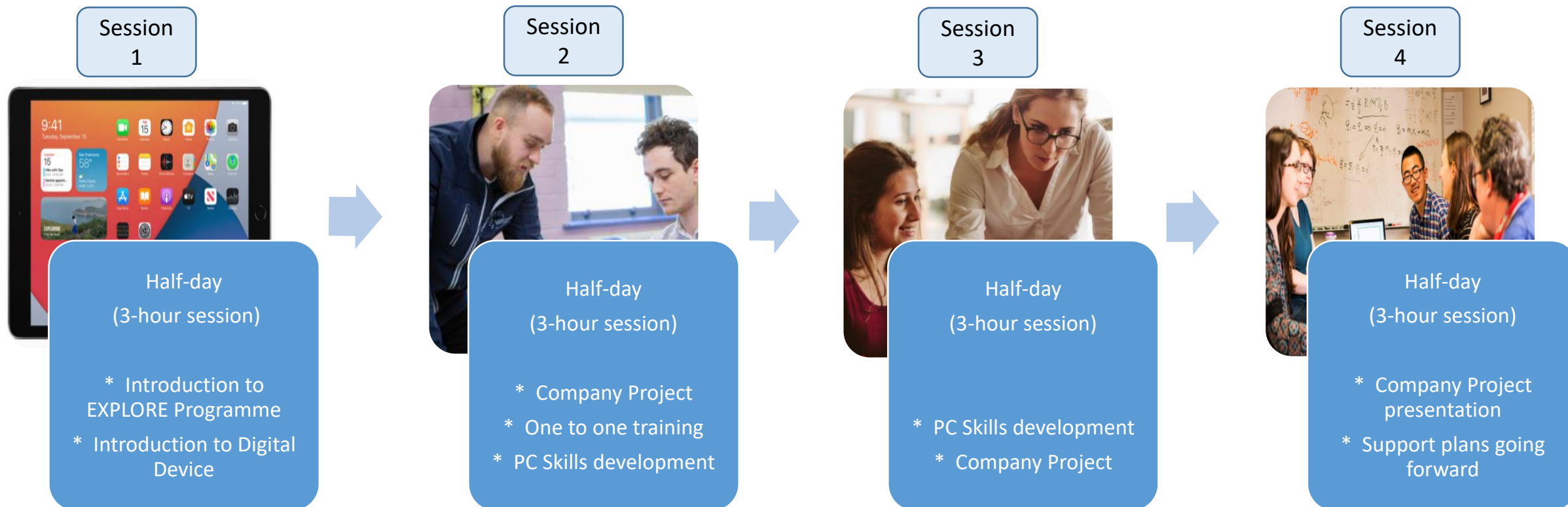


Schedule & Timeline for EXPLORE Programme



The entire EXPLORE Programme can be completed in just four sessions of onsite (or offsite) classroom training. Minimal foregone working time for Employers & Employee participants.

(Note: the 4 sessions can be scheduled as per requested by the employer – can be over 4 consecutive days or over 4 weeks or any other overall timeframe that best suits)

Session No.	Proposed Location	Event	Content	Time
1	<p>Can be conducted onsite if facilities are available or offsite if suitable space is not available.</p> <p>Can be on employees own time or as part of a normal working shift. Employer/ Employee can decide.</p>	<input type="checkbox"/> Introductory Workshop with certified EXPLORE Programme trainer. <input type="checkbox"/> Introduction to the Digital Devices.	<ul style="list-style-type: none"> ➤ Introduction to EXPLORE Programme. ➤ Presentation of Device & training/ demonstration. (Free tablet for each participant). Digital skills trainer will demonstrate use of digital device to participants for basic applications. ➤ Additional mentoring. <ul style="list-style-type: none"> • Participants questionnaire (completed in advance of the programme) used to build up training profile for each person. • Participants encouraged to identify the obstacles to achieving their goals, both in their personal and work lives. • Each participant to identify one area in their personal life and one area in their work life that they would like to explore using their new digital device and skills. • Mentor will establish email contact with each participant and will continue to mentor for the duration of the programme. ➤ Trainer introduces and discusses Company Designed Project that participants should gather ideas on for the next session. (Note: Participants will do this project as a group). 	Half Day (3 hours)
2	<p>Can be conducted onsite if facilities are available or offsite if suitable space is not available.</p> <p>Can be on employees own time or as part of a normal working shift. Employer/ Employee can decide.</p>	<input type="checkbox"/> Trainees propose Company Designed Project. <input type="checkbox"/> One to One Sessions with Employees. <input type="checkbox"/> PC skills instruction & development.	<ul style="list-style-type: none"> ➤ Topic for Company Designed Project should be preliminarily researched at this point. ➤ Mentor feedback on proposed company project. ➤ Trainer meets one to one with participants. Agenda to be determined by participant and trainer. <ul style="list-style-type: none"> • One to one sessions will be based on the Individual Learning Path developed at initial meeting and also through ongoing contact. • Mentor will discuss how well the participants are engaging with their new digital device and identify areas that help/hinder their acquisition of digital skills. ➤ Trainer provides additional PC skills instruction to classroom as a whole. 	Half Day (3 hours)
3	<p>Can be conducted onsite if facilities are available or offsite if suitable space is not available.</p> <p>Can be on employees own time or as part of a normal working shift. Employer/ Employee can decide.</p>	<input type="checkbox"/> Continued PC skills instruction & development. <input type="checkbox"/> Trainees work on Company Designed Project.	<ul style="list-style-type: none"> ➤ Reviews of previous PC skills instruction and trainer provides additional PC skills instruction to classroom as a whole. ➤ Company Designed Project worked on by the group with trainer offering advice and mentorship. 	Half Day (3 hours)
4	<p>Can be conducted onsite if facilities are available or offsite if suitable space is not available.</p> <p>Can be on employees own time or as part of a normal working shift. Employer/ Employee can decide.</p>	<input type="checkbox"/> Company Designed Project Presentation. <input type="checkbox"/> Plan going forward for additional support.	<ul style="list-style-type: none"> ➤ Presentation of group project. <ul style="list-style-type: none"> • The format of this will be decided during the course and will depend on participant's ability and willingness to do a formal presentation. ➤ Informal group discussion. <ul style="list-style-type: none"> • Each participant describes their own experience on the programme. • Plans for further training that may be suitable for each participant. (Mentor input) ➤ Mentor to discuss personal experience with the group during the programme. ➤ Close. 	Half Day (3 hours)