Digital Skills Ready@50+ Program Names and Descriptions

We are excited to welcome you to the Digital Skills Ready@50+ training brought to you by AARP Foundation in collaboration with Older Adults Technology Services (OATS) from AARP. This initiative is supported through a generous grant from Google.org to provide trainings that help increase older adults' economic security. These workshops will help you build essential digital skills so that you can find jobs, change careers, or explore entrepreneurship.

Below you will find descriptions of the lecture, workshop, 5-week course, and multi-session series formats, including session length and recommended class size. We've also included a list of the titles of individual offerings. Each type of class offers unique benefits to the participant. Please reach out to us with any questions or visit aarpfoundation.org/digitalskillsready for more information.

Lectures
60-75 min.

One-off lectures introduce popular tech topics and themes in a clear and concise manner. Individual lectures aim to explain the general purpose of a concept, device, or platform; describe its usefulness; and, in some cases, introduce important tips and tricks. Participants receive a one-page handout with the lecture's key points. Lectures do not offer hands-on exposure to the presented topic, but many of them can be scheduled in conjunction with the related interactive workshop that offers hands-on experience with the website or online platform discussed in the lecture.

Lectures last 60-75 minutes and have no capacity limit. Trainers are given guidance on how to adjust delivery for smaller or larger groups. There are no pre-requisites for lectures and participants do not need access to devices during the lecture.

- **Affordable Home Internet**
- **All Things Zoom**
- **Cloud Storage**
- **Crowdfunding for Entrepreneurs**
- **eBay and PayPal**
- **Google Maps**
- **Google Workspace**
- **How to Choose a New Computer**
- **Introduction to Hosting on Zoom**
- **P2P Payments**
- **Smartphones**
- **Protecting Your Personal Information Online**
- **Social Media for Job Searches**
- **Startup!**
- **Video Chat**
- **Using Google Doc Templates for Resumes and Cover Letters**

Workshops

75-90 min.

One-off workshops offer hands-on activities that are led by a trainer. Participants receive a multi-page, step-by-step handout to keep after the session. Many of the workshops include hands-on practice with a website, platform, or tool that are also introduced in a one-off lecture. In those cases, it's helpful, though not required, for participants to attend the associated lecture before attending the workshop.

Due to their interactive nature, workshops typically last 75-90 minutes and have a maximum capacity of 20 participants. Participants should have access to devices during the workshop. Most workshops have no specific prerequisites. However, the "Getting Started" workshops, which focus on signing up for various digital platforms or apps, also require participants to have an email address.

- **Connecting to the Internet**
- **Finding Information Online**
- **Getting Started with LinkedIn**
- **Getting Started with PayPal**
- **Getting Started with Venmo**
- **Getting Started with Zoom**
- **Making the Most of Gmail**
- **Hosting a Zoom Meeting**
- **Staying Safe Online**
- **Using Job Search Engines**

5-week Courses

75 min. sessions

Courses meet twice a week for five weeks, and each session lasts 75 minutes. Class sessions involve a combination of discussion of new topics and hands-on, practical application of technology skills. OATS provides a detailed, printed course book for each participant to keep after the end of the course.

5-week courses have a capacity of 10-14, depending on the course and device. These courses come with recommended prerequisites for participants.

- **Android Essentials**
- **Chrome Essentials**
- **Computer Essentials**
- **Introduction to Digital Culture**
- **iPad Essentials**

Multi-session Series

75 min. sessions

Multi-session series combine our one-off lectures with hands-on workshops in order to give participants a chance to practice specific skills. Multi-session series typically meet twice per week for a varying number of weeks, depending on the topic. Participants should register for the entire series, as they would a course, and all sessions should be scheduled for 75 minutes for continuity. Participants receive handouts for each session. Series have a capacity limit of 14 participants.

- **Online Basics**
- **Hosting on Zoom**
- **Using Google Docs**

- **Creating Your LinkedIn Profile**
- **Using Google Workspace Tools**
- **Video Conferencing for Remote Work**