

<p>This Taster normally takes 3 – 4 sessions of less than 3 hours each. Ask the staff in your Learning Centre which times you can attend to take the course.</p>	
<p>Who might be interested in this Taster?</p>	<p>People seeking employment and those returning to work who may have real concerns about what is ahead of them and may lack confidence will find this taster beneficial in helping them to find and keep a job.</p>
<p>What's in the Taster?</p>	<p>The Taster uses learndirect scotland's online learning system, Skillnet, which you can access in your local learning centre. You may even be able to access it at home if you have a computer and suitable internet connection – ask your learning centre staff for more information.</p> <p>There are four different course modules for you to work your way through at your own pace. You can even go back and do something again if you are unsure.</p>
<p>Skillnet Courses</p>	<p>There are five courses for you to study in Skillnet:</p> <ul style="list-style-type: none"> <li>• Creativity Profile Quiz</li> <li>• Creative Thinking 1</li> <li>• Creative Thinking 2</li> <li>• Typing Tutor</li> <li>• Workstation Essentials</li> </ul>
<p>Session 1</p>	<p>Introduction to the Learning Centre            Course Overview            Skillnet Induction</p> <ul style="list-style-type: none"> <li>• Creativity Profile Quiz</li> <li>• Creative Thinking 1               <ul style="list-style-type: none"> <li>○ Reversal thinking</li> <li>○ Lateral thinking</li> </ul> </li> </ul>
<p>Activity 1</p>	<p><i>Additional Exercises: Reversal thinking and lateral thinking</i></p>
<p>Session 2</p>	<ul style="list-style-type: none"> <li>• Creative Thinking 2               <ul style="list-style-type: none"> <li>○ Six thinking hats</li> </ul> </li> <li>• Typing Tutor               <ul style="list-style-type: none"> <li>○ KAZ Keyboarding A-Z</li> </ul> </li> </ul>
<p>Activity 2</p>	<p><i>Additional Exercises: Six thinking hats</i></p>
<p>Session 3</p>	<ul style="list-style-type: none"> <li>• Creative Thinking 2               <ul style="list-style-type: none"> <li>○ Journalistic six</li> </ul> </li> <li>• Typing Tutor               <ul style="list-style-type: none"> <li>○ KAZ Keyboarding A-Z</li> </ul> </li> </ul>

Activity 3	<i>Additional Exercises: Journalistic six</i>
Session 4	<ul style="list-style-type: none"><li>• Typing Tutor<ul style="list-style-type: none"><li>○ KAZ Keyboarding A-Z</li></ul></li><li>• Workstation Essentials</li></ul>
Activity 4	<i>Reflect on what you have learnt and plan your next steps</i>
Next steps	<i>What would you like to do next? Your learning centre will be happy to advise or you could call the learndirect scotland helpline free on 0808 100 9000</i>