



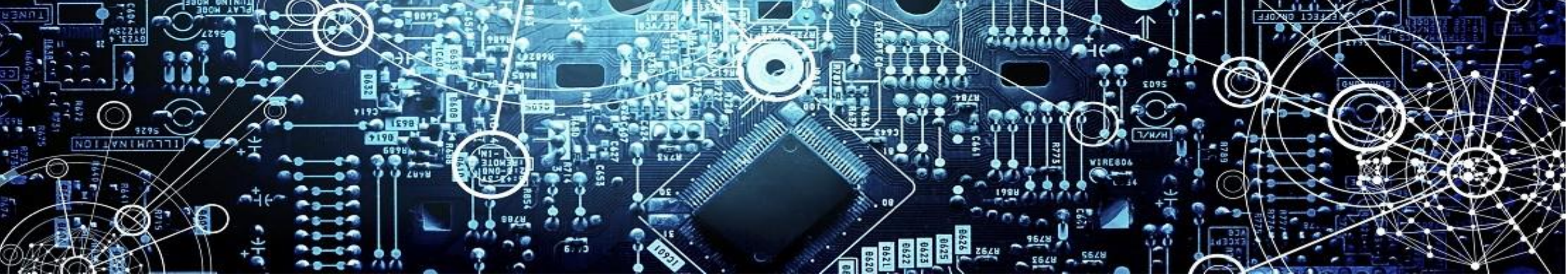
ReStart

Digital Technology: A Necessity; Not A Luxury

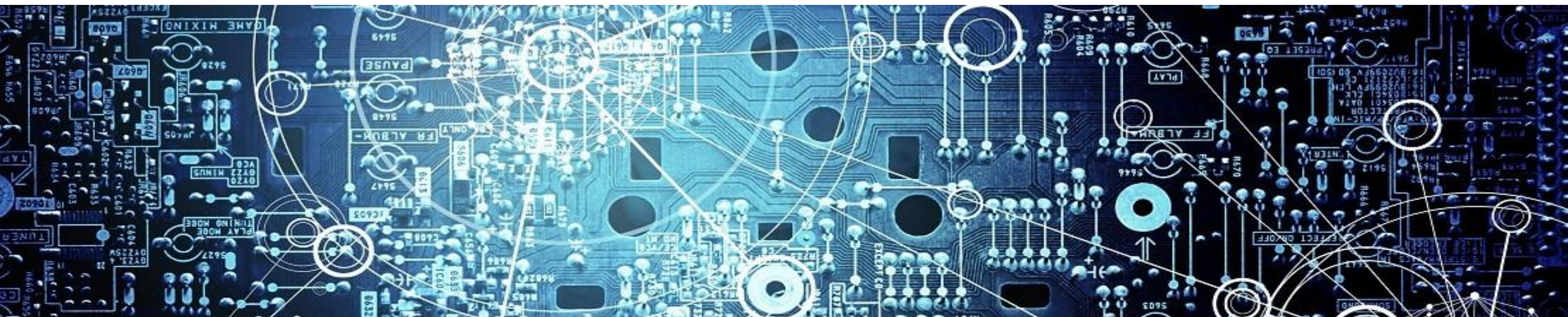
Restart Employment Services Agency: Alicia Royce & Sandra Leslie

Kingston Literacy & Skills: Chuck Dowdall & Stacy Watson





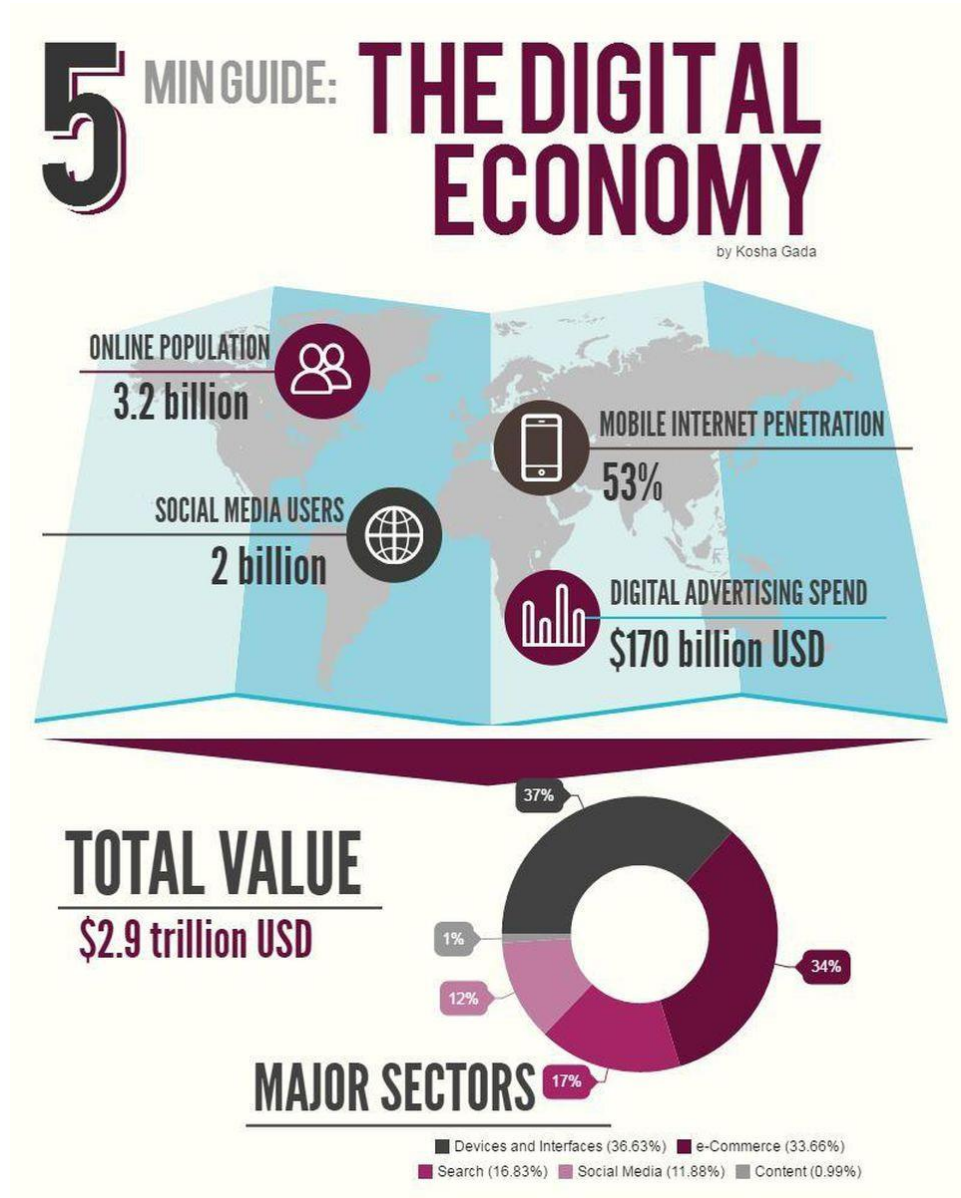
Digital Technology



The Digital Economy

Digital economy refers to:

- an economy that is based on digital computing technologies
- the **economic** activity that results from billions of everyday online connections among people, businesses, devices, data, and processes, which provides limitless opportunities for some, and disruption and displacement for others. Many firms — such as Kodak, Blockbuster, Sears, and Blackberry — were unable to adapt, while others are thriving. According to MIT Sloan research, the companies that are adapting to a digital world are 26% more profitable than their industry peers
- Examples: Banking - Tangerine, Instagram - selling products, Blogging, Uber, Airbnb



Understanding Privacy Settings



Impact of social media and privacy settings:

- Creates digital footprint: Your digital footprint is all the stuff you leave behind as you use the Internet. Comments on social media, Skype calls, app uses and email records- it's part of your online history and can potentially be seen by other people, or tracked in a database
- Public settings - anyone can view your profile and interact with you
- Each social media site has different privacy settings and methods of changing them. This creates difficulties for those users that already are lacking knowledge of technology
- Apps are constantly updating, which changes how the settings are used, meaning you would need to regularly relearn how to change these settings. Sites also often introduce new policies and settings that increase the visibility of your data
- Once it's uploaded, it's out in the web, and you can't get it back



Digital Footprints

“Everyday, whether we want to or not, most of us contribute to a growing portrait of who we are online; a portrait that is probably more public than most of us assume. So no matter what you do online it's important that you know what kind of trail you're leaving, and what the possible effects can be.”





Websites And Online Shopping

- Retailers and product review sites often leave cookies on your system which can track your movement from site to site, allowing targeted advertisements that can show you products you've been recently reading about or looking at online

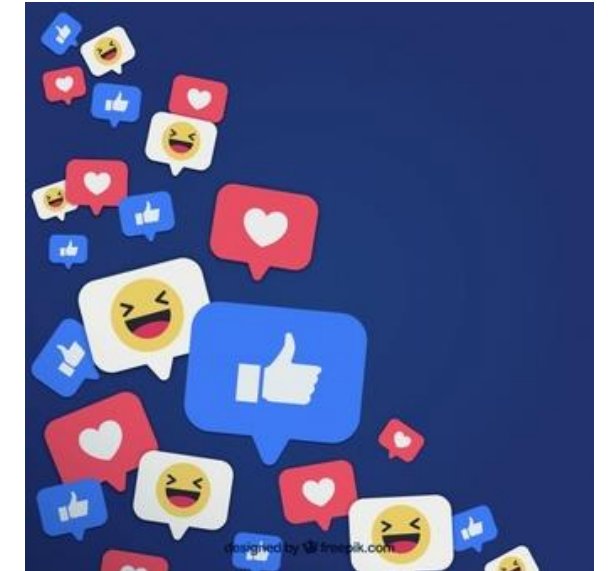


Social Media

- All those +1s, Retweets, and Facebook comments (even private ones) leave a record. Make sure you know what the default privacy settings are for your social media accounts, and keep an eye on them. They may rely on you just clicking "OK" to whatever terms they are introducing, without reading them

Mobile Phones, Tablets or Laptops

- Some websites will build a list of different devices you have used to visit those sites. While this can often be used as a way to help secure your account, it is important to understand the information being collected about your habits



Negative Online Presence:

- create other online profiles so the negative one you can't remove does not come up when you search your name
- Ask the originating website to take the page down with the information about yourself, but this doesn't always happen
- Create positive content that will appear on the first page of Google to replace negative search results. To help do this, ensure that you have a mobile-friendly website, and be active on all your social media accounts that include Twitter, Facebook, LinkedIn, and Google+



Past

1. Switchboard Operator
2. Video Store Employee
3. Elevator Operator
4. Lector
5. Film Projectionist
6. Door to Door Salesperson



Present

1. Drivers
2. Farmers
3. Postal workers
4. Printers and publishers
5. Cashiers
6. Travel agents
7. Social media professionals
8. Manufacturing workers
9. Sports officials and referees



Future

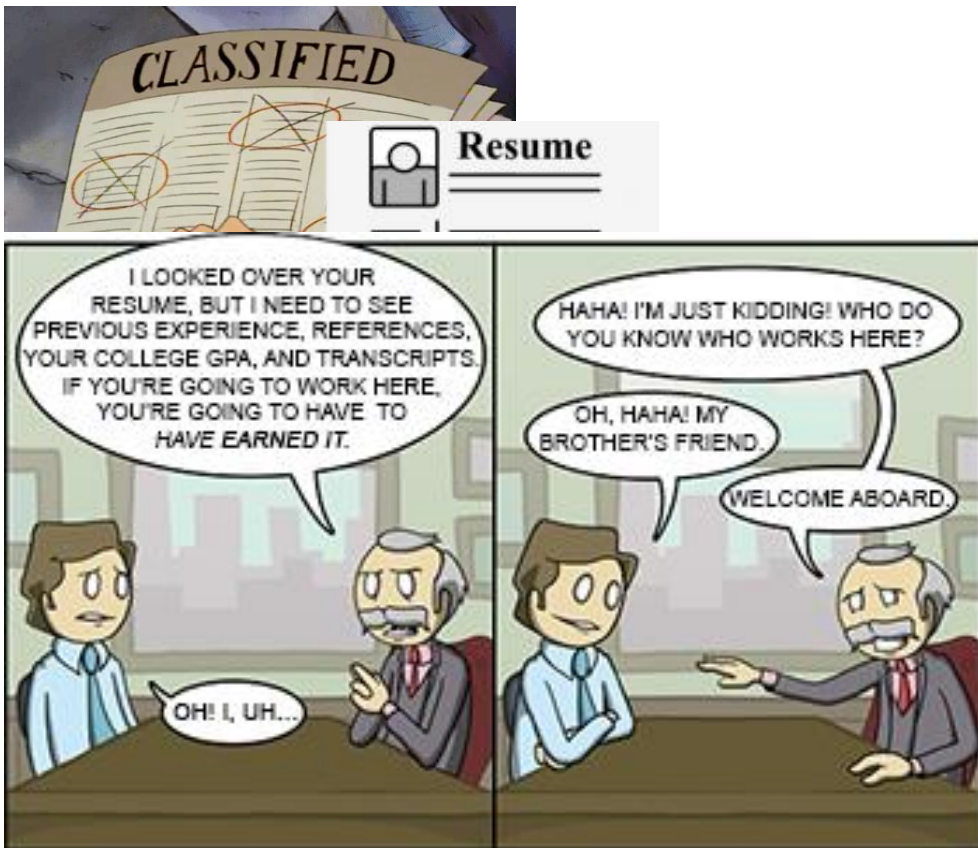
1. Chief Productivity Officer
2. Excess Capacity Broker
3. Drone Manager
4. Self-driving Car Specialist
5. Autonomous Specialist
6. Human-Tech Specialist
7. Commercial Operators

8. Digital Currency Advisor
- 9.



Technology Changing Job Search and the World of Work

- 10-15 years ago
- In person applications
- Who you know
- Traditional resumes
- Often mailed on “resume paper”
- Follow up calls and letters
- While many of these methods are still used today, the face of job searching has changed drastically





“Did you know? Millennials are now the largest working generation in Canada! They overtook Boomers in 2015.

Half of job seekers surveyed said they use their smartphone in their job search.

The majority of job seekers believe that within 5 years, we'll see deeper integration of technology within the workplace.

Top predictions include:

- 88% We'll communicate mostly online
- 85% The line between home and work will be blurred
- 84% Open workspaces will become more common
- 81% Artificial intelligence will be used in work processes



Social media and the job search

- Facebook job postings
- Twes
- Linke



communications guru, social media socialite, creative, outside the box thinker, multi-tasker, looking for a career in #atl. #twesume #hireme

Reply Retweet Favorite More

1 RETWEET

Applicant Tracking Systems

Tips for job seekers when applying through an application tracking system:

- Target your resume to each and every job you apply for
- Ensure you address all qualifications you possess that are required in the job posting
- Use keywords from the posting in your resume to increase your searchability
- Keep it simple! Don't over-format, use tables or different fonts

CREATING A ROBOT-FRIENDLY RESUME

The Dos:

- USE KEYWORDS** from the job description in **YOUR RÉSUMÉ.**
- Put your contact information at the top of the page (**BUT NOT IN A HEADER**).
- USE AN EXECUTIVE SUMMARY** and create a bulleted list of qualifications and skills.
- USE WEB-STANDARD FONTS** (SUCH AS ARIAL, TAHOMA, OR VERDANA).
- FOLLOW BEST PRACTICES** when formatting work history information: Start with the employer's name, followed by your title, then the dates you held the title.
- Use proper capitalization and **PUNCTUATION.**
- SPELL CHECK.**
- UPLOAD** your résumé, rather than cutting and pasting.

As more employers use ATs, it's vital for candidates to upgrade their résumés to help ensure they don't get overlooked. Résumés should now be optimized to stand out to an ATS, not just to a recruiter or hiring manager.

The Don'ts:

- Don't feel forced to adhere to the standard **1-PAGE RÉSUMÉ.** (ATS robots don't care about length; in fact, a longer résumé may improve your chances.)
- Don't get hung up on **FANCY FORMATTING.** Focus on clearly organized sections.
- DON'T USE ABBREVIATIONS.** (For instance, spell out "Manager" instead of "Mgr.")
- DON'T USE TABLES.** Don't use **GRAPHICS OR LOGOS.**
- DON'T USE** headers or footers.
- DON'T SUBMIT A PDF.** They're unreadable by some software.

The Video Interview

- Uses online video technology, such as Skype, to allow job seekers and recruiters to participate in “in person” conversations
- Useful as there is no commute required, and tends to fit better into tight schedules
- Can be recorded for review after the interview is over



The Mobile Interview

- A one-way video interview, employers pose questions job seekers then answer on video
- Apps such as Spark Hire are used by employers
- Useful for job seekers as they can edit their response, or record it multiple times before submitting their answers



The background of the image is a stylized world map divided into four quadrants by color: red (top-left), blue (top-right), yellow (bottom-left), and green (bottom-right). The word "Kahoot!" is written in a large, white, rounded, sans-serif font across the center of the map.

Kahoot!



Technology Everyday



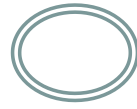
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Digital Literacy



A NECESSITY

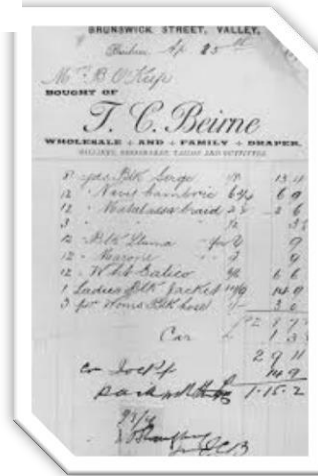
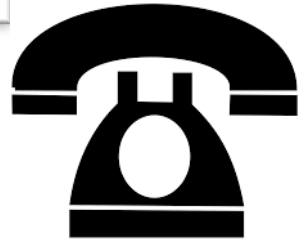
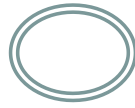
Meet Bill



Bill makes stuff like:



Using These:

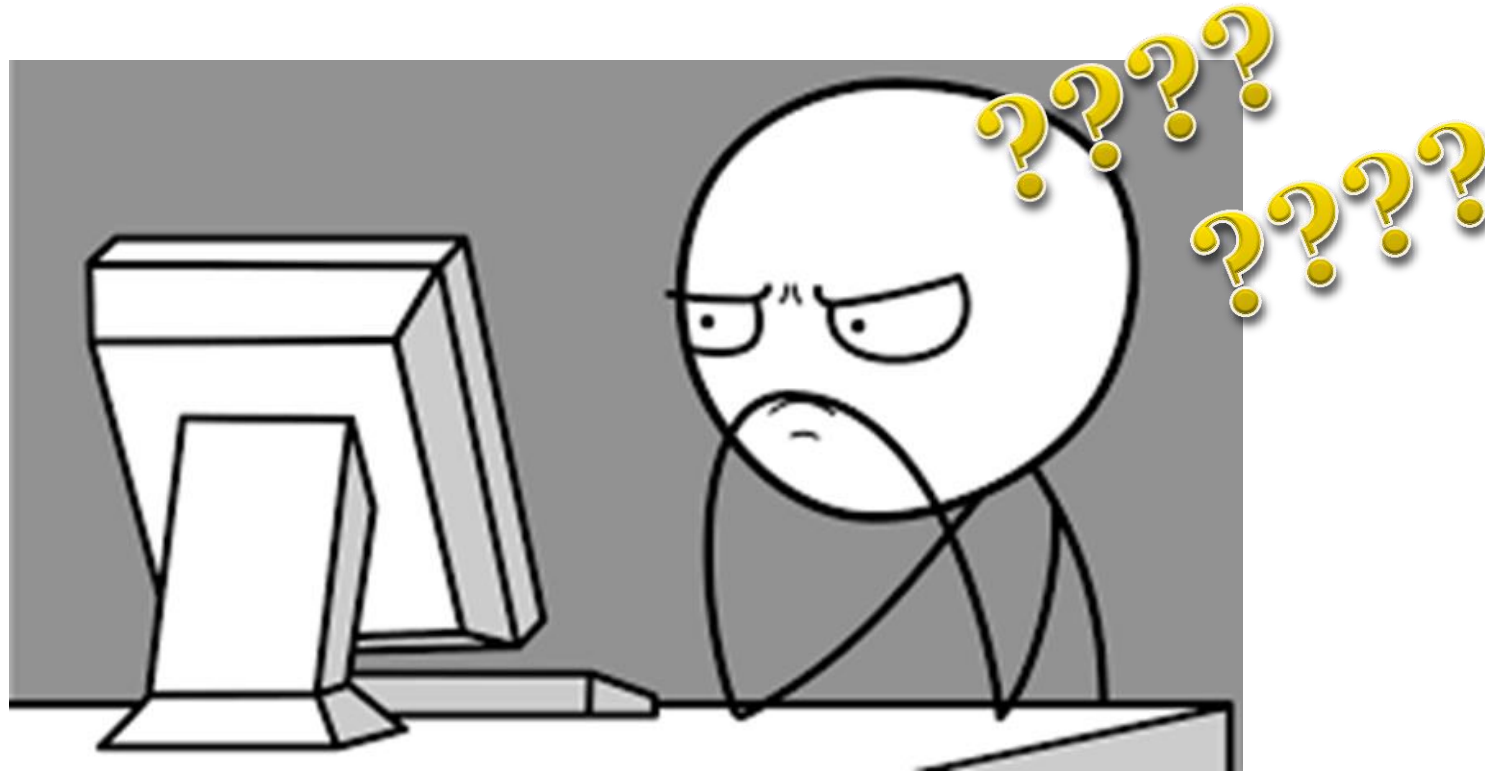
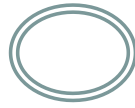


But today everyone wants



5	04	Prod-4			95 kg	S/.	48.50	
6	05	Prod-5			100 kg	S/.	48.00	
7	06	Prod-6			105 kg	S/.	47.50	
8	07	Prod-7			110 kg	S/.	47.00	
9	08	Prod-8			115 kg	S/.	46.50	
10	09	Prod-9			120 kg	S/.	46.00	
	10	Prod-10			125 kg	S/.	45.50	

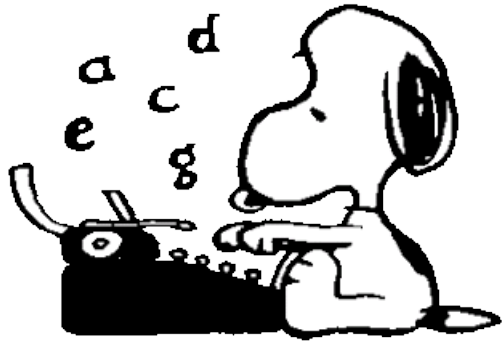
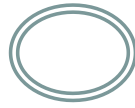
Bill has a big problem



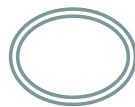
EASY

????????????????????????????????

Bill Upgrades His Skills



Bill Goes Back to College



Bill's Not Alone!



47.7%

- Of Canadians Have Digital Literacy Skills of ES 2 or lower

70%

- Of Canadian Jobs require ES3 or Higher

What is Digital Literacy?



Only in Canada

* It is interesting to know that the federal Government of Canada allows :

A monthly pension of : \$1,890.00 to a simple refugee claimant
plus : 580.00 in social aid

They ~~may~~ be eligible for

Not true

\$0

A grand total of : \$2,470.00 monthly

\$580 / month

X 12 months

=====

~~\$28,920.00~~ annual income of *\$6,960/yr*

A refugee receives \$11,961 below the poverty line a year.

By comparison, the Old Age Pension of a senior citizen who has contributed to the development of Our Beautiful Big Country during 40 or 50 years, CANNOT receive more than :

Amount/month and Guaranteed Income

Supplement

X 12 months

=====

\$12,144.00 a

~~A difference~~

IRRELEVANT

Refugee claimants do not receive any money upon arrival! There is **NO** special refugee "pension".

That does not cover the cost of:
-Rent
-Food
-Clothing
-Transportation

* Perhaps our senior citizens should ask for the Status of applying for Old Age Pension.

* Let us send this message to as many Canadians as possible, and maybe the allowance of refugee ~~could then be reduced to \$1,012.00, and that of our Canadian pensioners raised to \$2,470.00 per month: (who actually deserve it) the money that they have been paying in income taxes for 40 or 50 years.~~

AN INCREDIBLE NONSENSE !!!

~~OUR CANADIAN SENIORS CITIZENS, DESERVE BETTER~~

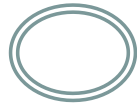
ALL PEOPLE

should be above the poverty line.

Please circulate this text to see the reaction of your contacts !

...and please check your facts before you spread lies about a vulnerable group.

Lacking Skills



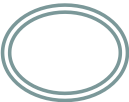
What about you?



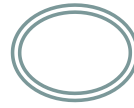
WHEN DID YOU FIRST LEARN



Digital Literacy By Age



Youth & Digital Literacy



English as a Second Language

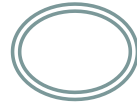


STOVE. Frigidaire. See
Top of line in 2000
works well. Finish worn
by abrasive cleaners.



ACCOUNT
Collector
Assistant
fast pay
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Bill Was Lucky



Not everyone gets the help they need to retrain. Not keeping up with digital technology can lead to missed promotions and even job losses.

Improve skills to get promoted at work

Learn to use spelling and grammar check to be more confident at work

Learn to keep in touch with family and friends via email & video chat

Make posters and presentations for education

Create Excel Spreadsheets to track invoices at work

Ask questions; be better informed

Job Application

Personal Safety Online

Access free word processing programs for college

Write proper letters for self advocacy

Read and send text messages



5 Great Reasons to Encourage People to Upgrade their Skills

1 Increased Productivity



According to the study *The Impact of Basic Skills Programs on Canadian Workplaces*, 66% of respondents saw reduced error rates in people's work when they received basic skills training. Additionally, 85% of respondents saw increases in the quality of people's work and 73% saw increases in work effort.

2 More Efficient Workforce



A greater understanding of job demands/procedures can lead to improved communication and workplace efficiencies. When literacy skills are improved, employees are better able to meet the demands of the job and more prepared to assume greater responsibilities.

3 Health and Safety



Better understanding of safety regulations/procedures leads to fewer injuries, reduced insurance costs and less employee downtime. Also, according to a 2006 study, 55% of working age adults in Canada were estimated to have inadequate health literacy skills, increasing their risk factors for illness and disease.

4 More Engaged Workforce



Employees who participate in literacy and essential skills programs increase their level of self-confidence, acquire new skills, and are better prepared to seek promotion opportunities. This can lead to a more vibrant and engaged workforce.

5 More Effective Use of Technology



In a Conference Board of Canada study, 87% of respondents said that basic skills programs impact positively on participants' ability to use workplace-based technology (*The Economic Benefits of Improving Literacy Skills in the Workplace*, Conference Board of Canada, 2007).



Your Digital Footprint

It is important to make sure that what you post online is appropriate. If something is appropriate, it means that you won't be worried if someone sees or reads it. Your digital footprint is created when you post things online, such as *photos, videos* or *comments*.

A digital footprint is very hard to erase once it is made. What you post online today can impact your future. Employers and schools will often search online to see what information they can find about applicants. They are looking for the good and the bad.



Was it Appropriate?

Think of three different things you have posted online or things your family or friends have posted online.

Do you think that they are appropriate or not appropriate?

What do you think the effect of the content could be in the future?

Fill in the table below.

What was posted?	Where was it posted?	Appropriate?	How could this content affect my future in a good way or a bad way?
Video of me at a wild high school party with underage drinking.	Youtube	<input type="checkbox"/> Appropriate <input checked="" type="checkbox"/> Inappropriate	Employer might not agree with underage drinking and may not hire me.
		<input type="checkbox"/> Appropriate <input type="checkbox"/> Inappropriate	
		<input type="checkbox"/> Appropriate <input type="checkbox"/> Inappropriate	
		<input type="checkbox"/> Appropriate <input type="checkbox"/> Inappropriate	

Your Digital Footprint

Today we have tons of information at our fingertips. You can search for almost anything online. However, not all information you find online is good information. Employers might use Google or another search engine to look up information about their applicants. When you search for something on Google, you put a search term in, and the engine will give you links to the web pages where the information is found.



Am I on Google?

Google yourself and see what you find. If you find anything, record what you find below.

Did you find anything that you think is inappropriate?

Did you find anything that wasn't true?

What I found

1.

2.

3.

4.

If you didn't find anything, consider it good news! It means that you haven't created a digital footprint yet. If you do decide to put content on the internet in the future, you can make sure that it is appropriate and won't work against you in the future.

If there is information that you think may be inappropriate, you might want to consider deleting what was found (if you can), or changing your security settings on social networking sites.

Browser: The web browser is software that you use to access the internet/World Wide Web. Microsoft's Internet Explorer, Mozilla's Firefox and Google Chrome are examples of the browsers.



CD (Compact Disc): These were used for storage of computer files or for media.

Computer: A computer is a device that executes a program or programs.

CPU: The central processing unit or CPU, also known as the microprocessor or processor is the brain of the computer.

Crash: A crash is a serious computer failure; the computer itself stops working or that a program aborts unexpectedly. A crash signifies either a hardware malfunction or a very serious software bug. If your computer crashes, it is usually not your fault.

Cursor: a cursor is an indicator used to show the current position for user interaction on a computer monitor or other display device that will respond to input from a text input or pointing device.



Database: A database is a structured set of data held in a computer, especially one that is accessible in various ways.

Desktop: Is the display on the monitor/screen.



Download or Downloading: A download is a file, program or document that is transferred from one computer to another.

File: A file is a block of information includes word documents, pictures, music, etc. Each file is differentiated with the help of a unique file name.

Folder: The folder is a system that helps in organizing the files, programs and projects on the computer. It is similar to organizing files on a shelf in your cabinet.



Hard Drive: The hard drive is the device where the information is stored.

Hardware: Hardware is the physical pieces of a computer; monitor, keyboard, mouse, printer, computer unit, scanner, etc.

Icon: An icon is a small, clickable picture that opens programs on a computer.

Internet: The Internet is a worldwide network that helps connect millions of users around the world to share and exchange data, information, opinions, etc.

Keyboard: The keyboard is the device used in typing in the words, numbers and to perform tasks. You can also use shortcuts using the keyboard to perform tasks quicker.

Modem: A modem is something that is connected to a computer to connect it to the internet or other networks. This is typically in the form of a small box that you get from your provider.

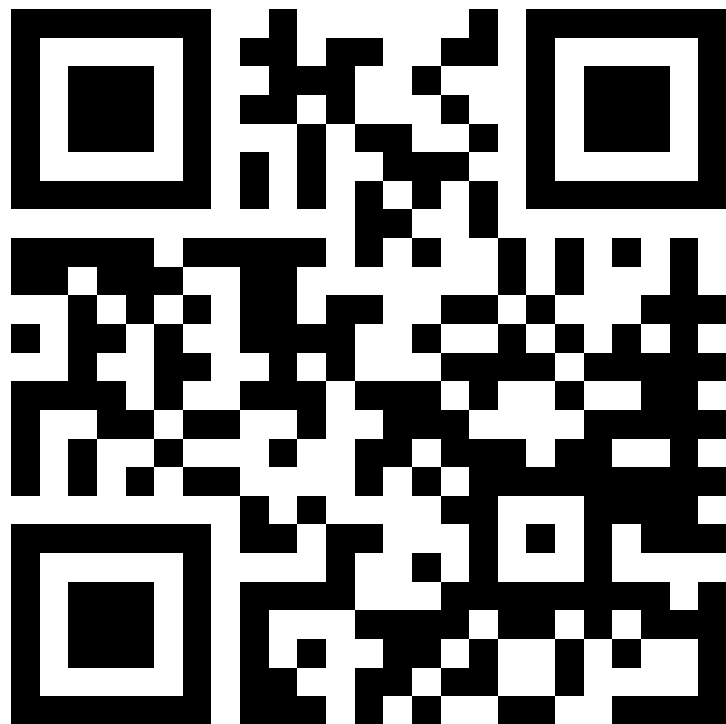
Monitor: The computer monitor is computer screen or display unit. Types of monitors are CRT's (large & heavy) and flat screens (compact & light).

Mouse: A mouse is a hand held device that helps you control the pointer on the desktop/screen.

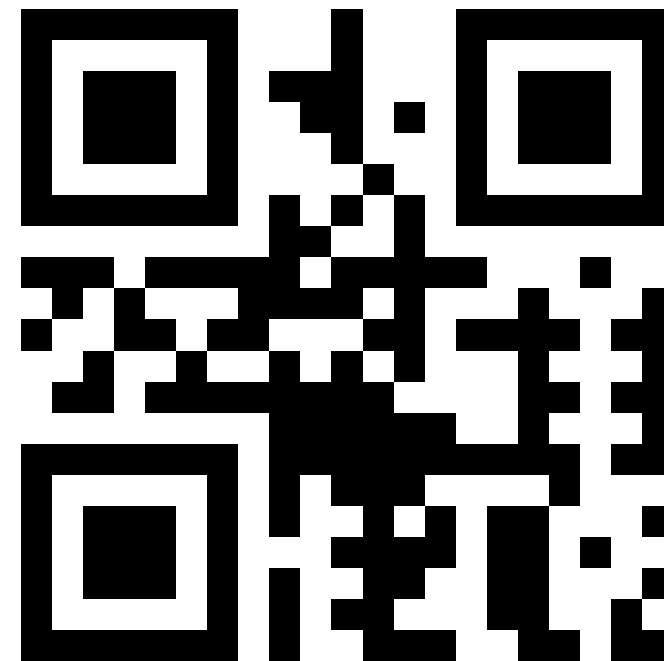




**Continuous Education
Is for everyone**



www.klandskills.ca



www.restartnow.ca

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