DEVELOPING DIGITAL SKILLS

IT'S NOT THAT WE USE TECHNOLOGY, WE LIVE TECHNOLOGY

Godfrey Reggio
American Director

WHAT IS THIS SKILL?

Other than the 'soft skills' covered in these challenges, one of the most desired qualities in a 21st century employee is an aptitude in INFORMATION TECHNOLOGY (or IT). Knowledge and competence in the often confusing world of computers and their many uses is crucial for any business. The local café trying to engage potential customers online needs someone who knows their way around a computer as much as a tech giant like Microsoft or Apple.

The more areas of tech you can master, the more indispensable an asset you will be.
Get ready to fish some crumbs out of that keyboard and watch your posture, let's get digital!

MEDIA DESIGN

Producing audio/visual media to be presented to others. A perfect example would be this very challenge sheet!
Creativity in writing and a good eye for making a design 'pop' are the primary qualities for succeeding in this area

TROUBLESHOOTING/TECH SUPPORT

Helping to resolve computer-related problems when the user of the device/system doesn't know how.
If you've ever had to fix a printer, you know how vital this skill is; it's a big relief not to have to call in a technician every time something goes wrong.
A wealth of experience concerning computers and their related devices as well as the people skills to actively listen to their users are essential for becoming a real Mr.-fix-it

SUPERUSER

Tapping into the hidden functions of a computer can make you a powerhouse in the workplace. Knowledge of obscure topics such as overclocking, file protection and safely moving large quantities of data are some of the most sought-out skills for tech roles.

Before you start this Challenge rate yourself on your current ability to make decisions.

SPEAKING & LISTENING
Rate yourself

	① Not great	② Need help	③ OK	④ Improving	⑤ Mastering
Mastering Tech Skills	☐	☐	☐	☐	☐

WHY IS THIS SKILL VITAL IN THE WORK PLACE?

"What new technology does is create new opportunities to do a job that customers want done."

Tim O' Reilly

When was the last time you visited a completely **'offline'** business? If you're old enough, you might remember those days when everyone used snail-mail instead of email and the 'internet' was something that high-level universities used to send research notes. Well not anymore! The quick and effective use of tech has become an essential part of everyday life, and as such, the workplace!

To name a few examples, the real boardroom often takes a backseat to Zoom calls, quick conversations are replaced by texting, and letters and slideshows have been completely outpaced by online communications and digital presentations. *Hint, hint.*

Our devices write for us, they speak for us, they remember for us and most importantly their incredible ability to deal with numbers and large quantities of data does the THINKING for us. The power of tech has resolved some of mankind's most daunting problems and continues to do so to this day.

It's time to embrace the future and make our new robot overlords feel welcome in the workplace by improving our tech skills!

Take these examples of the power of tech, for example:

Online communication helped us stay sane and in business during quarantine

The infinite reach of computer systems allows us to cooperate with minds around the globe
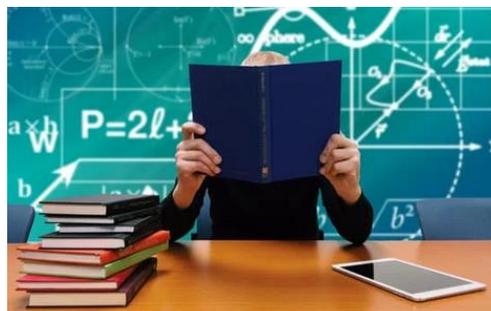
The sheer power of IT trivializes the most complicated mathematical and logistical problems.

Think of how difficult it would be to accomplish such things without our binary friends.
Computers and the skills to use them effectively are truly essential!

HOW CAN I MASTER THIS SKILL?

"LEARNING WITH TECHNOLOGY
IS A BIT LIKE CARPENTRY. IT'S IMPORTANT TO FIND
THE RIGHT TOOL FOR THE JOB."
-Mark Anderson

One of the best things about computer skills is that you can learn all you need to know on your computer or phone for free!

There is an infinite wealth of tutorials on sites such as YouTube to bring you up to speed on how to use various programs and systems as well as learning the concepts of tech in different fields.

Here are some resources that will teach you some very useful skills!

SIMON SEZ IT
Software Made Simple

Simon Sez IT on YouTube has a comprehensive guide on Microsoft Office programs such as PowerPoint and Excel

My CS
171K subscribers

If you need some pointers on keeping important data secure, My CS has a detailed guide on how to keep your files safe

TECHGUMBO

TECHGUMBO's channel has an in-depth guide on Windows 10 and all its features to get you rolling with your machine's more advanced features

9TO5Mac

And for our MacOS users, 9TO5Mac has an almost overwhelming number of videos on the features of the Mac platform, from its most basic to advanced abilities.

THE FACEWORK SKILL CHALLENGE

Now learn some tech skills and put them into practice!

Watch some of the tutorials On the previous page and show off what you've learned! Do something you couldn't do before on your computer, whether that's making an automated spreadsheet, a presentation or just changing your settings to optimize your machine!

Let
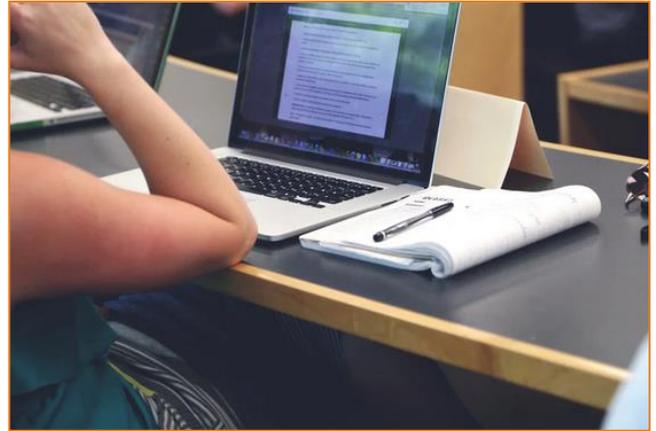
Once you've done something new on your computer, fill out this test and see how it went.

What tech skill did you learn?	....
How could you apply this skill?	....
What's your next step to continue learning tech skills?	....
What problems or difficult moments did you have?	....
Are you more excited about the possibilities of using advanced functions on your computer?	....

How would you now rate yourself in Mastering Digital Skills?

S SPEAKING & LISTENING
Rate yourself

①	②	③	④	⑤
Not great	Need help	OK	Improving	Mastering

Developing Digital Skills

LEARNING BY DOING

LEARNING BY DOING IN THE REAL WORLD
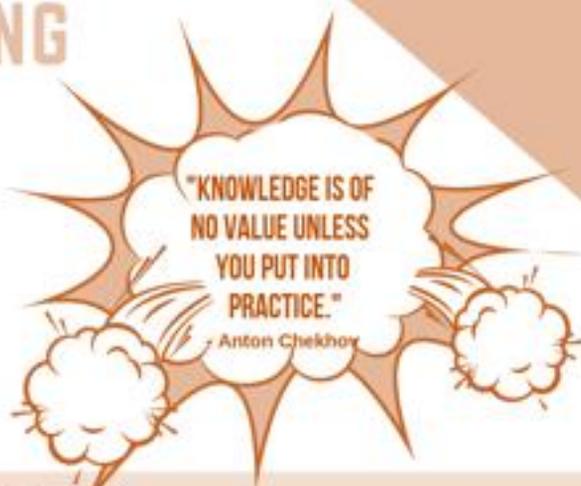
1. To continue **learning tech skills** what am I going to

stop doing? ....

continue doing? ....

start doing? ....

2. Who is going to help me keep on track?

....

3. How will I see the difference?

one week ....

one month ....

one year..
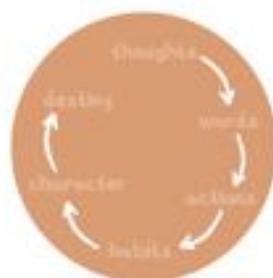
4. Who will I share my knowledge of this skill with?

\# ....

5. Which Character Strengths will I need? Highlight them below!

Appreciating Others	Bravery	Creativity	Curiosity	Fairness	Forgiveness	Gratitude	Honesty
Hope	Humility	Humour	Judgement	Kindness	Leadership	Love	Love of Learning
Perseverance	Perspective	Prudence	Self Regulation	Social Intelligence	Spirituality	Teamwork	Zest

Learn more about Character Strengths at www.facework.online

6. What would you change, add or remove to improve this worksheet ?

send suggestions to info@facework.online