

# Sharing Session - Welcome!

Promoting Digital Literacy & Workplace  
Readiness in the Remote Classroom

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Tech Assistant: Racquel Francis

**Note:** Full name in Zoom (rename) and write your full name in the chat box.

# Questions?

Raise hand or write in Chat

Please mute yourself

What is Digital Literacy?

# Definition

“In today’s world, literacy goes beyond just the basic ability to comprehend text. Today’s students will also need to master a new skill—digital literacy. [Cornell University](#) defines digital literacy as “the ability to find, evaluate, utilize, share, and create content using information technologies and the Internet.”

Digital literacy, by this definition, encompasses a wide range of skills, all of which are necessary to succeed in an increasingly digital world. As print mediums begin to die out, the ability to comprehend information found online becomes more and more important. Students who lack digital literacy skills may soon find themselves at just as much of a disadvantage as those who cannot read or write.”

Link: <https://www.theedadvocate.org/what-is-digital-literacy/>

What is Workplace  
Readiness?



# Workplace Readiness Skills

## Employability Skills for Career Readiness

### Personal Qualities and People Skills

- 1. POSITIVE WORK ETHIC:**  
Comes to work every day on time, is willing to take direction, and is motivated to accomplish the task at hand
- 2. INTEGRITY:**  
Abides by workplace policies and laws and demonstrates honesty and reliability
- 3. TEAMWORK:**  
Contributes to the success of the team, assists others, and requests help when needed
- 4. SELF-REPRESENTATION:**  
Dresses appropriately and uses language and manners suitable for the workplace
- 5. DIVERSITY AWARENESS:**  
Works well with all customers and coworkers
- 6. CONFLICT RESOLUTION:**  
Negotiates diplomatic solutions to interpersonal and workplace issues
- 7. CREATIVITY AND RESOURCEFULNESS:**  
Contributes new ideas and works with initiative

### Professional Knowledge and Skills

- 8. SPEAKING AND LISTENING:**  
Follows directions and communicates effectively with customers and fellow employees
- 9. READING AND WRITING:**  
Reads and interprets workplace documents and writes clearly
- 10. CRITICAL THINKING AND PROBLEM SOLVING:**  
Analyzes and resolves problems that arise in completing assigned tasks
- 11. HEALTH AND SAFETY:**  
Follows safety guidelines and manages personal health
- 12. ORGANIZATIONS, SYSTEMS, AND CLIMATES:**  
Identifies "big picture" issues and his or her role in fulfilling the mission of the workplace
- 13. LIFELONG LEARNING:**  
Continually acquires new industry-related information and improves professional skills
- 14. JOB ACQUISITION AND ADVANCEMENT:**  
Prepares to apply for a job and to seek promotion
- 15. TIME, TASK, AND RESOURCE MANAGEMENT:**  
Organizes and implements a productive plan of work
- 16. MATHEMATICS:**  
Uses mathematical reasoning to accomplish tasks
- 17. CUSTOMER SERVICE:**  
Identifies and addresses the needs of all customers, providing helpful, courteous, and knowledgeable service

### Technology Knowledge and Skills

- 18. JOB-SPECIFIC TECHNOLOGIES:**  
Selects and safely uses technological resources to accomplish work responsibilities in a productive manner
- 19. INFORMATION TECHNOLOGY:**  
Uses computers, file management techniques, and software/programs effectively
- 20. INTERNET USE AND SECURITY:**  
Uses the Internet appropriately for work
- 21. TELECOMMUNICATIONS:**  
Selects and uses appropriate devices, services, and applications

Link

<http://arfuso.weebly.com/nevada-workplace-readiness-skills-standards.html>



# Task

How can we promote digital literacy and workplace readiness in the remote classroom?

1. Discuss with your group above question
2. Nominate someone to present on behalf of your group when we return to the main room.
3. 15-20 minutes

**Note:** Links in the chat

# How do you promote digital literacy and workplace readiness in the remote classroom?

Visual—students

Role play

Interview practice

Group work—and individual too

Goal setting

30-second elevator speech

Explicit, step by step instruction in these skills

Life didn't start when they came here

Need to communicate what they did in their previous job/career from their home country

Be problem solvers and search for information and then use that information to

Ex—find a job posting but then what do you do with it

Customize our activities to meet the level of the student

Individual meetings with students

Presenting yourself on camera



How can we promote digital literacy and workplace readiness in the classroom?

Looking at email

- When discussing the format of an email, discuss different ways to address an email and when to use it (To vs Cc vs Bcc)
- Collaboratively change an email from informal to formal and discuss the process and what was done to get there

General skills

- Teachers do mock interviews in the breakout rooms, job interview skills, policies and ethics, resume writing (how to format), students troubleshoot issues when they are working in breakout room,
- Digital footprint/social media usage and how they affect getting and retaining work
- Teach practical skills such as filling out job applications, how to capitalize letter and add punctuation to digital documents
- Digital safety and how they affect employees and companies (social engineering, phishing, virus)

# How do you promote digital literacy and workplace readiness in the remote classroom?

1. Use google search to look for jobs that interest them  
Use GCF global <https://edu.gcfglobal.org/en/account/signin/>
2. Practice interview questions in class by putting them in groups and doing mock interviews
3. Using resources from Youtube on interviewing skills
4. Practicing sending and replying to email correspondence

# Evaluation / Closing remarks

Meeting ID: 939 9833 6269



Room 1 Join

- Barbara Ebel
- Betsy Ljubic
- Eileen Moulin
- GLORIA PALENCAR
- Laura Fran...

Room 2 Join

- Belvey Russ
- Brooke Linds...
- Racquel Francis
- Samuel Chint...
- Sunaina Boveja

Room 3 Join

- Jenna Kotarides
- Katie Skipper → Move to
- TAdresse Tesem...
- Vera Georges

Broadcast Message to All

Close All Rooms

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