

LEARNING



AT WORK DAY -Thursday 14 May 2009.

Getting Organised For Learning with Lancashire Unison

About Learning At Work Day

National Learning at Work Day, the biggest annual celebration of workplace learning, will take place on Thursday 14 May 2009.



This year will be the first time that Lancashire Unison has been involved in Learning At Work Day for a number of years.

The downturn in the economy and the threat to jobs provides a reminder for everyone how important it is to have up to date and relevant skills.

Learning at Work Day is an opportunity to raise the profile of learning opportunities that are available and the vital role that Unison is playing in helping members make the most of these opportunities.

This leaflet has a few activities which it is hoped will be of interest to individuals interested in their own learning and to workplace representatives working to help promote learning.

For more information or help contact
The Lancashire Unison
Branch Education Team
Janet Whalley
or Ashley Bramwell
on 01772-533072
Or visit the branch website on
<http://www.unisonlancs.org.uk/>

Learning At Work Challenge

Twenty Questions to test if you really don't need to learn anything new. This will be a web-based challenge and will be available during Adult Learning Week. Go to <http://www.unisonlancs.org.uk/>

Pushed For Time

How good are your time management skills. A download to check your skills and some tips how to make the most of your time. Go to: <http://www.unisonlancs.org.uk/>

IT Boost – On line training

Microsoft have developed a range of short on-line training courses for computer users of all abilities with a Digital Literacy Curriculum

The Digital Literacy Curriculum consists of five courses:

- ⇒ Computer Basics
- ⇒ The Internet and World Wide Web
- ⇒ Productivity Programmes
- ⇒ Computer Security and Privacy
- ⇒ Digital Lifestyles

Each course has an e-learning module and an assessment. You can also take the Certificate Test, which covers topics from all five courses. If you pass the Certificate Test, you can print out a personalised Digital Literacy Certificate.

For more information go to

<http://www.microsoft.com/About/CorporateCitizenship/Citizenship/giving/programs/UP/digitalliteracy/default.aspx>

Be A Computer Chum - Could you help someone help themselves – even getting started with something like Microsoft's Digital Literacy Curriculum will be a challenge for some people – could you spare a few minutes to show someone who is interested in improving their IT skills what is available.