



Enhancing the social inclusion  
of low income single parents

# Digital Competences

## Practical Exercises

Elaborated by KMOP



ASOCIATIA HABILITAS  
Centru de resurse și formare profesională



KINDLING A BETTER WORLD



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## Practical Exercises

**Materials:** internet connection, computer, screen

The proposed activities will take about 50 minutes. The idea is to prepare your trainees to apply for a proposed job, via the LinkedIn Platform, and teach them how to use Google Maps in case they would be called in the company's office for an interview. In order to achieve that, they would need to create a professional email account, to create an appropriate LinkedIn page in order to apply to the proposed job via the LinkedIn application. Afterwards, they will use Google Maps inserting their address and the address of the company and choose the most convenient way to travel to the place. It is proposed to use true information to create the profiles that they could later use in their life and apply for existing jobs.

The first steps into a smooth introduction to the digital ways of searching and communicating, are through being acquainted with the computer.

### Be acquainted with the computer and find the proper email address

**Aims:** Browsing, searching and filtering data, information and digital content. Evaluate data, information and digital content.


**Duration:** 5 minutes

**Description:** Have them choose an email address they believe is more professional. In order to achieve that they would need to implement a search activity in the Google platform, with keywords like "professional email address ideas" or common sentences. After they would have completed the search, they can decide the most appropriate email address. More specifically, they will need to:

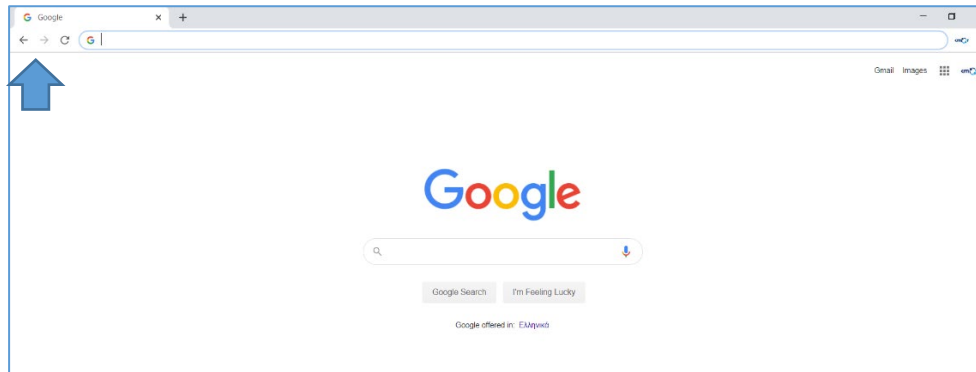


- a) Open the Computer: The trainees would press the appropriate button of the PC-Tower and the screen in order to open the computer.

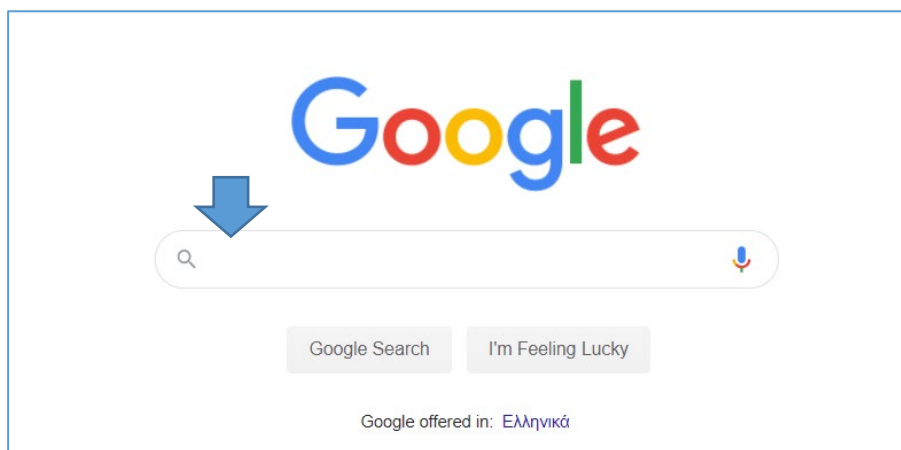


 b) Wait for the screen to load, and afterwards press with the left click of the mouse on the chrome button<sup>1</sup>

c) If all are done right, it should load the Google website. If not on the field in the top of the website type [www.Google.com](http://www.Google.com)



d) On the middle of the Google website type: “professional email address ideas” or common sentences.



e) Have them choose an email address name they prefer.

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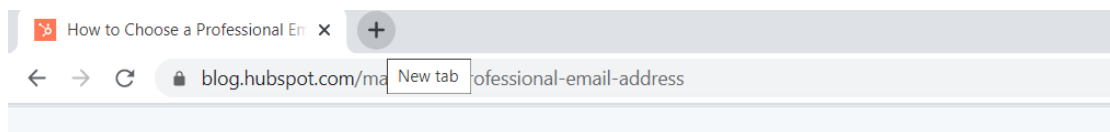
<sup>1</sup> Icons made by <https://www.flaticon.com/>

## Create an email account

**Duration:** 5 min

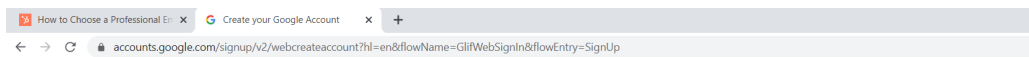
**Description:** Your trainees would have to be divided into groups now. Once they have decided the proper username for their email account, they would need to create it. For this to happen, they would need to:

- a) In the chrome webpage on the top, press the + with the left click of their mouse in order to create a new tab.



- b) on the top write the following:

<https://accounts.google.com/signup/v2/webcreateaccount?hl=en&flowName=GlifWebSignIn&flowEntry=SignUp> .



**Google**


Create your Google Account

You can use letters, numbers & periods  
[Use my current email address instead](#)

Use 8 or more characters with a mix of letters, numbers & symbols

[Sign in instead](#)

**Next**



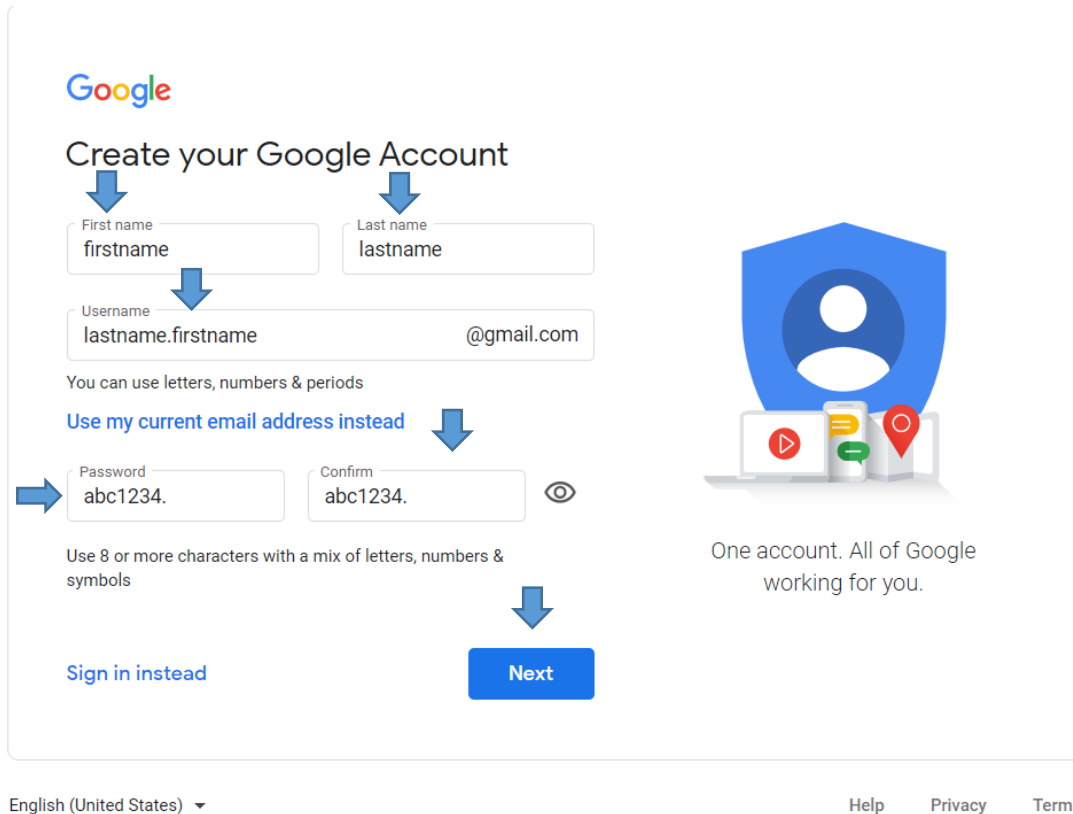
One account. All of Google working for you.

English (United States) | [Help](#) | [Privacy](#) | [Terms](#)

If all is done right, the above page will be displayed on their screen.



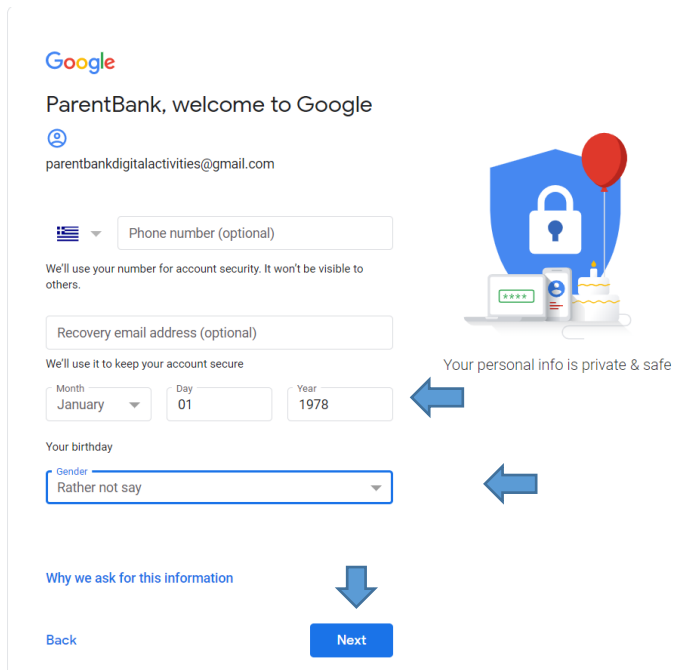
- c) Now they will need to type their personal info (remind them that they want to create a professional email in order to apply for a job position), and then click the next icon.



The screenshot shows the Google Account creation interface. At the top is the Google logo and the heading "Create your Google Account". Below this are input fields for "First name" (containing "firstname") and "Last name" (containing "lastname"). A "Username" field contains "lastname.firstname@gmail.com". A link "Use my current email address instead" is present. Below are "Password" and "Confirm" fields, both containing "abc1234.". A "Next" button is at the bottom right. A blue arrow points to the "Next" button. On the right side, there is a graphic of a blue shield with a person icon and a laptop with various icons, with the text "One account. All of Google working for you." below it. At the bottom of the page, there is a language selector "English (United States)", and links for "Help", "Privacy", and "Terms".

- d) In the next step they still need to fill some information and then again click on the next button:





Google

ParentBank, welcome to Google

parentbankdigitalactivities@gmail.com

Phone number (optional)

We'll use your number for account security. It won't be visible to others.

Recovery email address (optional)

We'll use it to keep your account secure

Month: January Day: 01 Year: 1978

Your birthday

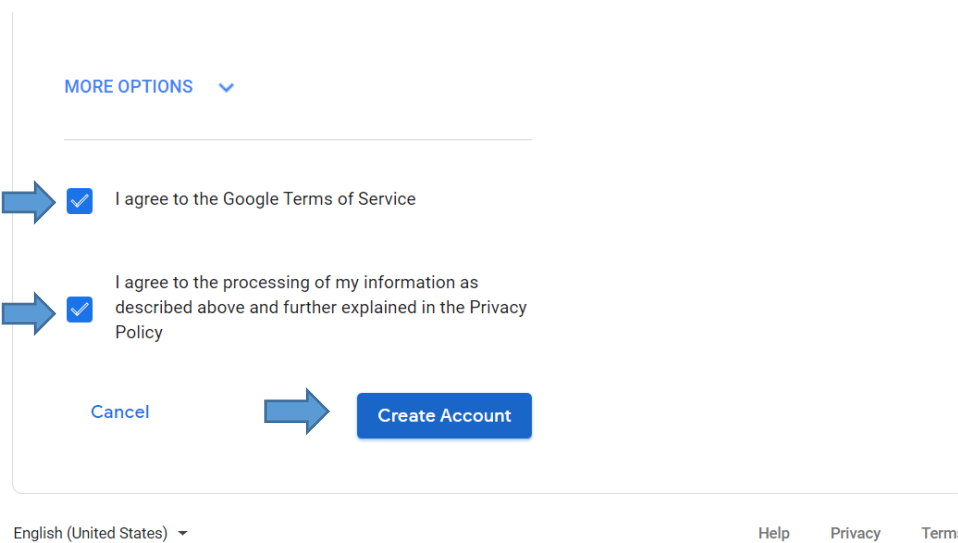
Gender: Rather not say

Why we ask for this information

Back Next

Your personal info is private & safe

- e) A few steps to go. We are almost there. Have them tick the boxes on the bottom of the page and then to click on the Create Account.



MORE OPTIONS

I agree to the Google Terms of Service

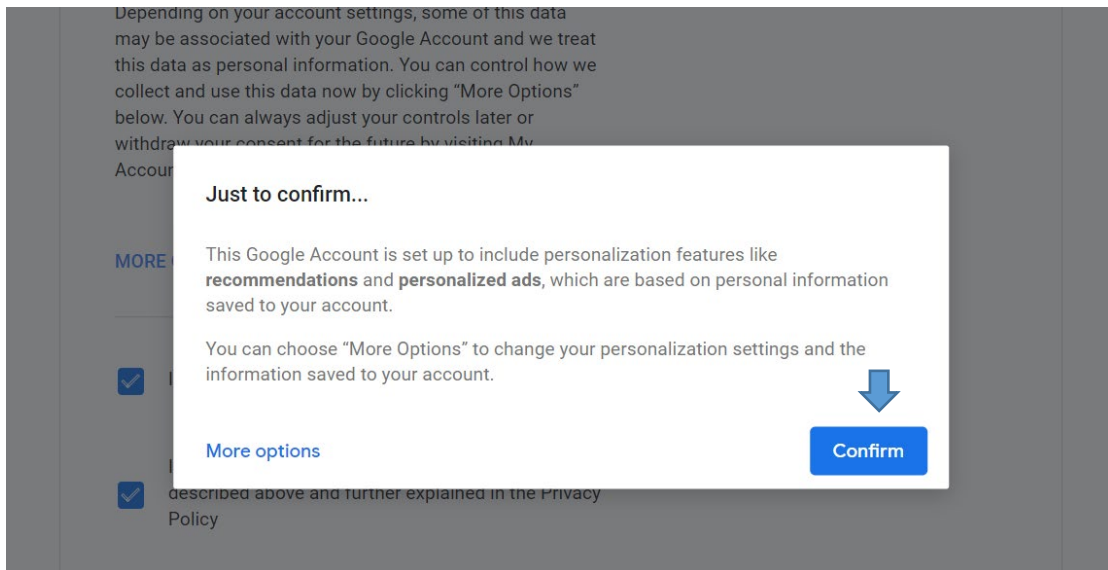
I agree to the processing of my information as described above and further explained in the Privacy Policy

Cancel Create Account

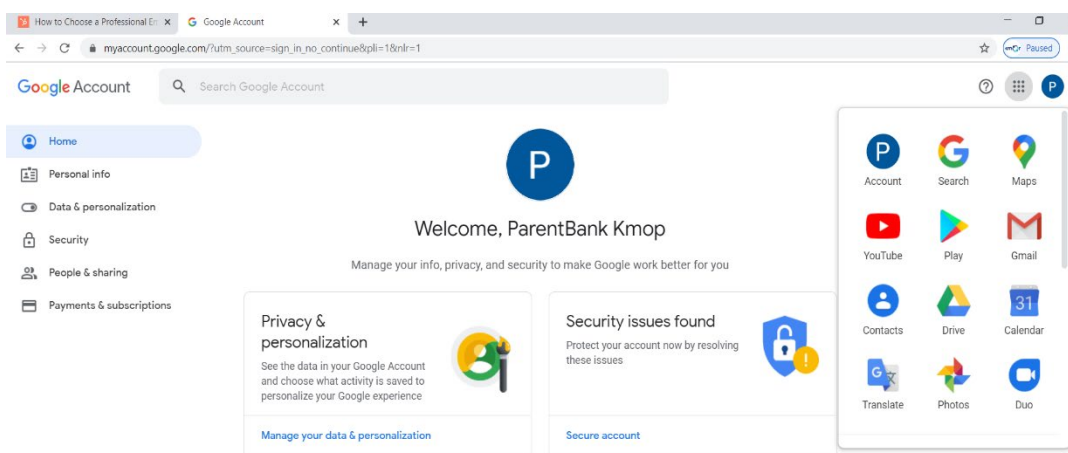
English (United States) Help Privacy Terms

- f) One more step. Just click on the Confirm button.





- g) Congratulations! Your trainees would have completed the first step of the activity. They will have their professional email address. Ask them to not close the chrome site. Remind them to leave these pages open in order to present them later to the other groups. You now may proceed to the following activity.



## Create a LinkedIn Profile

**Duration:** 15 min

**Aims:** Interact through digital technologies. Sharing through digital technologies. Collaborate through digital technologies. Develop digital content. Integrating and re-elaborating digital content.

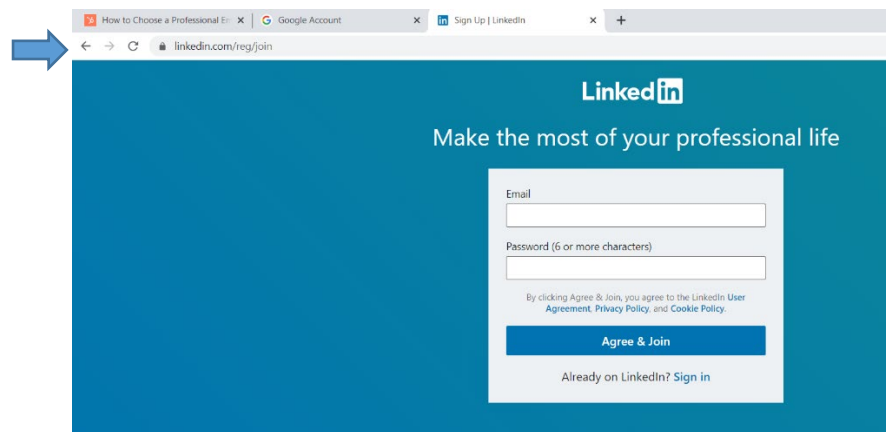


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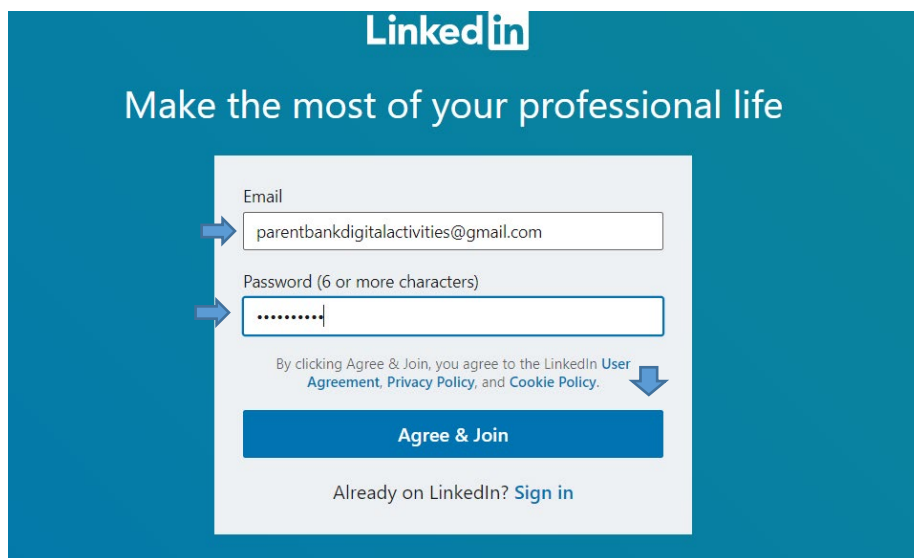
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**Description:** In this activity, your trainees will need to access the LinkedIn website, create a new LinkedIn profile using their new email address. Through searching of the proposed job offers that you will have told them about, they will need to discuss with their group and decide in which job they think they can create a better profile in order to be hired. After they make a decision, they will build an online profile and they will apply for the job, through the platform. More specifically.

- a) On the top of the page they will again open a new tab and type LinkedIn.com/reg/join

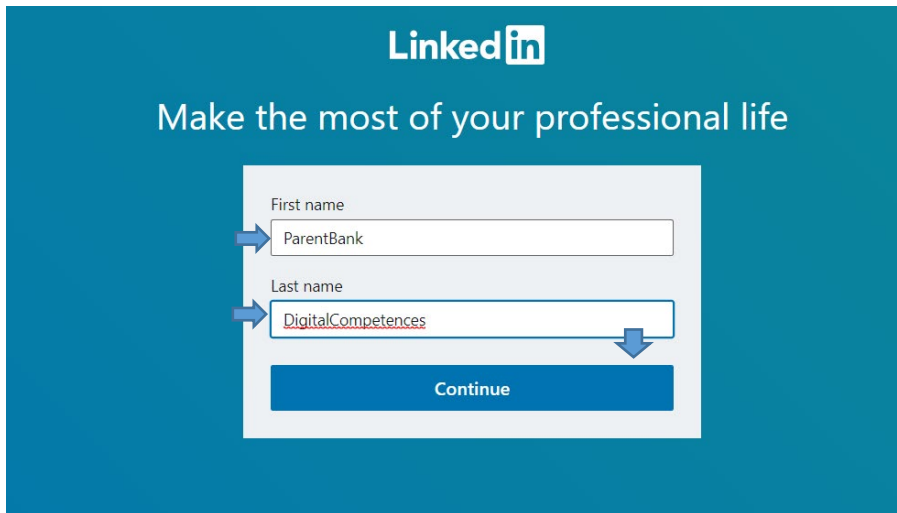


- b) They will then insert their email address that they created and a password (it is proposed to insert the same password, as the email account and then click at the Agree & Join Button. (If it is about to be a real LinkedIn page they could insert a different password for safety reasons)





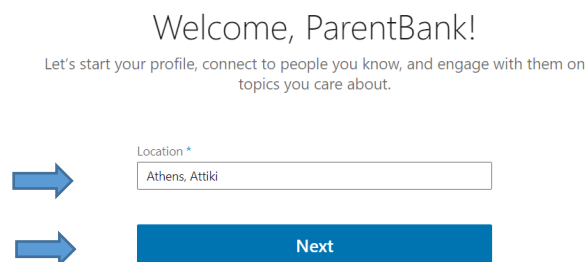
- c) Later, they will be asked to provide their personal information (First Name and Last Name). Remind them that it is about a professional Page that they intend to apply for a job position. After they insert them, they will press on the Continue button



The screenshot shows the LinkedIn registration process. At the top, the LinkedIn logo is displayed. Below it, the text "Make the most of your professional life" is centered. The registration form consists of two input fields: "First name" with the value "ParentBank" and "Last name" with the value "DigitalCompetences". A blue arrow points to the "First name" field, and another blue arrow points to the "Last name" field. Below the input fields is a blue "Continue" button.

- d) They have almost completed the first steps! They now have a profile. They will be asked to fill in additional information such as their location and later to press the Next button.

LinkedIn



The screenshot shows the LinkedIn profile completion screen. At the top, the text "Welcome, ParentBank!" is displayed. Below it, the text "Let's start your profile, connect to people you know, and engage with them on topics you care about." is centered. The registration form consists of one input field: "Location \*" with the value "Athens, Attiki". A blue arrow points to the "Location" field. Below the input field is a blue "Next" button.

- e) If they had previous job positions, or if for an imaginary profile they think that a previous job position would increase their probabilities of being hired ask them to add them here. They can also add more later. Then they can press Continue. (It is very important to remind them



that if they are creating a profile that they intend to use later for their actual professional life, to write only true information. False information could defame their personality and cost them their professional career.)

Linked 

Your profile helps you discover the right people and opportunities

Most recent company \*

Most recent job title \*

Industry \*

[I'm a student](#)

There are 3189980 members in the same industry on LinkedIn.

f) Once they have filled this information, they will be asked to confirm their email account.

Linked 

Let's confirm your email

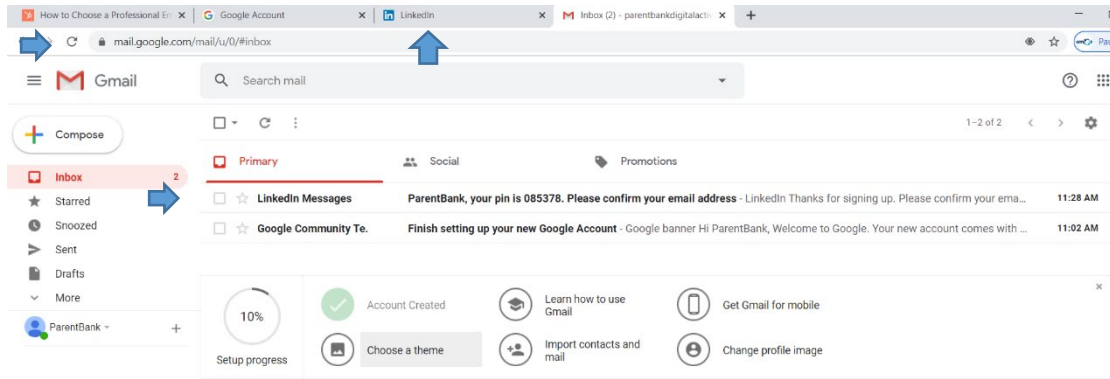
Type in the code we sent to parentbankdigitalactivities@gmail.com.

**Your privacy is important**  
We may send you member updates, recruiter messages, job suggestions, invitations, reminders and promotional messages from us and our partners. You can change your [preferences](#) anytime.

[Didn't receive the code?](#) [Send again](#)

g) What they would have to do is to open a new tab in the top of the page and type "mail.google.com". They will see the following page. On the top with bold black letters, they will see an email from LinkedIn Messages. Ask them to press on it. As they read, it gives them a password of six digits.





- h) They can now press on the previous tab on their left (the LinkedIn Tab) and type the password. Then they could Press at the Agree & Confirm button.



Let's confirm your email

Type in the code we sent to parentbankdigitalactivities@gmail.com.

**Your privacy is important**  
We may send you member updates, recruiter messages, job suggestions, invitations, reminders and promotional messages from us and our partners. You can change your [preferences](#) anytime.

**Agree & Confirm**

Didn't receive the code? [Send again](#)

- i) They will be asked to provide more information. Have them press on the Yes button and type the Positions they are interested to and then the Search Jobs button.



Are you looking for a new job?

Your answer won't be shown to others.



Yes

Not now

Search for a job you're interested in

Project Manager

Athens, Attiki



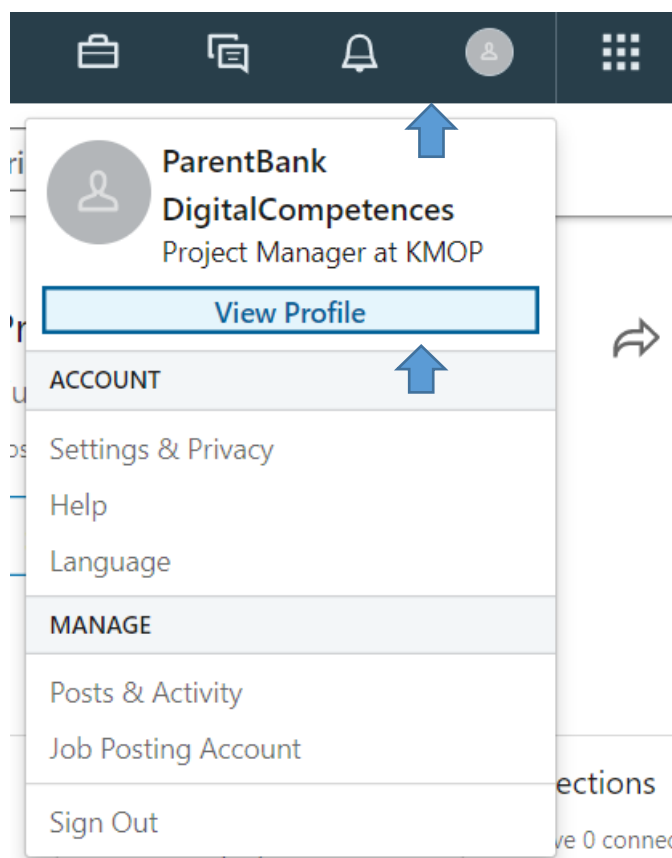
Search jobs

Get job alerts for this search

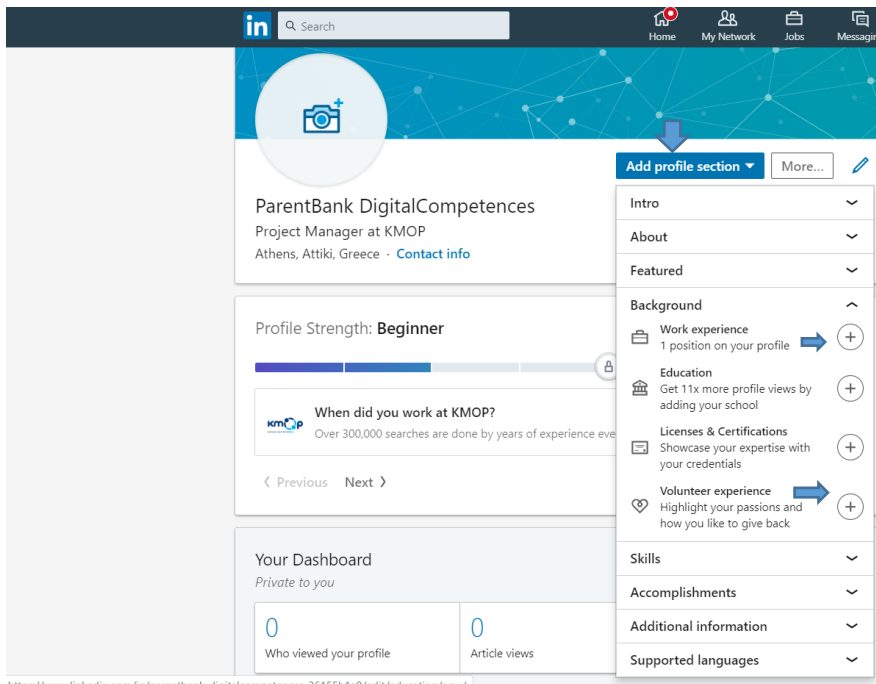
Skip

- j) Now on the right of the page, have them click on the small grey icon, and then click View Profile.

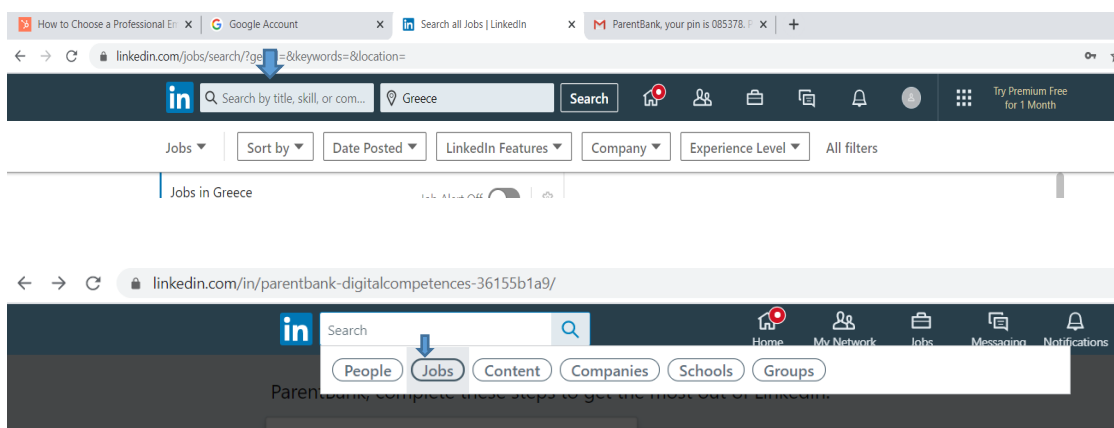




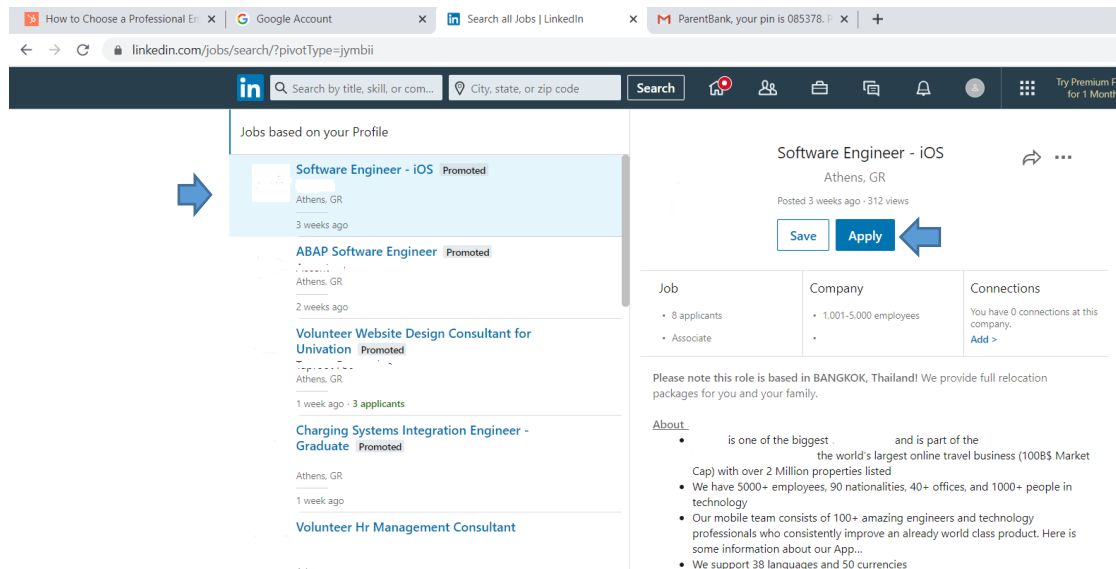
- k) Now, they are on their personal profile section. They can add in this section whatever information they deem necessary for the advancement of their professional profile, by clicking at the Add Profile Section button, and choosing the + button on whichever category they want.



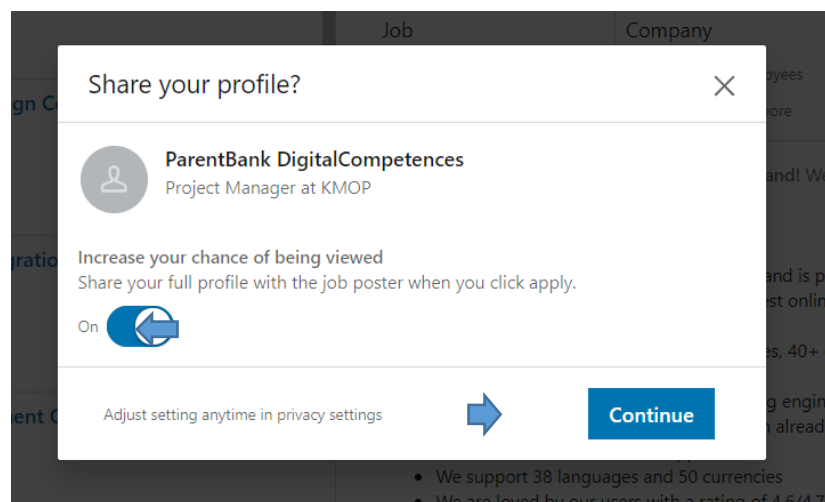
- l) Congratulations! Now that they have prepared their profile, they are ready to search for jobs! Ask them to go on the top of the page in the Search field. Once they press on it, they will see a number of categories (People, Jobs, Content, Companies, Schools, and Groups). Ask them to press on the Jobs button.



- m) They would see on their left some proposed jobs based on their profile. If they are not satisfied with them, they could also search with specific keywords in the Search Field. If they choose a job and click on it, on their right they will see more information about the position. If they like it they could press the Apply button (or just save it to look at it later)



- n) If they choose to apply, they will be asked to share their profile. Ask them to make sure that this option is On and the click Continue. Congratulations! They are now able to use LinkedIn to search for job positions!



## Use Google Maps in order to reach quickly on their destination

**Duration:** 15 min

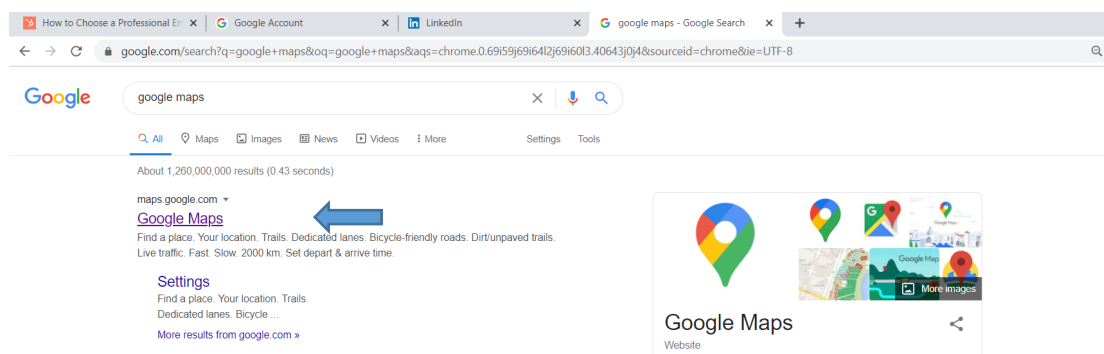
**Aims:** Identifying needs and technological responses. Creatively use digital technologies.

**Description:** Now that they have their profile and have applied for a number of job positions, they need to be able to choose the best available route to travel to their destination quickly. In order to achieve that they will use Google Maps, and they will be given a specific time for the interview, in order to have a chance not only to see a proposed ride, but see the traffic in that specific time, see alternative rides, rides either with tolls or without, or even choose transportation. More specifically:

- a) On the top of the chrome page, ask them to open a new tab and write “Google Maps”



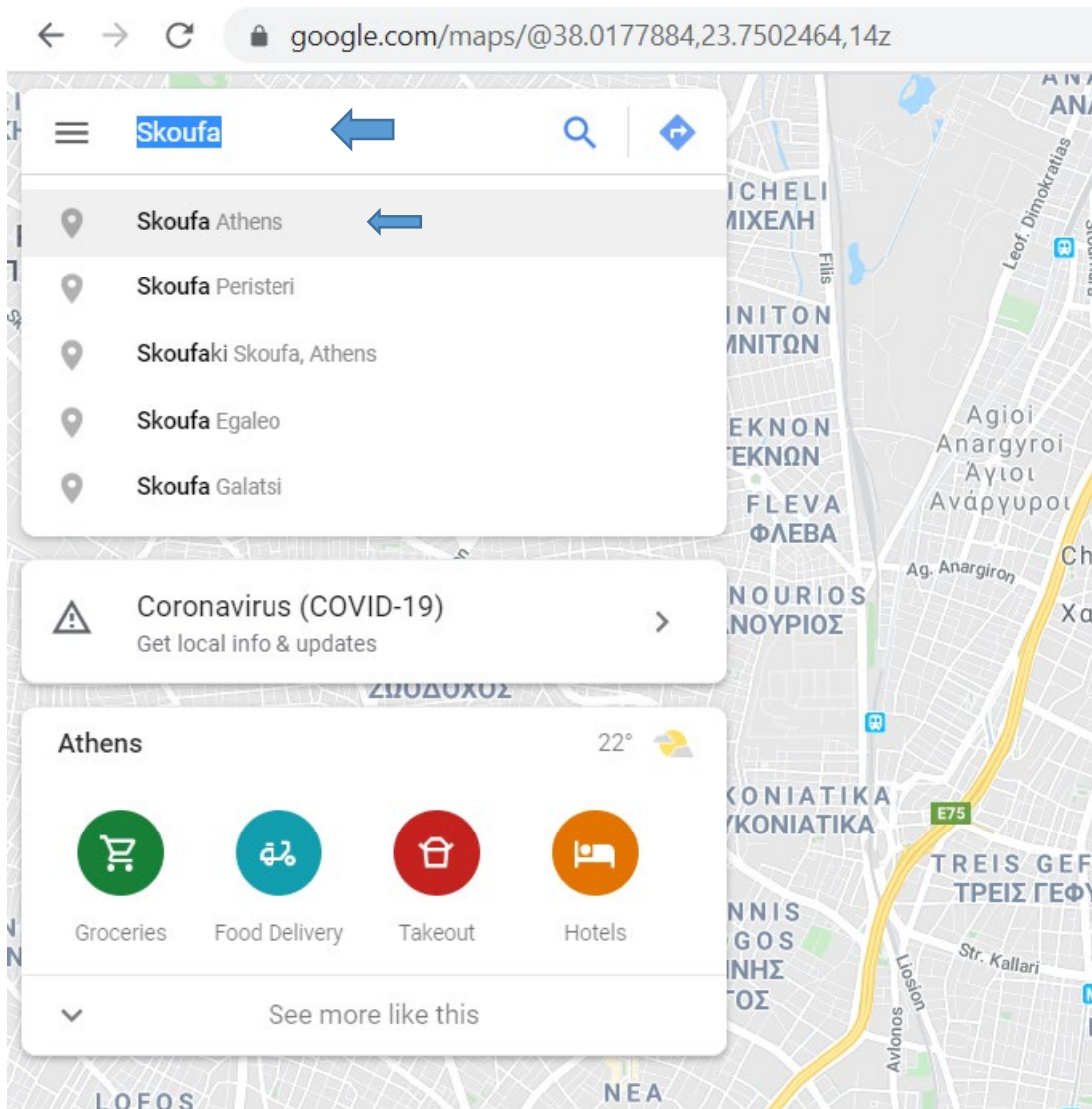
- b) They will choose the first option that is presented to them



- c) If all are done right, they will be on the maps, website. On top there is the search field. On it ask them to type the address that they would like to go to. Make sure to choose from the proposed that the map shows and press enter.



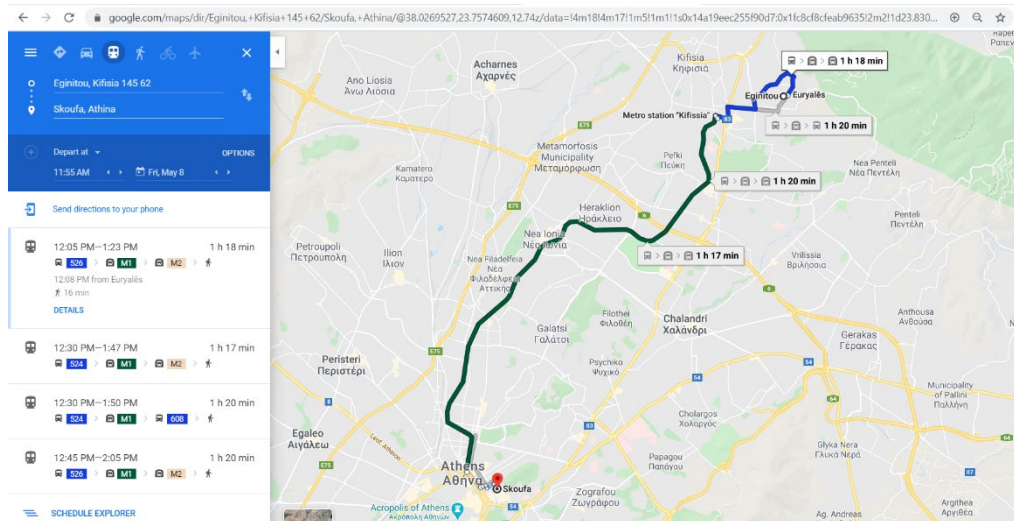




d) On their left now, there is a blue table. On the second field, there is the address that they chose. On the first field, ask them to type the address that they want to depart from and press enter. As they can see on their right, on the map, there is a line that will be guiding them to their destination point.

They can make as many alterations as they like. For example they can add the time of their depart in the appropriate field, or they can see how to arrive to their destination by car, on foot, on bicycle or by bus (pressing on the appropriate icons each time). If they choose the route by

car, they may see some red line. This means that this specific part of the road had traffic. They can now decide which way could be more convenient for them to arrive to their destination.

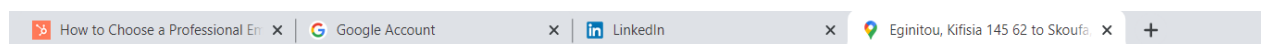


## Presentation of Results

**Duration:** 10 min

**Aims:** Enhancing presentation skills using digital means. Enhancing Debating skills.

For the last step of the activity, they will present their results and decisions in live time, showing their choices in the computer and explaining to other groups why they chose this specific email address and job, how they built their resume, and which criteria made them choose this specific route. Remind them to keep open the chrome page, in order to be able to choose between the tabs and explain their decisions.



After the presentation, an evaluation will follow in order to verify how effective the activity was and exactly which skills they either exercised, or acquired.