

THE

Laptop

PROJECT



**CHROMEBOOK
INCLUDED**

Let's face it, a mobile phone only helps so much when looking for jobs. It can be handy, but a small screen device only goes so far helping you find and win a job.

We believe a laptop is the **MUST HAVE** secret weapon of finding and landing a job.

The Laptop Project aims to level up your job seekers confidence with a computer, equip them with an amazing list of free tools and apps to improve their job search success and practice them in a fun and interactive way.

Key Benefits

- ✓ Tech confidence
- ✓ Practical Skills
- ✓ Computer ownership
- ✓ Learn how to use practical workplace platforms

Complete two accredited units of competency as part of a nationally recognised qualification:

BSBWRT311 Write simple documents
BSBTEC101 Operate digital devices

1

ONBOARDING AND ORGANISATION

Session one focuses on setting up participants laptop, onboarding onto google classroom and navigating google suite. This session will also introduce the events project and creating document on google docs.

The second half of this session focuses on project management using ASANA. Participants will work in small groups to identify key project milestones and tactical steps required in achieving project outcomes.

2

SIMPLIFY BUDGETS AND MEETINGS

Session two focuses on project budgeting using google sheets. Participants will firstly identify resources required to achieve each milestone then using google chrome research associated cost.

The second half of this session focuses on presenting using Zoom. Participants will learn how to use all elements of zoom including scheduling zoom meetings on google calendar, sharing screen, using breakout rooms and zoom chat.

3

PROMOTING YOURSELF

Session three focuses on project promotion. Participants will learn to use Canva to create a flyer promoting the event and an invitation to email to a VIP guest list. Google forms will also be utilised to create RSVP forms.

4

PRESENTATION FUNDAMENTALS

Session four focuses on creating presentations using google slides. The presentation is used to inform the management team highlighting project updates and event scheduling.

Chromebook included - Yours to Keep

A Chromebook is provided to each participant as an essential resource for this course. Chromebooks are the most versatile and easy-to-maintain computer a job seeker can own. They are as easy to operate as a phone, require no software downloads yet provide so much more job search power!

