REACT4women
On-site Training

Module 3:

Digital Skills: A modern path to improve your re-integration

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REVISION HISTORY

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REFERENCED DOCUMENTS

ID	Reference	Title
1	2022-3-CY02-KA210-YOU-000093826	Proposal document
2	Focus group analysis	

APPLICABLE DOCUMENTS

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2		

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Learning Objectives	In this unit you will improve your knowledge on online personal branding. You will improve your skills to build a strong resume and how to look for jobs. Tools and programmes for job opportunities will be presented and tips and techniques will be offered to support your job journey.
Training Content	**"Opportunities don't happen, you create them." - Chris Grosser** *1.* ***Strategies to find a job*** You can use several strategies to get a new job to keep your career moving forward. Either online or in person, you have to be active and master knowledge and skills to present yourself and create your personal online brand. Some of the strategies to be successful on the labour market are: **Networking** Many of the best jobs are never advertised in what is essentially a hidden job market. These jobs are filled by candidates who learn of them by word of mouth from friends, former colleagues, and ex-bosses. By networking, or socializing, you can improve your chances of finding an unadvertised job. Take every chance you get to meet up, in person or online, with others in your field. **Referrals** Some employers offer incentives to their employees for referring a successful candidate to the company. It is a win-win situation for everyone. You get a new job, and your contact gets credit for attracting a top-notch employee. **Job Fairs** Job fairs are often targeted toward specific industries, although some job or recruitment fairs are more generalized. The promotional material will include a list of the organizations that will be represented. Investigate any companies that interest you, bring resumes and contact information, and get ready to sell yourself. Consider any conversations with recruiters as mini-interviews that can set you apart from other applicants. **Company Websites** If you know which company you want to work for, you can go directly to the career section of its website. If you routinely search for openings on its site, you could find an opportunity that matches your skills set. Create a list of employers that you would like to work for and visit their websites often. **Cold Calling** Phone or email people in the organization after finding their contact details on the company website. Ask about upcoming vacancies, and attach a copy of your resume. Keep in mind that this kind of contact may not always be well-received. But there is always a chance it will give you the inside track on upcoming vacancies. **Head Hunters and Recruiters**

Many organizations hire through recruitment agencies to streamline the hiring process. Head hunters actively recruit individuals to fill specific vacancies. Payment is based on commission. Make sure you know up front whether you or the company is paying it.

Volunteering or Internships

Volunteering, temporary employment and short-term contracts often lead to permanent positions. It is a great way to get a foot in the door or gain useful business contacts and experience.

2. _Building a strong resume_

The average employer will spend no longer than 8 seconds looking at a CV. It means you have around 8 seconds to grab their attention.

Structure

There are different structures and formats. The most used template in the EU is probably Europass, as it is available to fill out, edit and download online for free. No matter the format, the following elements have to be present in your resume:

- Personal details. Do not forget to include actual contact information;
- Qualification and Education. Start from the newest ones;
- Employment history. If you do not have any working experience, list the internships, volunteering, etc. relevant to the job you are applying for.
- Skills. List any relevant skills for the job you are applying for.
- Hobbies.

Keep it short and real

Avoid telling the story of your life and making it too long! A CV should be simple and easy to follow, usually no longer than 2 pages. Save all the details for the interview!

Tailor to the job role

Alter your CV for each job role you are applying to. This takes time but researching the company and finding out exactly what they are looking for will enable you to showcase the desired skills and make you stand out against other applicants.

Keep it current

Ensure that you update your CV every time something significant occurs in your career, record it so that you do not forget important dates and events in the future.

Be specific

Be specific with dates (month/year format) not just year to year as that can look suspicious and vague.

Do not leave gaps

Leaving obvious gaps in your employment may look suspicious to the recruiter. If you have been out of work doing a course, volunteering, travelling, helping others, or developing your skills - shout about it! Do not leave blanks.

Make it marketable

Take some time to make your CV look professional. Ensure you choose a readable font with a clear structure and layout that is easy on the eye. Use bullet points for tasks and provide a short and precise overview of your skills that you can transfer to the role.

3. *Tips for job interview*

Here are a few tips to help you perform at your best and give you an edge in building your future career:

Preparation

You should prepare for the interview. Research the company, the job, and interviewers**.** Try to find out as much information about the company as possible and prepare a list of questions relevant to your interests. Remember, it is not just you being evaluated at the interview. You may also learn enough to decide if the job is right for you.

Reread the job description

Think about examples from your past and current work that align with these requirements.

Practice your interview answers

Prepare your answers to the common questions: "Tell me about yourself, and why are you interested in this role with our company?" The idea is to quickly communicate who you are and what value you will bring to the company and the role - this is your elevator pitch.

Be yourself

It is better to be yourself during the interview, emphasizing those qualities that are most relevant to the job you are applying for.

Speak to the point

Do not get caught up in stories about your life, especially if they have no relevance to your professionalism. In constructing your answers, you should always remember the questions and stick strictly to the framework they impose on you, without indulging in off-topic tangents.

Be prepared for uncomfortable questions

Before the interview, review your CV and make sure you can accurately and clearly explain e.g. why you left your previous jobs and why you did not work for two months a few years ago. Questions may also relate to your family, friends, and former colleagues.

Protect your dignity

If you think the interviewer has gone too far with their questions and that they are no longer directly relevant to your future job, do not hesitate to ask them why they are posing them to you. After all, things concern you directly and you have the right to defend yourself. Of course, you should do this while maintaining the polite tone of the conversation.

Demonstrate that you are ready to grow

When you are asked about your negative or unsuitable qualities, it is important to show that you are indeed aware of them and that you will do your best to

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compensate for them, either through your strengths or by trying to eliminate them.

Be honest

In a job interview you should not lie. A lie can easily be discovered by the interviewer. Your lie will show that you are unable to admit your mistakes and adapt to the situation. And these are not the best qualities for a good employee.

Prepare smart questions for your interviewers

Often the interviews end with "Do you have any questions?"

Employers expect you to have questions. By asking questions you show interest for the job and the company. Here are some questions you may want to consider asking your interviewers:

Would you explain some of the day-to-day responsibilities this job entails?

If I were in this position, how would my performance be measured? How often?

What departments does this team work with regularly?

How do these departments typically collaborate?

What does that process look like?

Ask about next steps.

How to dress for the interview

Research what is the dress code in the workplace and choose your outfit accordingly.

Other tips:
- Bring resume copies, a notebook, and a pen;
- Plan to arrive 10–15 minutes early;
- Make a great first impression (from tidy shoes to the friendly smile);
- Treat everyone you encounter with respect;
- Do not speak negatively about previous employers.

Tools & programs

LinkedIn

Europass

Tips & techniques

Networking, online and in person, can help you stay on top of what is happening in your field, including what jobs are open.

Check in on job search sites frequently.

Look for jobs that are in your specific field to take advantage of your skills set.

Do not snub temporary or freelance work, which can often lead to full-time opportunities.

If you are just starting out and you can afford it, volunteering can be a great way to gain valuable industry contacts.

References/ Resources	Best search sites: https://www.g2.com/categories/job-search-sites LinkedIn: https://www.linkedin.com/pulse/cv-writing-tips-dos-donts-louise-bibb/ Interview tips:

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	https://www.pongoresume.com/blogPosts/722/would-you-hire-yourself-.cfm

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Unit 2: Online communication & collaboration	
Learning Objectives	In this training unit you will get more information about the various social media and video conferencing tools. You will improve your knowledge and skills on how to exchange information online, give feedback and choose the right tools. You will also get useful tips & techniques on the topic.
Training Content	**"Online communication is a powerful tool for connecting people across the world, but it's important to use it responsibly."** **Choosing the right tools** for online communication and collaboration is crucial to ensure efficient information flows within a virtual environment. The vast array of available tools can be overwhelming, making it essential to carefully consider your specific needs and objectives. Understanding the unique requirements of your specific situation is the first step in this decision-making process. Consider it as necessary for your job search, future job, or else, and think about the preferred modes of communication. Are real-time collaborations on creating documents crucial, or does visual content more important? Identifying these types of needs will guide you on the decision. Equally important is ensuring user-friendliness. The selected tools should enhance, not hinder, communication and collaboration. Intuitive interfaces, easy accessibility, and minimal learning curves contribute to a smoother adoption process and sustained engagement. Be mindful of security and privacy considerations. As sensitive information is shared and collaborations extend across virtual spaces, prioritize tools that adhere to robust security protocols and data protection standards. Safeguarding the integrity of your communications and collaborations is very important. **Information exchange & feedback** is the process by which relevant data, ideas, and updates flow seamlessly among people. It involves not only sharing information but also ensuring that it reaches the right individuals in a timely manner. Whether through emails, collaborative documents, or dedicated communication platforms, the goal is to create an environment where information is easily accessible, enabling informed decision-making. Feedback, on the other hand, is the invaluable loop that completes the communication cycle. It involves providing constructive insights, praise, or

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suggestions to individuals or the team. Feedback is a powerful tool for growth and improvement, offering a pathway for individuals to understand their strengths and areas for development. An effective feedback culture encourages open communication and a shared commitment to continuous learning.

Together, information exchange and feedback create a dynamic exchange of ideas and insights. They allow teams and organizations to adapt to changing circumstances, align their efforts with organizational/company's goals, and build a foundation for collaboration that thrives on clarity and mutual understanding. In essence, these elements form the cornerstone of a communicative ecosystem that propels teams toward success.

Use of social media & video conferencing tools
The efficient use of social media and video conferencing tools has become instrumental in navigating the modern landscape of communication and collaboration. Social media platforms and video conferencing tools serve as dynamic channels, breaking down geographical barriers and facilitating seamless connectivity.

Social media platforms offer a powerful means to amplify your presence, engage with a global audience, and stay informed. From sharing updates and announcements to fostering meaningful interactions, the strategic use of social media cultivates a vibrant online community.

Video conferencing tools, on the other hand, redefine face-to-face communication in a digital era. They transcend physical distances, enabling real-time collaboration among team members irrespective of their locations. Video conferencing not only enhances communication but also adds a personal touch, fostering a sense of connection crucial for team cohesion.

Key Aspects of Social Media:
- Social media encompasses a **variety of platforms** such as Facebook, Twitter, Instagram, LinkedIn, TikTok, and more. Each platform has its own strengths and user demographics.
- Social media thrives on **engagement**. Encourage interactions through likes, comments, shares, and direct messages. Respond promptly to comments to foster a sense of community.
- Share **diverse content** types, including text posts, images, videos, infographics, and links. Variety keeps your feed interesting and caters to different preferences.
- Maintain a **consistent brand** identity across all platforms. Use the same logo, brand colors, and tone of voice to enhance recognition.

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- Utilize **analytics tools** provided by each platform to track the performance of your content. Understand your audience's preferences and adjust your strategy accordingly.

Tips for Effective Social Media Use:
- Define your audience
  Clearly define your target audience. Tailor your content to meet their interests and needs.
- Strategic posting schedule
  Determine the optimal times to post based on your audience's online activity. Experiment with posting at different times to gauge engagement.
- Quality over Quantity
  Prioritize quality content. Focus on creating valuable, relevant, and shareable content rather than overwhelming your audience with frequency.
- Hashtags
  Incorporate relevant hashtags to increase the discoverability of your content. Research popular and trending hashtags in your industry or niche.
- Visual appeal
  Visuals are powerful on social media. Use high-quality images and videos to capture attention. Consider the aesthetics of your feed.
- Community building
  Foster a sense of community by actively participating in discussions, collaborating with other users, and showcasing user-generated content.
- Adapt to algorithm changes
  Social media algorithms evolve. Stay informed about changes and adapt your strategy to align with platform updates.
- Promotions and campaigns
  Run targeted promotions and campaigns to boost visibility, increase followers, and drive specific actions.
- Monitor and respond to trends
  Stay updated on current trends and incorporate them into your content strategy. Monitor conversations and adapt to emerging topics.

Video-conferencing
Video conferencing tools have become essential for remote communication and collaboration. When choosing a video conferencing tool, consider factors such as the size of your meetings, security features, ease of use, and

integrations with other collaboration tools you may be using. Additionally, it is essential to stay updated on each tool's features and security measures as they evolve.

Here are some popular video conferencing tools along with brief descriptions:

- Zoom
  Widely used for virtual meetings, webinars, and conferences. It offers features like breakout rooms, screen sharing, and interactive collaboration tools.
- Microsoft Teams
  Integrated into the Microsoft 365 suite, Teams provides video conferencing, messaging, and file sharing. It is suitable for both small team meetings and larger webinars.
- Google Meet
  Part of the Google Workspace, offering secure video conferencing with features like live captions, screen sharing, and real-time collaboration on documents.
- Skype
  User-friendly platform offering video and voice calls. It is suitable for both personal and professional use and supports screen sharing and instant messaging.
- GoToMeeting
  Designed for online meetings and webinars. It includes features like drawing tools, cloud recording, and integrations with productivity apps.
- Webex Meetings
  Part of the Cisco Webex suite, offering video conferencing with HD video, screen sharing, and customizable layouts for different meeting formats.
- Jitsi Meet
  An open-source video conferencing platform. It is easy to use, does not require accounts, and supports features like screen sharing and end-to-end encryption.

Tips Video Conferencing:
1. Choose the right tool
2. Prepare and test before starting the video call
3. Clear agendas – always prepare an agenda (if organizer), or have a look the agenda (if you are participant).
4. Engagement techniques - Encourage active participation through features like chat, polls, and breakout rooms.

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5. Backgrounds and lighting - Pay attention to your background and lighting. A clutter-free, well-lit environment enhances professionalism and visibility. 6. Record meetings - Record important meetings for future reference or for those who could not attend. This ensures that everyone has access to the information discussed. 7. Security measures - Implement security measures to protect sensitive information. Use password protection and control access to prevent unauthorized entry. 8. Update software - Regularly update your video conferencing software to access new features, improvements, and security patches.

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Unit 3: Creation of digital content

Learning Objectives	In this training unit you will improve your knowledge and practical skills on how to create appealing digital content. You will also get practical advices on writing & storytelling in online environment. Tools & programs for storytelling and creation of digital content as well as tips & techniques on how to master skills in digital communication will be presented.
Training Content	**"Above all, you want to create something you are proud of." Richard Branson** **Creating digital content** involves producing and distributing multimedia materials that can be accessed and consumed electronically. Whether for educational, informational, or promotional purposes, effective digital content creation requires careful planning and consideration. Here is a short guide to help you create compelling digital content: 1. Define your objectives! Clearly outline the purpose of your digital content. Are you aiming to inform, entertain, educate, or promote? Understanding your objectives will guide the content creation process. 2. Identify your target audience! Define your target audience to tailor the content to their interests, preferences, and needs. Consider demographics, interests, and the platforms they use. 3. Choose the right media! Select the appropriate format for your content. Options include text, images, infographics, videos, podcasts, webinars, and interactive experiences. The medium should align with your goals and resonate with your audience. 4. Content planning. Create an editorial calendar or content plan. Outline topics, formats, and release schedules. Consistency is key for building an engaged audience. 5. Research and insights. Conduct thorough research on your chosen topics. Stay informed about industry trends, and use analytics tools to understand what works well with your audience. 6. Quality matters! Invest in quality content. Whether it is written articles, videos, or graphics, ensure they are well-produced, visually appealing, and free of errors. 7. Engaging headlines and descriptions. Craft attention-grabbing headlines and concise, compelling descriptions. Capture the audience's interest right from the start. 8. Visual appeal. Incorporate visuals to enhance your content's appeal. Use high-quality images, graphics, and videos to complement your message. 9. Implement search engine optimization strategies to improve the discoverability of your content. Use relevant keywords, meta tags, and text for images. 10. Interactive elements. Encourage interaction through polls, quizzes, surveys, and calls-to-action. Interactive elements enhance user engagement.

11. Mobile-friendly design. Optimize your content for mobile devices. Ensure that your website, videos, and other digital assets are accessible and user-friendly on various screen sizes.

12. Promotion and distribution. Develop a promotion strategy. Share your content across relevant platforms, including social media, email newsletters, and relevant online communities.

13. Feedback and iteration. Encourage feedback from your audience. Use analytics and user comments to understand what works and make iterative improvements to your content strategy.

14. Legal and ethical considerations. Respect copyright laws and adhere to ethical content creation practices. Give credit when necessary, and ensure that your content aligns with ethical standards.

Writing and Storytelling

Writing in an online setting requires unique approach to capture and maintain the attention of digital audiences. No matter if you are creating blog posts, social media content, emails, or website, the writing style is important. In addition, if you want to have distinguish online branding, here are the steps to follow:

1. Understand your audience! Know your target audience and tailor your writing to their preferences and interests. Understanding their demographics and online behaviour is crucial. Use their "language" – terms, specific words, etc.

2. Craft compelling headlines! Grab attention with catchy, informative headlines. Clearly convey the value or intrigue your content offers to encourage clicks.

3. Prioritize readability! Online readers often scan content. Use short paragraphs, bullet points, and subheadings to break up text. Ensure a readable font size and style.

4. Use concise language! Be concise and get to the point quickly. Avoid unnecessary words. Online readers appreciate information that is easy to consume.

5. Optimize for Search Engine Optimization (SEO)! Incorporate relevant keywords naturally into your content for search engine optimization. This helps improve visibility in search engine results.

6. Include visuals! Enhance your content with visuals such as images, infographics, and videos. Visual elements break up text and make the content more engaging.

7. Hyperlink strategically! Use hyperlinks to connect to relevant internal or external content. This not only provides additional context but also enhances your SEO.

8. Encourage scrolling! Structure your content to encourage scrolling. Place important information strategically, and use compelling language to entice readers to keep reading.

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9. Mobile optimization. Ensure your content is mobile-friendly. Many users access online content via smartphones, so formatting and readability on mobile devices are crucial.

10. Engage with your audience! Encourage comments, feedback, and social sharing. Respond to comments promptly to foster a sense of community around your content.

11. Utilize social media effectively! Tailor your writing style to the specific social media platform. Use hashtags, mentions, and multimedia elements to increase visibility.

13. Encourage action! Clearly state what action you want the reader to take. Whether it is subscribing, sharing, or making a purchase, include a compelling call-to-action.

14. Proofread thoroughly. Errors can detract from the professionalism of your content. Proofread carefully before publishing to maintain credibility.

Writing and Editing Tools:
-Microsoft Word or Google Docs. Basic word processors are essential for drafting and editing written content. Google Docs allows for collaboration in real-time.
-Grammarly. An AI-powered writing assistant that helps with grammar, spelling, and style suggestions to improve the overall quality of your writing.
Visual Storytelling Tools:
-Canva. A graphic design tool that allows you to create visually appealing graphics, presentations, and social media posts to complement your written content.
-Adobe Spark. Enables the creation of engaging visual stories through the design of web pages, video presentations, and graphics.
-Piktochart. A tool for creating infographics, presentations, and reports to convey information in a visually appealing way.
Interactive Storytelling Tools:
-Twine. A tool for creating interactive, nonlinear stories. It's particularly popular for creating text-based games and choose-your-own-adventure narratives.
Collaborative Storytelling Tools:
-Padlet. An online collaboration tool that allows multiple users to contribute to a digital canvas, making it suitable for collaborative storytelling or brainstorming.
-Miro. A digital whiteboard platform that supports collaborative visual thinking and storyboarding. Ideal for remote teams working on storytelling projects.

	Module III
	Module III **Digital skills: A modern path to improve your re-integration**
Learning Objectives	In this unt you will get familiar with the main differences between non-technical data literacy and technical data literacy. You will also gain knowledge and improve your skills in debunking fake news and spot misinformation. Tips, techniques and tools on fake news and misinformation will be provided.
Training Content	**"Data literacy is not just about analyzing data; it is about communicating its meaning to others effectively." - David McCandless** **Non-technical Vs. Technical data literacy** In today's data-driven world, being data-literate is essential for individuals across various professions and industries. Non-technical data literacy is the ability to understand, interpret, and make informed decisions based on data without requiring advanced technical or programming skills. Technical data literacy refers to the ability to work with, and analyze data using advanced technical skills, tools, and techniques. **Non-technical data literacy** 1. Understanding the basics. Gain a foundational understanding of basic data concepts, such as what data is, types of data (e.g., qualitative vs. quantitative), and common terms (e.g., variables, observations). 2. Interpreting visualizations. How to interpret common data visualizations, including charts, graphs, and tables. 3. Data sources and collection. Understand where data comes from and how it is collected. Recognize the importance of reliable data sources and the potential biases that may exist in data collection processes. 4. Data quality. Learn to identify and address issues related to accuracy, completeness, and consistency in data. 5. Contextual understanding. Emphasize the importance of understanding the context in which data is collected and analyzed. Consider the impact of external factors on data interpretation. 6. Statistical literacy. Develop a basic understanding of statistical concepts, such as averages, percentages, and correlations. This will help you to interpret data and make informed decisions. 7. Privacy and ethical considerations. Be aware of privacy issues related to data. Understand ethical considerations in handling and using data, especially when dealing with personally identifiable information. Be aware of legal and compliance aspects related to data, such as data protection regulations (e.g., GDPR) and industry-specific guidelines. **Technical data literacy** Here are key components of technical data literacy:

1. Programming skills. Proficiency in programming languages commonly used for data analysis, such as Python, R, or SQL. This includes the ability to write scripts, queries, and code to manipulate and analyze data.

2. Data manipulation. Skills in data cleaning, preprocessing, and transformation. This involves handling missing data, dealing with outliers, and ensuring data is in a suitable format for analysis.

3. Statistical analysis. Understanding statistical methods and techniques for analyzing data distributions, correlations, regression analysis, hypothesis testing, and other statistical procedures.

4. Data visualization. Competence in creating advanced data visualizations using tools like Matplotlib, Seaborn, ggplot2, or other specialized libraries. This includes creating interactive and dynamic visualizations.

5. Machine learning and predictive modeling. Knowledge of machine learning algorithms and techniques for predictive modeling. This involves training models, assessing model performance, and deploying models for predictions.

6. Database management. Skills in managing and querying databases. This includes understanding relational databases, database design, and the use of SQL for retrieving and manipulating data.

7. Big data technologies. Familiarity with big data technologies such as Apache Hadoop, Spark, and distributed computing frameworks for handling and processing large volumes of data.

8. Data governance and security. Understanding principles of data governance, data quality, and data security. This includes knowledge of encryption, access controls, and compliance with data protection regulations.

Summary: in short, knowing how to troubleshoot basic issues with your smartphone, such as fixing a frozen screen or updating software is a technical literacy, while being able to critically evaluate and discuss an article from a reputable news source, analyzing its arguments and evidence is a non-technical one.

A technical literate would understand how to use coding languages like HTML and CSS to create and design a basic website. While you don't' need technical skills to interpret and understand financial statements such as income statements and balance sheets, even without expertise in accounting.

Fake news
Detecting fake news can be challenging, as it often requires critical thinking, fact-checking, and awareness of potential biases. Here are some strategies and tools that can help you identify and evaluate the credibility of news sources:

1. Check the source! Investigate the reputation of the news source. Established and reputable outlets are more likely to provide accurate information. Be cautious of sources with a history of misinformation.

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Unit 4: Information & data literacy

2. Cross-check with other sources! Verify the information by cross-referencing it with multiple reliable news sources. If a story is reported by various reputable outlets, it is more likely to be accurate.

3. Evaluate the writing style! Analyze the writing style and tone. Misleading stories may use sensational language, exaggerations, or emotionally charged content to grab attention.

4. Check for authorship! Investigate the author's credentials and expertise. Reliable articles typically have well-qualified authors with a background in the subject matter.

5. Look for citations and references! Legitimate news articles provide references and citations for their information. Lack of proper citations or reliance on anonymous sources may indicate potential misinformation.

6. Use fact-checking websites!

7. Check the date! Verify the publication date of the article. Old news stories resurfacing as new can contribute to misinformation.

8. Question headlines! Misleading headlines can distort the actual content of the article. Read beyond the headline to understand the context of the story.

9. Be cautious of clickbait! Clickbait headlines are designed to attract attention and clicks. Verify the content before sharing based on a provocative headline.

10. Check the website domain! Some websites intentionally mimic reputable sources with slight variations in the domain name. Verify the legitimacy of the domain.

11. Consider bias! Be aware of potential biases in news reporting. Balance your information intake by consulting sources with different perspectives.

12. Verify images and videos! Use reverse image searches to check the authenticity of images. Misleading content may use unrelated visuals to support false narratives.

13. Check social media context! Verify information shared on social media by checking the original source. Misinformation often spreads rapidly through social platforms.

14. Trust your instincts! If a news story seems too sensational or questionable, trust your instincts. Be sceptical and take the time to verify before sharing.

While these strategies can assist in identifying fake news, it is important to approach information with a critical mindset and be proactive in verifying sources. Developing strong media literacy skills is crucial in navigating the vast amount of information available online.

Misinformation and fake news detection tools
Detecting fake news involves critical thinking, fact-checking, and using various tools and resources. While no tool is foolproof, these platforms and browser extensions can aid in assessing the credibility of news sources:
1. Fact-checking websites, e.g.:

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Snopes: A widely known fact-checking website that debunks myths and misinformation.

FactCheck.org: Monitors the accuracy of political claims and statements.

PolitiFact: Focuses on fact-checking political statements and claims.

Probably there are similar local fact-checking website that are more relevant in debunk local fake news.

2. Browser extensions, e.g.:

e.g. NewsGuard, a browser extension that provides credibility ratings for news websites, highlighting trustworthy sources and warning against unreliable ones.

3. Reverse image search, e.g.:

Google reverse image search - Verify the authenticity of images by uploading or pasting the image URL into Google to find similar images online.

4. Media bias and fact-checking Apps, e.g.:

Media bias/Fact check: An online resource that classifies media sources for bias and reliability.

AdFontes Media: Offers a Media Bias Chart ranking news sources based on bias and reliability.

5. News aggregator Apps with Fact-checking

News360: A news aggregator that provides diverse perspectives and includes fact-checking information.

6. Crowdsourced Platforms

NewsGuard Rating Requests: Allows users to request NewsGuard to review a specific website for credibility.

7. Educate yourself!

Educational resources are available on Checkology, a platform offering lessons on media literacy and fact-checking.

8. AI-powered fact-checking tools

such as Full Fact, uses artificial intelligence to assist in fact-checking and debunking misinformation.

9. Social media verification tools

InVID, a browser extension for verifying and analyzing social media videos and images.

10. Digital forensics tools

such as Forensically, it offers digital forensics tools to analyze images for tampering.

11. News apps

Download news apps from reputable sources that adhere to journalistic standards and fact-check their content.

12. Wikipedia

While not foolproof, Wikipedia can sometimes provide background information about news sources and events.

14. Critical thinking apps

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	such as Skeptical Science, an app promoting critical thinking skills to assess scientific information. Always use multiple sources and critical thinking skills when evaluating news. Combining these tools with your own judgment enhances your ability to identify misinformation and make informed decisions about the credibility of news sources.
References/ Resources	Misinformation, Disinformation, and Propaganda: Resources of Cornell University https://guides.library.cornell.edu/evaluate_news/resources

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Unit 5: Online safety & compliance	
Learning Objectives	In this training unit you will improve your knowledge and skills in problem-solving in digital context and will know more about digital privacy & safety. We will also provide readings about the online compliance & IPR topics. You will get some useful tips & techniques on the covered topics.
Training Content	**"The Internet is becoming the town square for the global village of tomorrow." - Bill Gates** **Problem-solving in digital contexts** *What is problem solving skills?* The abilities and processes that enable you to identify, analyse, and solve problems effectively and efficiently. These abilities involve cognitive, emotional, and behavioural aspects, such as defining the problem, generating, and evaluating alternatives, implementing solutions, etc. *Why are problem solving skills important in the digital age?* In the digital age, things change fast and can be confusing. That is why problem-solving skills are so important. They help you deal with challenges and take advantage of opportunities in technology. They also let you make things better for others and yourself, and help you grow personally and professionally. *How to develop problem solving skills?* To improve problem-solving skills, stay open-minded and think critically. Analyse information, be creative, and seek feedback. Practice problem-solving in various areas like business, marketing, or social issues to challenge yourself and grow. *How to solve problems using your digital skills?* First, you can use internet and your digital skills to find information. Type in a question, or a search term (a phrase or few words to describe what you are looking for.) Don't worry about typing in full sentences or using perfect grammar – search engines are clever and will pull out the most important keywords from your search term. <u>Using the Internet to find sources of help.</u> The internet offers more than just information; it's a vast resource for finding help and support for various activities. Whether you need assistance with fixing your car or proofreading your thesis, there are professionals and experts available online. Beyond a simple Google search, you can explore online forums, access excerpts from helpful books on Google Books, or watch instructional videos for more specific or in-depth queries. Tip: be as specific as you can. This will help you find the right sources and the right information. <u>Chat facilities on websites help you solve problems.</u> Many companies offer live chat facilities on their websites, allowing you to connect with a real person in real time to solve problems. Whether it's a technical issue with your smartphone or a billing concern, live chat can be a

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helpful option. From mobile providers to banks, many service providers offer this feature. While live chat is convenient and accessible 24/7, it's essential to remember that it's not a substitute for professional advice for serious matters. With live chat, you can communicate without the stress of phone calls or long wait times, and you can easily refer back to previous conversations. Give it a try next time you need assistance or have questions about a service!

Online tutorials, FAQs and advice forums to solve problems

The internet offers tutorials, FAQs, and advice forums for solving various problems. Whether it is written instructions, step-by-step videos, or community forums, you can find valuable resources online. For instance, when my phone had a common issue, I found a solution on a forum and used a YouTube tutorial to fix it, saving a trip to the shop. Forums provide diverse perspectives and experiences, helping you make informed decisions. Always check a company's FAQ section on their website for relevant information. Remember to consider multiple opinions and sources before acting. Problem-solving skills are crucial in professional and academic settings. Trying to solve issues independently demonstrates initiative and efficiency.

Digital privacy & safety
Digital privacy and safety are critical aspects of navigating the online world securely. With the increasing reliance on digital technologies, protecting your personal information and ensuring online safety have become more important than ever.

Here are key considerations and practices to enhance digital privacy and safety:
1. Use strong passwords. Create unique and strong passwords for your online accounts. Use a combination of uppercase and lowercase letters, numbers, and symbols. Avoid using easily guessable information.
2. Enable two-factor authentication. This adds an extra layer of security by requiring an additional verification step beyond a password, such as a code sent to your mobile device.
3. Update software regularly. Keep your operating system, antivirus software, and applications up to date. Regular updates often include security patches that protect against vulnerabilities.
4. Be cautious with personal information. Limit the amount of personal information you share online. Be cautious about what you post on social media and review privacy settings to control who can access your information.
5. Use a virtual private network (VPN). Consider using a VPN, especially when connecting to public Wi-Fi networks.
6. Secure your Wi-Fi network. Set a strong password for your Wi-Fi network to prevent unauthorized access.

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7. Review App permissions. Regularly review the permissions granted to mobile apps. Limit access to sensitive information and only grant necessary permissions.

9. Use secure browsing practices. Ensure websites use HTTPS for secure connections. Avoid entering personal information on websites without secure connections.

10. Control location sharing. Review and manage location-sharing settings on your devices and apps. Only enable location services when necessary.

11. Review privacy settings. Regularly review and update privacy settings on social media platforms, online accounts, and devices. Customize settings based on your preferences.

Online compliance and Intellectual Property Rights (IPR) are crucial aspects of navigating the digital landscape responsibly and protecting creative and proprietary assets.

Online Compliance:

Ensuring online compliance involves adhering to regulations, laws, and industry standards applicable to digital activities. This encompasses data protection laws, privacy regulations, and cybersecurity measures. Organizations and individuals must comply with policies governing online transactions, user data handling, and digital communication. Adhering to online compliance not only safeguards against legal consequences but also fosters trust among users and customers.

Intellectual Property Rights (IPR):

IPR refers to the legal protection of creations of the mind, including inventions, literary and artistic works, designs, symbols, names, and images used in commerce. In the digital realm, protecting intellectual property is paramount. Copyrights, trademarks, and patents play a crucial role in safeguarding original content, brand identities, and innovations. Organizations and creators need to understand and enforce their IPR to prevent unauthorized use or reproduction of their digital assets.

Balancing online compliance and IPR is essential for ethical and legal digital engagement. It involves implementing robust cybersecurity measures, respecting user privacy, and safeguarding intellectual property. By doing so, individuals and organizations contribute to a secure, transparent, and innovative digital environment while protecting their creations and assets from unauthorized use or infringement.

The Types of intellectual property are:

Patents - A patent is an exclusive right granted for an invention.

Copyright is the rights that creators have over their literary and artistic works. (from books, music, paintings, sculpture and films, to computer programs, databases, advertisements, maps and technical drawings).

Trademarks is a sign capable of distinguishing the goods or services of one enterprise from those of other enterprises.

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	Industrial design constitutes the ornamental or aesthetic aspect of an article. A design may consist of three-dimensional features, such as the shape or surface of an article, or of two-dimensional features, such as patterns, lines, or colour.
References/ Resources	How to set VPN: https://support.microsoft.com/en-us/windows/connect-to-a-vpn-in-windows-3d29aeb1-f497-f6b7-7633-115722c1009c

Types of Intellectual property: https://www.wipo.int/about-ip/en/ |