be realistic while answering
- peoples questions
 - Visual aids (images to reflect the presentation and not be boring)
 - Always be an attentive listener (pay attention to what others are saying)
 - Be audible, speak up

Presentation activity: Get the group into threes or fours. You are going to prepare a five minute presentation for the end of this session. The topic of their presentation is “how to be a good leader”. You must include an example in your life of a good leader, qualities of a good leader, why leadership is important and define leadership.

You can use their notes from the previous session but speak in your own words, not using word for word what was written in the last session. Each group member should say something in the presentation. You have around 15 minutes to prepare and rehearse. Be creative, giving examples to keep your audience engaged and following the tips for good communication.

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Session 5



If you did not get through each group’s presentation from the last session, more could present at the beginning of this one.

Employment Skills

1. Communication

Depending on the job, communication is about being a good talker or a good writer. It involves being confident about speaking to people (face-to-face or over the phone). It also involves writing well enough to be understood in emails and memos. Examples of ways that you can develop or improve your communication skills

include:

- writing assignments and reports as part of your studies
- blogging or using social media
- making oral presentations as part of your class work
- working in customer service (face-to-face or on the phone)
- Volunteering to host a community radio program.

2. Teamwork

Teamwork means being good at working with people - both the people you work with and other people that come into contact with your organization.

Examples of ways that you can develop or improve your teamwork skills include:

- doing group assignments as part of your studies
- volunteering for a community organization
- thinking about how you can work better with other people at your workplace
- Joining a local sporting team.

3. Problem solving

Problem solving is about being able to find solutions when faced with difficulties or setbacks. Even if you can't think of a solution straight away, you need to have a logical process for figuring things out.

Examples of ways you can develop or improve your problem solving skills include:

- doing research assignments as part of your studies
- dealing with complaints at your workplace

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- doing a study skills course that looks at problem solving
- talking to other people about how they solved the problems they faced.

4. Initiative and enterprise

Initiative and enterprise are about being able to think creatively and to make improvements to the way things are. They're also about looking at the bigger picture and how the way you work fits into that.

Examples of ways you can develop or improve your initiative and enterprise skills include:

- approaching organizations and businesses about work placements or internships
- setting up a fundraiser in your community

- Making or proposing changes to the way a group you belong to does things.

5. Planning and organizing

Planning and organizing are about things like working out what is required to get a job done, and then working out when and how you'll do it. They're also about things like developing project timelines and meeting deadlines.

Examples of ways you can develop or improve your planning and organizing skills include:

- developing a study timetable and sticking to it
- organizing some independent travel
- managing your time around work, study and family commitments
- helping to organize a community event
- Doing chores regularly around your home.

6. Self-management

Self-management is about getting on with your work without someone having to check up on you every five minutes. You should also be able to stay on top of your own deadlines and be able to delegate tasks to other people to make sure things get done on time. Examples of ways that you can develop or improve your self-management skills include:

- doing a work experience placement or internship
- asking for new responsibilities at work
- developing a study schedule and sticking to it
- Joining a volunteer organization.

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7. Learning

Learning is about wanting to understand new things and being able to pick them up quickly. It's also about being able to take on new tasks and to adapt when the way things are done in the workplace change.

Examples of ways to develop or improve your learning skills include:

- doing a short course or online course
- doing some research into learning skills and learner types
- starting a new hobby
- Joining a sporting or volunteer group.

8. Technology

General technology skills that employers want include things like being able to use a computer for word processing and sending email, or knowing how to use a photocopier.

Some more specific technology skills relate to software, like using social media, working with design or video editing software or knowing programming languages.

Other technology skills relate to hardware, like knowing how to use EFTPOS, a cash register, a photocopier or scanner, a camera or a recording studio.

Examples of ways to develop or improve your technology skills include:

- doing a short course or online course
- asking for extra training at work
- finding out what technology is used in the job you want and researching its use

Identifying the technology you're already using in your day-to-day life.

Application and Curriculum Vitae

What is a Curriculum Vitae?

It's an overview of a person's experience, qualifications and other qualities. It summarizes who you are (your life). Also known as a CV.

What are the steps of writing a Curriculum Vitae?

1. Bio data: under this we have the following:

- Name
- Date of birth

- Nationality
- Gender identity you properly e.g. the moslems using Bint Musa yet you a gal
- Contact i.e. phone no & the email

2. Professional objective: here mention your qualifications with the capacity to carry out any responsibilities given to you in relation to your job
3. Core competences: here you list your strength as a person but they should be in line with the professional objective.

4. Education: it's always better if you start with your latest qualification

| Year | School/institute | Qualification |
|------|------------------|---------------|
|------|------------------|---------------|

| | | |
|--|--|--|
| | | |
|--|--|--|

5. Courses and training: it's where you put all the certificates you have ever attained. They are the additional qualifications after studies e.g. with certificates.
6. Work experience: it includes the period you worked, title, organization, person reporting to and your duties & responsibilities
7. Responsibilities: it includes what you are doing lately / currently eg I work at a shop, at home etc
8. Functional literacy: they are the additional things you can do
9. Hobbies
10. Reference: always put people who know you better, and if you include someone as your refer. Please inform them about it for them not to deny and always avoid using your family members.



Design your CV on one A4 piece of paper. They should hand it in, in the next session.

Interview skills

How do we prepare for an interview?

1. Give yourself time to prepare. Research about the organization, its mission, vision, objective & what it does to the society. This shows that you have interest in the organization
2. Find out what form of interview i.e. oral, practical or written & how many people will be on the panel.
3. Check out your confidence practice with your friends or family members
4. Decide on the code of dressing. It's always better to look formal
5. Think about your interests and experiences.
6. Plan for the day of the interview. Being ready for all the uncertainties like rain, traffic jam etc always have extra money for boda b so as to keep time.
7. No about the job advert and all its details for it might be asked to check how serious you are.
8. Always follow the instructions given/following the job e.g. if you need to apply

online do it before any other procedures.

9. Always be organized(have copies of your CV, cover letter and other vital documents) envelopes look a bit old fashioned so it's always better you use clear bags or file clips for your work to look neat
10. Highlight your best attributes before the interview
11. Pay attention to how you present yourself. You can use your friends, sisters to practice anything about yourself before the interview

How do we make a good impression on a job interview?

1. Time management. The interviewers are always there to notice what time you have come in
2. Self conduct as the first expression always matters, eg. greet first the people you find in panel
3. Listen to the questions and answer at your very best (always use short answers.)
4. Always admit when you do not know something and promise to research about it. It shows honesty.
5. Always mind about your attitude and the interviewers for some of them tend to be rude, mean, polite, tough etc this is done to check your reaction / attitude towards different people.
6. Always keep the eye contact with the person asking you the

question

Commonly asked interview questions

What are the Commonly asked interview questions?

1. Tell us about yourself
2. Why you left your last job
3. Tell us about the company/organization
4. Why you want to work with them. Always find a motivational reason
5. What salary do you want? Before you say it out, think of the amount you will be worth

and tell them why you think you are worth that amount.

6. If your friends were here, what would they say about you
7. What is your greatest strength
8. What is your greatest weakness? Here it's always better if you get one of your strength and express/ explain it as your weakness
9. What do you think are your duties and responsibilities

Session 6



Bring your CV.

Introduction to computers

Divide the group into small groups and share out the tablets. Follow instructions:

- Find and press switch on button
- Wait for screen to load
- Swipe up to access applications
- Locate youtube and get the group to watch this clip:
<https://www.youtube.com/watch?v=Kd0cXxqLjkQ&t=2s>
- Locate volume, charging and headphones ports
- Find the navigation bar by swiping gently from the bottom of the page- either landscape or portrait depending on which way you are holding your tablet. Find a square, circle and triangle along the bottom of your screen. Use the circle whenever you want to go to the main screen, use the triangle to go back to the previous page you were on, and use the square to see all of the different pages you have been working on.

Play a game- ask the group to locate different applications on the tablets. The first group to find specific applications wins:

| | | |
|---|--------------------------------|----------------|
| | | Office |
| | Kolibri | Google |
| Calculator | Gallery | Kolibri |
| Calendar | English for Kids Khan | |
| Clock | Academy Dictionary | |
| Camera (ask them to take a selfie) | Notes | |
| | Masha and the Bear Math | |
| | games | 27 |

For the computer part of this training, you will be learning using an app called 'Kolibri', with support from the trainer. All of the information you need to know will be on the tablets, but you should write any information down in your notebooks that you find useful throughout this second half of the course.

Follow Kolibri Course 1: Computer Basics and Appreciation.

- Introduction
- Lesson 1- Introduction to computers

Common Computer terminology

Kolibri: Course 1, Lesson 2 and 3:

This lesson covers computer terminology and understanding the parts of a computer. Go through the slides from both lessons, making notes as you go.

Find a definition to one of the words below assigned to you by the trainer.

World Wide Web, HTTP, URL, Intranet, IP, Internet, network, software, operating system, graphical user interface, the computer mouse, programs, data, platform, input devices, output devices, hardware, software, computer keyboard

On Lesson 3, trial the click and drag function using the mouse on the tablets. (page 7/20)

Move to Lesson 3, slide 10/20 'Computer Keyboard'. Note down definitions of different types of keyboard on slide 11/20, then move onto slides 12 and 13: 'Correct Hand Placement'.

Activity: Now time to practice. Go to the 'notes' app on the tablets. Practice typing with 'correct hand placement', using both hands. Type the sentence:

"The quick brown fox jumped over the lazy dog"

This is the shortest English sentence to use all of the letters of the alphabet. **28**

Computer Career Opportunities

Kolibri Course 1: Lesson 4

Concentrate on Slide 3/11, noting down definitions of 'Word Processor', 'Spreadsheets', 'Communication Programmes', 'Entertainment Programmes'

Then skip to slide 7/11, noting down each of the productivity programmes, get

different group members to read out definitions of each one. Do the same with slides 8 and 9.

Kolibri Course 1: Lesson 6.

Work through slides 1-8, with the group making notes as you go along.

Session 7

Introduction to word processors

Kolibri, Course 2, Lesson 3

Work through this introductory lesson, making notes as you go. Work slowly through these specific slides where Kolibri allows you to practice:

Slide 4: formatting

Slide 5: tables

Slide 6: Language tools

Activity: Ask the group to find the 'Office' application. Create a blank word document. You need to include the following:

- An underlined and bold title 'Women in Technology'
- A paragraph about each member of your small group, describing their personality and their aspirations for the future. Try to type using both hands. • Each paragraph should have a subtitle of the group member's name underlined.
- Make the font of your text 'New Times Roman'.
- Insert a picture of each group member next to their paragraph • Insert a table with three columns titled name, age, date of birth. And list all of the information about your group members inside.
- Make sure there are no spelling or grammar errors.

- Save the work with the title of 'Women in tech group 1/2/3/4.....'

Activity: Present your word documents to the class.

Check up: Do you know how to:

- save your work

- copy and paste
- insert a picture
- insert a table

Now , with your existing documents, change the following:

1. Change the colour of your title to blue
2. Highlight in yellow any words beginning with 'b'.
3. Change the size of your text to 12
4. Create a bullet point list of all the schools attended by your group members
5. Crop and resize the pictures inserted
6. Add a border or margin



Each group member must create a C.V. using word processor.
Stay behind after the class to use the tablets to create this.
Things to remember:

- The document should only use professional fonts and colours •
- There should be no grammatical or spelling errors
- It should fit one or two pages, no more
- Underlining or putting in bold certain words can help highlight them to your employer
- Remember to save your work throughout

Session 8



Bring your CV and be ready to present it.

Introduction to Presentation programmes

Kolibri Course 2, Lesson 5

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Read out slide 2. Work through slides 3-5 making notes as you go.

Slide 6- practice inserting graphics and multi-media, adding tables and charts and audio and video.

Slide 7- work through and make notes

Activity: Go to Office and start a new powerpoint. What are the similarities and differences between the ribbon in word and the ribbon in powerpoint?

Activity: Using what you have learnt in the Kolibri lessons, create a five slide presentation on effective communication. Your title slides should be:

What is effective communication

Effective Communication techniques

Barriers to effective communication

Each slide should have brief, bullet point information that is clear and easy to read. The slides should have pictures and be eye catching. You will be presenting at the end of the class.

How to improve your powerpoint:

A powerpoint needs to be visually appealing, both to attract the eye of your audience but also to help them focus. There are some ways that you can achieve this:

1. Don't include too much text. Get the group to have a look at their presentations and ask them to count the number of words on the longest slide. If it is above 100 words, there are definitely too many. Decrease the number of words to below 100 per slide.
2. Add a theme to your powerpoint slides. Go to the ribbon, click on 'design' then 'choose theme'. Experiment with the theme you like best.
3. Add transitions. Transitions mean 'changing from one slide to another. On the ribbon, click on 'transitions', choose an interesting transition style like 'curtains' and click apply all.
4. View the powerpoint in slideshow mode. This means clicking on 'slide show' on the ribbon, then click 'from beginning'. You should be able to see their transition effects on each slide.
5. Add a video. Record an introductory video to their powerpoint and then insert it on the second slide of their powerpoint by clicking 'insert' on the ribbon,

then 'video' from 'this device' and you should find the video you recorded in their gallery.

Spreadsheets

Kolibri Course 2, Lesson 4.

Read out the conversation in slides 3-4.

Work through slides 5-11, making notes where necessary.

Activity: The group should go to 'Office' and create a spreadsheet detailing the items that they need to buy before returning to school and their costs. They should calculate the total of all of the items by using the formula =SUM(B1:B10) changing the coordinates where relevant.

Session 10

The internet

Go onto google. Search for the following:

1. Your favourite musician
2. A map of your country
3. The date of your president's birthday
4. The Hello World website

Kolibri Course 3, Lesson 1

Work through the slides 1-3, noting down where necessary.

The world wide web

Kolibri Course 3, Lesson 2

Work through slides 1-17, giving particular time to slide 10.

Session 11

Using email

Kolibri Course 3, lesson 3

Work through slides 1-8.

Spend some time on slide 9, working through the activity of writing and sending an email.

Work through slides 10-14, looking at the additional functionality of email.

Activity: Set up an email. Type in the search bar of google, 'set up a gmail'. Enter in your details and set up your email. If it asks for a phone number, try to skip this step. Once everyone is set up (this will take some time), you should send an email from your new account to the trainer's email address.

Their email should include:

- A subject
- A cc (include the email address of another trainer or another group member) •
- A few lines of typed text
- An attachment- attach the CV or the powerpoint they were working on

Session 12

Social Media

Kolibri Course 6, Lesson 1

Work through this short lesson, making notes where necessary.

Kolibri Course 6, Lesson 2

Get two group members to read out the boxes on slides 2-5

Work through slides 5-9

Kolibri Course 6, Lesson 3

Go through slides 1-12, making notes and discussing where necessary.

Online safety

Kolibri Course 6, Lesson 4

Go through all slides, making notes and discussing where necessary. 33

Kolibri Course 6, Lesson 5

Go through all slides, making notes and discussing where necessary



Now everyone has an email address, you can encourage them to sign up to their preferred social media site and come to the group next time with their profile set up.

Session 13

Digital Lifestyles

How is your life different from your parents when they were growing up. What technology do you have access to, that your parents did not? What difference can that make, positive and negative.

Kolibri Course 4, Lesson 1

Go through slides, making notes and discussing where necessary.

If you have time, cover lesson 2, 3, 4 in course 4 which cover digital audio technology, digital web and video technology and digital photography. If you don't have time, you can look these up after the course. However, do go through lesson 5 which covers Digital Technology Career Opportunities:

Kolibri Course 4, lesson 5. Go through the lesson and make notes. Choose one of the jobs in technology mentioned that you might be interested in pursuing and to explain why.

Session 14

Presentation prep

Final task that you will be assessed on:

You are going to create a presentation about Women in Technology. Your presentation needs to include the following:

1. Why it is important for women to be involved in technology
2. The relationship between

- b. Employment and Technology
- c. Communication and Technology
- d. Entertainment and Technology

3. Different skills that we should learn using computers and why 4. Examples of three women in technology who have had great success 5. How you are going to use technology in your life (each member must detail their idea)

The presentation should include:

- Researched information
- Pictures
- Transitions
- Different text colours and fonts
- Themes

You should prepare to deliver this presentation in front of an audience. Each group member should have an equal part and should rehearse before the presentation. You will be assessed on the confidence in delivery, powerpoint style and the accuracy of information.

The presentation should be sent via email to your trainer (you may need to support them in this).

Session 15

Presentation prep

Prepare you powerpoint presentation and rehearse well.

Session 16

Presentations with feedback

End of course.

We hope that you are now feeling confident enough to come and use the Hub whenever you want. You can keep on learning by yourself or in groups at the Hub, there is so much to learn with computers! You can also return to Kolibri whenever you need to refresh your memory.

