

4 – 5 sessions < 3 hours each	
Target Audience	Many different people will find this Return to Study Taster useful especially those wanting to return to study either full or part time.
Skillnet Content	<ul style="list-style-type: none"> <li>• Learning to Learn <ul style="list-style-type: none"> <li>○ Effective writing (1 hour)</li> <li>○ Searching on the web (1 hour)</li> <li>○ Searching a library (1 hour)</li> <li>○ Effective listening (1 hour)</li> </ul> </li> <li>• Creative Techniques <ul style="list-style-type: none"> <li>○ Mindmapping and brainstorming (30 mins)</li> </ul> </li> <li>• Typing Tutor <ul style="list-style-type: none"> <li>○ KAZ Keyboarding A-Z (90 mins)</li> </ul> </li> <li>• Workstation Essentials (30 mins)</li> </ul>
Additional Materials	The following resources are available on the lds4centres web site: <ul style="list-style-type: none"> <li>• Return to Study Tutor Guide</li> <li>• Mindmapping and Brainstorming Worksheet</li> </ul>
Session 1	<p>Introduction to the Learning Centre  Overview of the Return to Study Taster  Skillnet Induction</p> <ul style="list-style-type: none"> <li>• Learning to Learn <ul style="list-style-type: none"> <li>○ Effective writing (1 hour)</li> </ul> </li> </ul>
Activity 1	<i>Exercises in writing and/or core skills activities (see Tutor Guide)</i>
Session 2	<ul style="list-style-type: none"> <li>• Learning to Learn <ul style="list-style-type: none"> <li>○ Searching on the web (1 hour)</li> </ul> </li> <li>• Typing Tutor <ul style="list-style-type: none"> <li>○ KAZ Keyboarding A-Z (30 mins)</li> </ul> </li> </ul>
Activity 2	<i>Exercises in web searching and/or core skills activities (see Tutor Guide)</i>
Session 3	<ul style="list-style-type: none"> <li>• Learning to Learn <ul style="list-style-type: none"> <li>○ Searching a library (1 hour)</li> </ul> </li> <li>• Typing Tutor <ul style="list-style-type: none"> <li>○ KAZ Keyboarding A-Z (30 mins)</li> </ul> </li> </ul>
Activity 3	<i>Exercises in library searching and/or core skills activities (see Tutor Guide)</i>
Session 4	<ul style="list-style-type: none"> <li>• Learning to Learn <ul style="list-style-type: none"> <li>○ Effective listening (1 hour)</li> </ul> </li> <li>• Typing Tutor <ul style="list-style-type: none"> <li>○ KAZ Keyboarding A-Z (30 mins)</li> </ul> </li> </ul>
Activity 4	<i>Activities as appropriate to learner's needs (see Tutor Guide)</i>
Session 5	<ul style="list-style-type: none"> <li>• Typing Tutor <ul style="list-style-type: none"> <li>○ KAZ Keyboarding Practice (30 mins)</li> </ul> </li> <li>• Creative Techniques <ul style="list-style-type: none"> <li>○ Mindmapping and brainstorming (30 mins)</li> </ul> </li> <li>• Workstation Essentials (30 mins)</li> </ul>
Activity 5	<i>Additional Exercises: Mindmapping and Brainstorming (see Creative Techniques Tutor Guide)  Reflect on lessons learnt and plan next steps</i>
Next steps	<i>Offer learning opportunities that build on the skills developed in this Taster</i>