

# MAKE IT CLICK

## 2020 - 2021

# INTRODUCTION

- Good Things Foundation, funded by Google.org, have created a new programme to help 30,000 working-age adults learn the digital skills and confidence they need to progress towards, into, and within employment.
- The programme is aimed at ‘limited users’: people who already use computers and the internet regularly, but who do not have the skills
- They need to thrive in the modern digital labour market.
- They may lack the basic skills
- They need to find and apply for jobs online, or to carry out simple tasks like completing online timesheets; or they may be interested in developing more advanced skills,
- For example using office applications like Word and Excel.

# GOOD THING FOUNDATION

**We want a world where everyone benefits from digital.**

- Good Things Foundation is a charity which supports digitally and socially excluded people to improve their lives through digital
- Digital technology and community action is at the heart of everything we do.

# KBM CONSULTANTS

- KBM Consultants is the traineeship agency of KBM Group, providing Work Placement in London, Online Work Experience opportunities and Online English Language Courses to EU & Non EU students.
- KBM Consultants also has the partnership with many other projects like Erasmus Plus, and UK Funded projects.

# PROJECT TIME LINE

- 1<sup>st</sup> May 2020
- 30<sup>th</sup> April 2021

# WHO CAN BENEFIT FROM OUR PROJECT:

Our focus will be on the target groups from diverse backgrounds

- Unemployed learners who are looking for work
- Employed learners who are looking to progress their career
- Combination of the above - currently unemployed and employed learners
- Low-income groups
- People at risk of social isolation
- Families in poverty
- Homeless people
- Working poor etc

# FREE RESOURCES

1. Email
2. Documents
3. Spreadsheets
4. Presentations
5. Social media
6. Online security
7. Calendars
8. Photos
9. Working from Home

# DETAILS OF SUBJECTS & RESOURCES

<b>1. <u>EMAIL</u> (14 RESOURCES)</b>	<b>2. <u>DOCUMENTS</u> (13 RESOURCES)</b>
<ul style="list-style-type: none"><li>➤ <b>Email basics</b> (5 Resources)</li><li>➤ <b>Using email</b> (4 Resources)</li><li>➤ <b>Managing emails</b> (2 Resources)</li><li>➤ <b>Writing emails</b> (3 Resources)</li></ul>	<ul style="list-style-type: none"><li>➤ <b>Getting started with documents</b> (5 Resources)</li><li>➤ <b>Using documents</b> (5 Resources)</li><li>➤ <b>Improve your writing</b> (2 Resources)</li><li>➤ <b>Document templates</b> (1 Resources)</li></ul>
<b>3. <u>SPREADSHEETS</u> (17 RESOURCES)</b>	<b>4. <u>PRESENTATIONS</u> (14 RESOURCES)</b>
<ul style="list-style-type: none"><li>➤ <b>Getting started with Spreadsheets</b> (7 Resources)</li><li>➤ <b>Using a spreadsheet</b> (7 Resources)</li><li>➤ <b>Useful templates</b> (3 Resources)</li></ul>	<ul style="list-style-type: none"><li>➤ <b>Getting started with presentations</b> (6 Resources)</li><li>➤ <b>Working with slides</b> (3 Resources)</li><li>➤ <b>Give better presentations</b> (2 Resources)</li><li>➤ <b>Make your presentation look good</b> (3 Resources)</li></ul>



# DETAILS OF SUBJECTS & RESOURCES

<b>5. <u>SOCIAL MEDIA</u> (17 RESOURCES)</b>	<b>6. <u>ONLINE SECURITY</u> (14 RESOURCES)</b>
<ul style="list-style-type: none"><li>➤ <b>Social media basics</b> (6 Resources)</li><li>➤ <b>Creating content</b> (4 Resources)</li><li>➤ <b>Building an online presence</b> (5 Resources)</li><li>➤ <b>Create a website</b> (2 Resources)</li></ul>	<ul style="list-style-type: none"><li>➤ <b>Staying safe online</b> (3 Resources)</li><li>➤ <b>Using your computer safely</b> (6 Resources)</li><li>➤ <b>Online security for businesses</b> (3 Resources)</li><li>➤ <b>Smart technology</b> (2 Resources)</li></ul>
<b>7. <u>CALENDARS</u> (14 RESOURCES)</b>	<b>8. <u>PHOTOS</u> (10 RESOURCES)</b>
<ul style="list-style-type: none"><li>➤ <b>Getting started with calendars</b> (4 Resources)</li><li>➤ <b>Managing your calendar</b> (6 Resources)</li><li>➤ <b>Sharing calendars</b> (2 Resources)</li><li>➤ <b>Planning with calendars</b> (2 Resources)</li></ul>	<ul style="list-style-type: none"><li>➤ <b>Taking photos</b> (2 Resources)</li><li>➤ <b>Mobile photography</b> (3 Resources)</li><li>➤ <b>Editing tools</b> (5 Resources)</li></ul>

# DETAILS OF SUBJECTS & RESOURCES

## 9. WORKING FROM HOME (25 RESOURCES)

- **Communication** (6 Resources)
- **Going mobile** (3 Resources)
- **Managing projects** (2 Resources)
- **Office tools** (7Resources)
- **Teaching and learning** (4 Resources)
- **Staying secure** (3 Resources)

# COURSES BENEFITS

- Skills for learning are improved
- Find a way for seeking opportunities
- Insight to conduct research
- Express ideas and further move into jobs & self-employment.
- In addition, we will assist in C.V., mock interview, work placement, careers advice and labour-market guidance.

# COURSES REQUIREMENTS

1. High level of engagement with resources
  - Engage with at least 2 resources for 30 minutes or more
2. Medium level of engagement with resources
  - Engage with at least 5 resources for 30 minutes or more
3. Low level of engages with resources
  - Engage with at least 10 resources for 30 minutes or more

# CENTER DETAILS

Center name: [KBM Consultants Ltd](#)

Center Code: 8005605

Address: 1 Concord Business Centre, Concord Road, Park Royal W3 0TJ  
London (United Kingdom)

# WAY TO REGISTER ONLINE

- Login Through: <https://makeitclick.learnmyway.com/directory/register>



## Register

Make It Click is part of [Learn My Way](#).

To register and be able to add the resources we feature to your own personal playlist, you will need to register with Learn My Way.

Registration is completely free - and once you've registered, we will take you back to Make It Click.

[Register with Learn My Way](#)

## Register for Learn My Way

### Full name

eg. Bill Badger

### Email address or phone number

eg. bill@example.com

I don't have an email address or a phone number

### Password

Choose a password

[Show password](#)

Your centre is **8005605 - KBM Consultants Ltd.**  
[\(change\)](#)

### Contacting you

From time to time we would like to contact you to tell you about new services or to ask you what you think about our services.

# THANK YOU