



New Skills Now

Module guide

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Section 1: Purpose of this document

1.1 What is New Skills Now?

Accenture's New Skills Now curriculum is an engaging online training program offered via our Skills to Succeed Academy platform. The training focuses on capabilities that individuals can learn at any age and refine over time.

As the nature of work evolves, workers and entrepreneurs will need to adapt their mix of skills and knowledge to embrace challenges and stay relevant. New professions are constantly emerging, and technology and innovation are creating an increasingly digital working world in which the required skills are subject to constant change.

New Skills Now prepares learners for the digital economy. It covers key skills that are critical for success in the future workforce, such as working effectively with others, solving problems, and using technology and data.

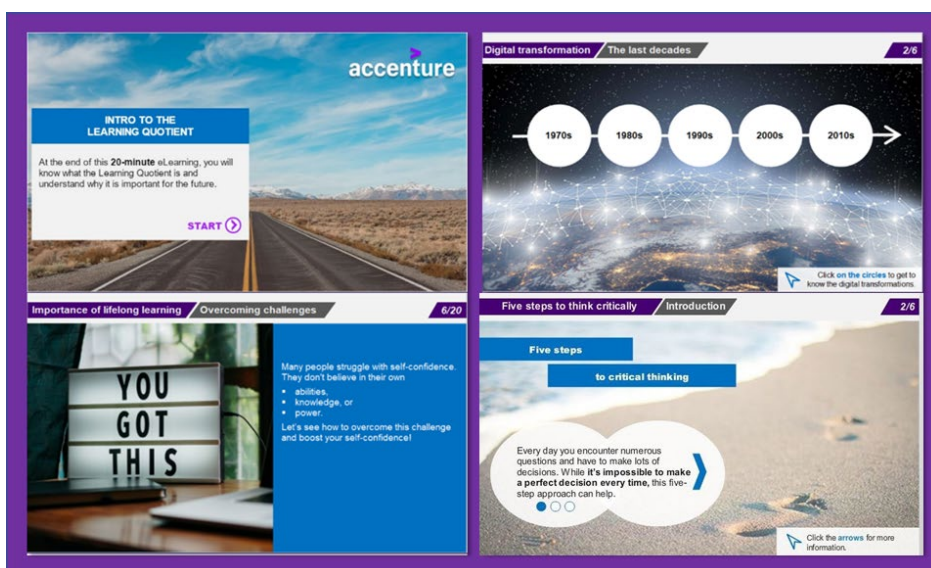
1.2 What is this document used for?

This guide is designed for Advisors who plan to use the New Skills Now curriculum as part of broader training or employability programs. Advisors may be teachers, trainers, job advisors, career counsellors, or mentors. The guide explains what is behind the New Skills Now skill framework and which topics are covered in the different courses and modules. It also provides a suggested learning journey for each of the skills.

1.3 Preview of New Skills Now learning content

New Skills Now training content is characterized by modern design and easy navigability. The following screenshots offer a preview of the New Skills Now learning journey.

Sample New Skills Now content



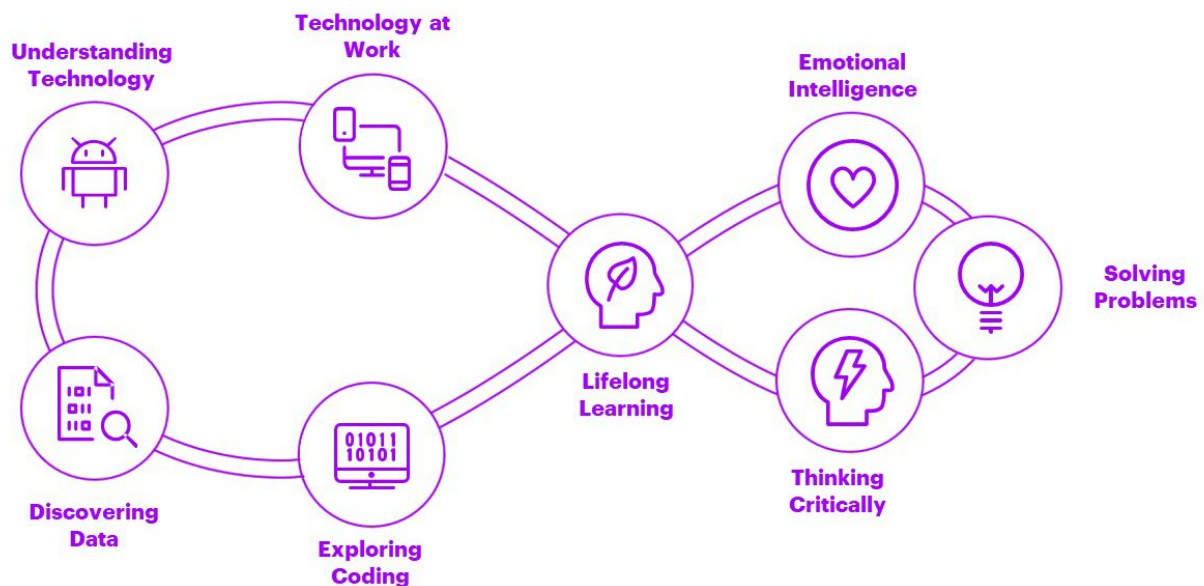
Section 2: Courses and learning formats









2.1 Course overview

The New Skills Now courses center on eight skill areas, which cover the cognitive abilities, aptitudes and dispositions needed to stay relevant and thrive in the fast-evolving digital economy.

These skills can be learned at any age and honed over time. Preparing the next generation of workers for success in the digital economy requires building critical skills early and encouraging continuous learning throughout every stage of life. A dynamic mix of all eight skill areas is critical to securing a first job or starting a business, and will remain critical to retaining that job, growing the business or navigating to the next opportunity. These skills are meant to be fostered and reinforced both inside and outside of formal learning environments. The content can also be complemented with specialized knowledge or skills for a specific market, industry or setting.

Each course includes multiple self-study modules as well as supporting materials in other learning formats, which will be described later in this guide.



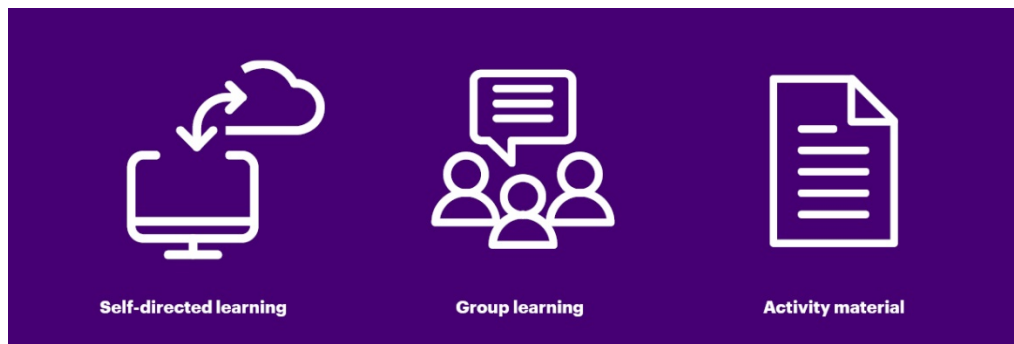
Course	What is this course about?
 Lifelong Learning	<p>Having a growth mindset is key to success in life and work. This course shares ways to persevere and adapt, even in the face of challenges.</p>
 Emotional Intelligence	<p>Discover strategies for managing emotions, coping with stress and working effectively with others.</p>
 Solving Problems	<p>Everyone faces problems. This course presents approaches to make problem solving easier.</p>
 Thinking Critically	<p>This course describes methods for evaluating information and thinking through decisions.</p>
 Understanding Technology	<p>Explore the basics of technology and the history and future direction of technological development.</p>
 Technology at Work	<p>Learners can improve their digital literacy with this introduction to computers and the internet, and how they are used in the workplace.</p>
 Exploring Coding	<p>This course provides an overview of coding and an introduction to the key programming languages.</p>
 Discovering Data	<p>Learn ways to collect and interpret data, and how it can be used to guide decision making.</p>

2.2. Overview of learning formats

New Skills Now offers a combination of self-directed, online learning content and facilitation materials for group discussion. While the online content is intended to provide a rich learning experience on its own, partners and Advisors can choose to supplement it with in-person workshops for a blended learning approach.

This variety of learning formats generates a unique learning experience that can be tailored to different target groups, needs and skills. The majority of the New Skills Now content is custom-made learning content. Additionally, some modules contain curated content from external sources available on the web. All curated content has been carefully selected to make sure it fits the overall learning objectives.

This graphic shows the key categories of learning formats contained in New Skills Now:



2.3 Possible combinations of learning modules

Depending on learners' needs and expectations, the different types of training modules can be combined in several ways:

- In a combination of modules that cover a specific training scenario (e.g. learning how to code). This could be done individually or in groups and either over time or in a single session.
- As individual modules: If the participants need support to build specific skills, they could complete just those modules that meet their specific needs. This could be done individually or in small groups whose participants share the interest in a certain topic.
- As an entire training course, covering all the modules from start to finish following the sequence suggested within the ideal learning journey for each skill. This would involve both self-directed learning and in-class sessions, thus providing the benefit of a blended learning experience.

Section 3: Learning modules and descriptions

As discussed above, the New Skills Now content can be categorized as *self-directed learning modules*, *activity modules* and *group learning modules*. Please find a short description of each category below.

3.1 Self-directed learning modules

These modules can be worked on independently by learners using a computer. There is an extensive selection of modules available, such as eLearnings, explanation videos and learning games. Learners can select the modules they are most interested in and thus create their own learning journey around New Skills Now. By studying on their own, they also learn to set personal priorities and organize themselves to complete the modules in a set time frame.

eLearnings:

- An eLearning is an interactive learning module that draws upon learners' existing knowledge to convey new concepts and build new skills using engaging, pedagogical approaches.
- Modules are focused on enhancing the competencies needed for real-world success. The learners can explore case studies, business problems, perform tasks or make decisions, get feedback, and then reflect on their experiences to learn from them.
- An eLearning can also be an infographic with a visual representation of important information or facts that are needed to understand the topic

Learning videos

- Learning videos are bite-sized learning videos presenting information regarding specific subjects in an understandable manner.
- Learning videos can have different styles, e.g. YouTube style, expert clips, comic style, animated illustrations.
- As most young adults are used to consuming videos in their free time, Learning videos are a well-suited format to convey information to them in an appealing way.

Learning games:

- A Learning game is an eLearning nugget which gives learners the opportunity to practice on specific content in a practical setting, e.g. they can try out coding to create video games.

3.2 Activity modules

These modules contain a variety of activities which prompt learners to practically apply learning content in different tasks, thereby deepening their understanding of the topics.

Worksheets

- An activity material is a handout material where the learner has to work independently on specific tasks to get a deeper understanding of the content. Possible tasks within this knowledge processing can be e.g. a classical worksheet, a reflection exercise or a transfer check.

Job Aids

- An activity material can also be a written document that provides a compact overview of a topic or process. This rather textual presentation of a topic/process allows the learner to quickly access the information needed to perform a task.

Infographics

- Alternative the user might have an infographic that presents content in a compact and visually appealing way. It's a representation of important information or facts that are needed to understand the topic.

3.3 Group learning modules

These modules are all workshops. They are led by an advisor and take ideally place in small groups. Some modules have additional worksheets to be worked on by the learners.

All group learning modules can only be accessed via the Advisor section on the platform. The workshop documents are a combination of general content slides for the workshop itself at the beginning, as well as slides with additional information for the trainer which are not intended for the learner. These trainer notes are the second part of the workshop documents.

Workshops

- A workshop is a classroom training with a predefined agenda but lots of space for the learners to be active and engage with the topic by discussing content, brainstorming, setup of group exercises and evaluating ideas.

Note for advisors: This modules guide shows an overview of the complete offering of New Skills Now. Depending on partner-specific decisions, the selection of learning modules may be limited, so not all the modules listed here are available.

3.4 Additional material for each skill

For each of the eight skills of New Skills Now there is a separate Trainer Guide as well as a Skill Summary available:

Skill Summary

- A Skill Summary is a text file used to summarize an overall learning course. With its focus on the key take-aways and content highlights, it allows learners to quickly recap their progress and newly acquired skills.

Trainer Guide

- A Trainer Guide is a booklet which includes instructions on how to deliver the content to the learner and provides background information for the instructor. It further includes an agenda, exercises, worksheets and everything else needed for the training conduction.

3.5 Module descriptions

The tables below provide information on each of the 142 learning modules on the New Skills Now learning offering. They include the following:

- **Module name**
- **Phase within the learning journey**
- **Learning format**
- **Module description**

For each of the eight skills, there is a recommended learning journey available that provides an overview of the ideal learning process.















Lifelong Learning

Skill chapter: Lifelong Learning

Continuing to learn throughout your life is important for success. This course will show you how to adopt a growth mindset.

Overall learning time: 5 hrs.
Number of modules: 12

Phase 1	Phase 2	Phase 3
 Intro to Growth Mindset 20 min  Growth Mindset and the Brain 15 min  Why a Growth Mindset Matters 20 min	 Intro to the Learning Quotient 20 min  Importance of Lifelong Learning 20 min  Six Principles To Stay Positive And Successful 45 min  How to Master Mistakes 20 min	 Four Steps to a Growth Mindset 20 min  Growth Mindset in Daily Life 15 min  The WOOP Strategy for Achieving Goals 45 min  The WOOP Exercise 20 min  New Role Models 45 min
Recommended pace: 2 weeks	Recommended pace: 1 week	Recommended pace: 1 week

Symbols explained:  Self study through e-learning and videos.  Activity modules with worksheets or Job Aids.  Instructor-led workshops including worksheets.

Detailed description of self-directed learning modules:

Module	Phase	Format	Description
Intro to Growth Mindset	1	eLearning	Do you have a Growth mindset? Find out what this means, how it differs from a fixed mindset and how it can affect our everyday lives.
Growth Mindset and the Brain	1	eLearning	Do you know what brain elasticity is? Find out here and discover how our brain reacts to learning new things.
Intro to the Learning Quotient	2	eLearning	Learn about the Learning Quotient, the importance of it and how growth mindset is the basis of it.
Importance of Lifelong Learning	2	eLearning	It is so important to continuously learn throughout life. Learn why along with some tips to improve self confidence.
How to Master Mistakes	2	eLearning	Mistakes are a part of life, so learn some tips on how to deal with the consequences and how to rectify it.
Four Steps to a Growth Mindset	3	eLearning	Learn about the 4-step strategy on how to develop your growth mindset and how to stick to it.
Growth mindset in Daily Life	3	eLearning	Get some tips and tricks on how to use a Growth Mindset in daily life with practical examples.

Detailed description of activity Modules:

Course	Phase	Format	Description
The WOOP Exercise	3	Worksheet	Identify your personal wish and plan to realize it with the WOOP strategy.

Detailed description of group learning modules:

Course	Phase	Format	Description
Why a Growth Mindset Matters – Lifelong Learning Workshop 1	1	Workshop	See how having a Growth Mindset can be of benefit to you.
Six Principles to Stay Positive and Successful – Lifelong Learning Workshop 2	2	Workshop	Discover the six principles of success and how you can use them to your advantage.
The WOOP Strategy for Achieving Goals – Lifelong Learning Workshop 3	3	Workshop	Find out how to set priorities and achieve goals with the WOOP strategy.
New Role Models – Lifelong Learning Workshop 4	3	Workshop	Having a role model can help you reach your goals. Identify a role model with a growth mindset and make an action plan to achieve your goals.



Emotional Intelligence

Skill chapter: Emotional Intelligence

Discover strategies for managing your emotions, coping with stress and communicating effectively. These are key elements of working with others.

Overall learning time: 7.5 hrs
Number of modules: 16

Phase 1	Phase 2	Phase 3
<div> Emotional Self-Regulation 15 min </div> <div> Self-Regulation Scenarios 15 min </div> <div> Identifying Personality Types 75 min </div> <div> Choosing a Pet to Suit Your Personality 30 min </div>	<div> Grounding Exercises 10 min </div> <div> Improving Your Emotional Self-Regulation 10 min </div> <div> Coping with Stress 120 min </div> <div> The STOPP Technique for Emotional Self-regulation 30 min </div> <div> The STOPP Technique 20 min </div>	<div> Knowing Your Audience 10 min </div> <div> Active Listening 15 min </div> <div> Managing Conflict 20 min </div> <div> Communicating Better 60 min </div> <div> Improving Your Communication Skills 30 min </div>
Recommended pace: 2 weeks	Recommended pace: 1 week	Recommended pace: 1 week

Symbols explained: Self study through e-learning and videos. Activity modules with worksheets or Job Aids. Instructor-led workshops including worksheets.

Detailed description of self-directed learning modules:

Course	Phase	Format	Description
Emotional Self-Regulation	1	eLearning	Discover what it means to be able to regulate your emotions and why it is so important.
Self-Regulation Scenarios	1	eLearning	Look at everyday situations that require emotional self-regulation and find solutions.
Grounding Exercises	2	eLearning	Get to know a few quick exercises that help you ground yourself and calm down in the heat of the moment.
Knowing Your Audience	3	eLearning	Learn how to gather information about your audience and how to adapt your communication to their interest and needs.
Active Listening	3	eLearning	Find out how to improve your communication with anyone by practicing active listening.
Managing Conflict	3	eLearning	Conflicts in the workplace are perfectly normal - all you need to know is how to manage and resolve them properly.

Detailed description of activity Modules:

Course	Phase	Format	Description
Choosing a Pet to Suit Your Personality	1	Worksheet	Activity sheet to find out what pet suits your personality.
Identifying Personality Types	1	Worksheet	Get a deeper look into the Myers-Briggs type personalities.
Improving Your Emotional Self-Regulation	2	Worksheet	This worksheet has tips on how to control your emotion.
Coping with Stress	2	Worksheet	This worksheet activity will help with learning to manage and cope with stress.
The STOPP Technique	2	Worksheet	This is an interactive activity to help understand the STOPP technique.
Improving Your Communication Skills	3	Worksheet	Interactive activity worksheet to improve active listening skills.

Detailed description of group learning modules:

Course	Phase	Format	Description
Identifying Personality Types – Emotional Intelligence Workshop 1	1	Workshop	This workshop has an activity that will identify what pet would best suit your personality type.
Coping with Stress – Emotional Intelligence Workshop 2	2	Workshop	Learn self-regulation, coping with stress and acceptance.
The STOPP Technique for Emotional Self-Regulation – Emotional Intelligence Workshop 3	2	Workshop	Learn what the STOPP technique is, how and when to use it and discuss the importance of emotional self-regulation.

Communicating Better – Emotional Intelligence Workshop 4	3	Workshop	To have good communication you need to know the audience, be able to actively listen and empathize, and to be able to resolve conflict when it arises.
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







Solving Problems

Skill chapter: Solving Problems

Everyone faces problems. This course will teach you methods to make problem solving easier.

Overall learning time: 5.3 hrs.

Number of modules: 18

Phase 1	Phase 2	Phase 3
 Welcoming the Problem 5 min  Handling Problems Better 35 min  Basic Problem Solving 22 min  Try it Out! Problem Solving for Beginners 30 min	 Solving Complex Problems 20 min  Pros and Cons 20 min  How to Decide on a Solution 5 min  Good, Better, Best? 25 min  So Many Options! 30 min  Try it Out! So Many Options! Task 1 15 min  Try it Out! So Many Options! Task 2 15 min	 Creating a Hypothesis 5 min  Using a Logic Tree to Make Decisions 10 min  Verifying Assumptions 10 min  Evaluating and Measuring 15 min  Try it out! Problem Solving in Action 60 min
Recommended pace: 2 weeks	Recommended pace: 1 week	Recommended pace: 1 week

Symbols explained:  Self study through e-learning and videos.  Activity modules with worksheets or Job Aids.  Instructor-led workshops including worksheets.

Detailed description of self-directed learning modules:

Course	Phase	Format	Description
Welcoming the Problem	1	Explanation Video	Understand how to recognize when you have a problem and ways to solve it.
Handling Problems Better	1	eLearning	Learn about the four-step approach to problem solving and some common causes of problems.
Solving Complex Problems	2	eLearning	In addition to simple problems, there are also complex problems. Learn what they are and how to approach them.
Pros and Cons	2	eLearning	See how considering the pros and cons of possible solutions can be used to solve complex problems.
Good, Better, Best?	2	eLearning	Learn how weighting, rating and scoring can be used to make a difficult decision.
Verifying Assumptions	3	eLearning	We often make assumptions rather than understanding the root cause of a

			problem. Learn how to analyze and verify assumptions.
Evaluating and Measuring	3	eLearning	Learn how to evaluate the effectiveness of a solution and whether additional steps are necessary to solve a problem.
Creating a Hypothesis	3	Explanation Video	Learn more about hypotheses and in which aspects of your life they may appear.

Detailed description of activity modules:

Course	Phase	Format	Description
Basic Problem Solving	1	Job Aid	Job Aid: Four steps of solving a problem.
Try It Out! Problem Solving for Beginners	1	Worksheet	Worksheet: Try out! Problem solving for beginners.
How to Decide on a Solution	2	Job Aid	Job Aid: How to decide on a solution.
Try it Out! So Many Options! Task 1	2	Worksheet	Activity: Weighting, rating and scoring.
Try it Out! So Many Options! Task 2	2	Worksheet	Activity: Fishbone diagram.
Try it Out! Problem Solving in Action	3	Worksheet	Worksheet: Try out the logic tree.
Using a Logic Tree to Make Decisions	3	Infographic	Discover how you can create a logic tree to help you with problem solving and decision making.

Detailed description of group learning modules:

Course	Phase	Format	Description
Basic Problem Solving – Solving Problems Workshop 1	1	Workshop	Activity: Resolve problems.
Solving Complex Problems – Solving Problems Workshop 2	2	Workshop	Get to know how to solve complex problems by applying the method "fish bone diagram".
Try it Out! Problem Solving in Action – Solving Problems Workshop 3	3	Workshop	Discover how asking "Why?" five times can help you get to the root cause of a problem.




















Thinking Critically

Skill chapter: Thinking Critically

This course will teach you how to evaluate information and think through decisions.

Overall learning time: 5 hrs.
Number of modules: 18

Phase 1	Phase 2	Phase 3
<ul style="list-style-type: none">  Intro to Critical Thinking 5 min  Four C's for Future Success 20 min  How to Apply Critical Questions 40 min  How to Think Critically 5 min  Useful Questions to Apply Critical Thinking 5 min 	<ul style="list-style-type: none">  Traits of a Critical Thinker 10 min  Skills for Critical Thinking 10 min  Is This Real or Fake? 15 min  How to Validate Sources 40 min  How to Analyze an Online Source 20 min  Traits and Skills for Critical Thinking 5 min 	<ul style="list-style-type: none">  3 Skills for Success at Work 15 min  Five Steps to Think Critically 15 min  Taking Time to Solve Problems 5 min  Tips for Using Critical Thinking at Work 5 min  How to Become a Critical Thinker 60 min  Reflecting on Critical Thinking 20 min
Recommended pace: 2 weeks	Recommended pace: 1 week	Recommended pace: 1 week

Symbols explained:  Self study through e-learning and videos.  Activity modules with worksheets or Job Aids.  Instructor-led workshops including worksheets.

Detailed description of self-directed learning modules:

Module	Phase	Format	Description
Intro to Critical Thinking	1	Explanation video	Discover what critical thinking is and how it is used in our day-to-day lives.
Four C's for Future Success	1	eLearning	Learn about the Four C's and why critical thinking is so important.
Traits of a Critical Thinker	2	eLearning	Learn about traits you can focus on developing to improve your critical thinking.
Skills for Critical Thinking	2	eLearning	Identify skills you can use in critical thinking as well as barriers that may hold you back.
Is This Real or Fake?	2	eLearning	Understand how to spot the difference between real and fake news or information.
3 Skills for Success at Work	3	eLearning	Discover which skills are most important to thrive in today's workforce.

Five Steps to Think Critically	3	eLearning	Use this five-step approach to help you think critically when making a decision.
Taking Time to Solve Problems	3	Explanation video	See how taking time to think through problems, using critical thinking and avoiding jumping to conclusions can help you solve issues.
Reflecting on Critical Thinking	3	Quiz	Reflect on critical thinking and identify any areas for further development.

Detailed description of activity modules:

Module	Phase	Format	Description
How to Think Critically	1	Job Aid	Job Aid: Learn how to apply the Four C's for thinking critically.
Useful Questions to Apply Critical Thinking	1	Job Aid	See how to apply different questions in thinking critically: Who, What, Where, Why, When and How.
Traits and Skills for Critical Thinking	2	Job Aid	Job Aid: Traits, skills and barriers for critical thinking and how to verify a source of information.
How to Analyze an Online Source	2	Worksheet	Worksheet: Validating a source and determining the difference between social media and reality.
Tips for Using Critical Thinking at Work	3	Job Aid	Discover the five steps to critical thinking and tips for using critical thinking at work.
How to Become a Critical Thinker	3	Worksheet	Worksheet containing several activities to practice critical thinking skills.

Detailed description of group learning modules:

Module	Phase	Format	Description
How to Apply Critical Questions – Thinking Critically Workshop 1	1	Workshop	Workshop: How using the questions Who, What, Where, Why, When and How will help you think critically.
How to Validate Sources – Thinking Critically Workshop 2	2	Workshop	Workshop: Learn how to validate your source, verify information on social media and identify fake news.
Becoming a Critical Thinker – Thinking Critically Workshop 3	3	Workshop	Workshop: Exercises, reflection and discussion on becoming a critical thinker.















Understanding Technology

SKILL CHAPTER: UNDERSTANDING TECHNOLOGY

Explore the basics of technology and the history and future of technological development.

Overall learning time: 2.50 hrs.
Number of modules: 13

Phase 1	Phase 2	Phase 3
 Technology Then and Now 10 min  Technology Trends over the Years 5 min  Using Technology in Daily Life 25 min	 What's New on the Market 10 min  The Automated Life 5 min  Quiz on Everyday Technology 10 min  Changing Technology 5 min	 Discuss and Practice the 5 Ws 40 min  How to Stay up to Date with Technology 5 min  Cloud 15 min  Artificial Intelligence 15 min  Blockchain 15min
Recommended pace: 1 weeks	Recommended pace: 1 week	Recommended pace: 1 week

Detailed description of self-directed learning modules:

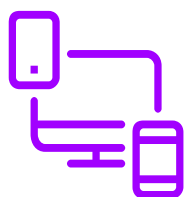
Module	Phase	Format	Description
Technology Then and Now	1	eLearning	Learn about developments in technology over the years.
What's New on the Market	2	eLearning	See some examples of how new technology is changing the way we perform tasks.
Quiz on Everyday Technology	2	Quiz	Take this quiz to see how much you know about technology you can use at home and at work.
Changing Technology	2	Explanation video	See how technology is always changing and the importance of keeping up with the latest developments.
Cloud	3	Explanation video	Learn what cloud computing is and why it is one of the most innovative technologies of our time.
Artificial Intelligence	3	Explanation video	Understand what artificial intelligence is, how it is applied, and why it matters.
Blockchain	3	Explanation video	Learn how blockchain works and why it redefines the way the world shares data.

Detailed description of activity modules:

Module	Phase	Format	Description
Technology Trends over the Years	1	Job Aid	See some of the trends over the last number of years
The Automated Life	2	Infographic	Get an idea of what possibilities future technologies could bring.
Discuss and Practice the 5 W's	3	Worksheet	Try this exercise to see the benefits of the 5 W's.
How to Stay up to Date with Technology	3	Infographic	Keep informed on the current technology trends.

Detailed description of group learning modules:

Module	Phase	Format	Description
Using Technology in Daily Life – Understanding Technology Workshop 1	1	Workshop	Explore some practical examples of how we use technology in our daily lives.
Discuss and Practice the 5 W's – Understanding Technology Workshop 2	3	Workshop	Find out about the 5W's and how asking these can help you evaluate your choices.


























Technology at Work

SKILL CHAPTER: TECHNOLOGY AT WORK

Improve your digital literacy with this introduction to computers and the internet, and how they are used in the workplace.

Overall learning time: 5.45 hrs.
Number of modules: 23

Phase 1	Phase 2	Phase 3
<ul style="list-style-type: none">  What is Digitalization? 10 min  Learn about Digitalization 5 min   Computer Basics 55 min   Internet Basics 40 min  Digital Natives 45 min  Digital Natives vs. Digital Immigrants 15 min  Quiz on Technology Basics 10 min <p>Recommended pace: 2 weeks</p>	<ul style="list-style-type: none">  Hardware and Software 5 min  Basic Online Technologies 5 min  Email Basics 15 min  Using Email 5 min  Working Efficiently 10 min  Virtual Communication 15 min  How Search Engines Work 5 min  Learn to Search for your Digital Footprint 20 min <p>Recommended pace: 1 week</p>	<ul style="list-style-type: none">  Security at Work 15 min  Digital Transformation 5 min  A Glimpse into Future Technology Developments 5 min  Imagine the World in 2100 25 min  History and Future of Technology 5 min  Deep Dive into Tools 15 min <p>Recommended pace: 1 week</p>

Symbols explained:  Self study through e-learning and videos.  Activity modules with worksheets or Job Aids.  Instructor led workshops including worksheets.

Detailed description of self-directed learning modules:

Module	Phase	Format	Description
What is Digitalization?	1	Explanation video	Explore what digitalization is and how it impacts your daily life.
Computer Basics	1	Explanation video	Understand computer basics such as the key components, how they work and accessing the internet.
Internet Basics	1	Explanation video	Learn internet basics such as how it works, using a search engine and avoiding phishing and spam.
Quiz on Technology Basics	1	Quiz	Identify how much you've learnt about computer basics, internet basics and digitalization or if you need to develop an area more.
Hardware and Software	2	Explanation video	Learn what hardware and software are and how they are used.
Email Basics	2	Explanation video	Do you have an email? An email is necessary for a lot of online functions, learn how to create one and how to use it.

How Search Engines Work	2	Explanation video	Do you know what different search engines there are? Learn this, how search engines work and how to optimize your search.
Working Efficiently	2	eLearning	Working efficiently can hugely improve your work and speed up time used. Learn keyboard shortcuts, setting bookmarks, and having a clean desk and desktop.
Virtual Communication	2	eLearning	Learn about the importance of communicating virtually and the options for communicating in both work and personal life.
Security at Work	3	Explanation video	Learn about the different types of security and how they protect various aspects of our work and private lives.
Digital Transformation	3	eLearning	See how technology is always changing and it is important to keep up with it.
Deep Dive into Tools	3	eLearning	Learn about specific technologies and tools in more detail.

Detailed description of activity modules:

Module	Phase	Format	Description
Learn about Digitalization	1	Job Aid	Job Aid: Learn about digitalization.
Computer Basics	1	Job Aid	Job Aid: Understanding computer basics such as key components, the internet, apps and how are they created.
Internet Basics	1	Job Aid	Job Aid: Understanding internet basics such as using a search engine and being aware of phishing and scams.
Digital Natives vs. Digital Immigrants	1	Worksheet	Worksheet: Digital natives and digital immigrants.
Basic Online Technologies	2	Job Aid	Job Aid: Hardware, software and some digital platforms or resources.

Using Email	2	Job Aid	Job Aid: Why email is needed, how to set up an account and creating strong passwords.
History and Future of Technology	3	Job Aid	Job Aid: Evolution of technology over the last few decades and possible future developments.
A Glimpse into Future Technology Developments	3	Infographic	Consider how technology might develop in the future.

Detailed description of group learning modules:

Module	Phase	Format	Description
Digital Natives – Technology at Work Workshop 1	1	Workshop	Learn the difference between a digital native and a digital immigrant and how this can impact a person's experience with technology.
Learn to Search for Your Digital Footprint – Technology at Work Workshop 2	2	Workshop	Workshop: Everybody leaves a digital trace; learn what this means through a practical activity.
Imagine The World in 2100 – Technology at Work Workshop 3	3	Workshop	Workshop: Thinking about what technology might exist in 2100.






















Exploring Coding

Skill chapter: Exploring Coding

This course provides an overview of coding and an introduction to key programming languages.

Overall learning time: 8 hrs.

Number of modules: 19

Phase 1	Phase 2	Phase 3
 What Is Coding? 5 min  JavaScript and Python 10 min  Common Coding Structures 20 min  Web Development for Beginners 5 min  Types of Web Development 10 min  Intro to App Development 5 min	 Becoming an App Developer 60 min  Comparing iOS and Android 15 min  Intro to Software Development 15 min  Game Development 5 min  Becoming a Specialized Developer 45 min  12 Common Coding Languages 10 min	 How to Create a Video Game 5 min  Python Coding Game 1 30 min  Python Coding Game 2 60 min  JavaScript Coding Game 1 30 min  JavaScript Coding Game 2 60 min  Block-based Coding Game 30 min  What All Codes and Coders have in Common 60 min
Recommended pace: 2 weeks	Recommended pace: 1 week	Recommended pace: 1 week

 Symbols explained:  Self study through e-learning and videos.  Activity modules with worksheets or Job Aids.  Instructor-led workshops including worksheets.

Detailed description of self-directed learning modules:

Course	Phase	Format	Description
What Is Coding?	1	Explanation Video	Explore the basics of coding and the difference between compiling and interpreting programs.
JavaScript and Python	1	Explanation Video	Get an introduction to the most common coding languages, JavaScript and Python, as well as their benefits.
Common Coding Structures	1	Explanation Video	Learn how a computer works including coding concepts such as algorithms, binary and programming languages.
Web Development for Beginners	1	Explanation Video	Get an introduction to web development, including the differences between front-end and back-end development and the daily life of a web developer.
Types of Web Development	1	Explanation Video	Understand how to develop what a user sees on a website versus what happens on the back-end.

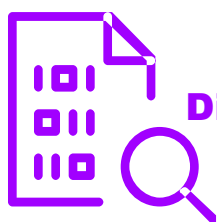
Intro to App Development	1	Explanation Video	Explore what apps are, how they are used in daily life and the basics of coding an app.
Becoming an App Developer	2	Learning Game	Learn the basics of JavaScript syntax and coding.
Comparing iOS and Android	2	Explanation Video	Do you know the difference between Apple iOS and Google Android? Get an introduction and comparison of the two operating systems.
Intro to Software Development	2	Explanation Video	Explore the basics of software development, including the tools, programs and languages used.
Game Development	2	Explanation Video	Interested in game development? Learn more about Unity and Unreal Engine 4, the most common gaming engines.
How to Create a Video Game	2	Explanation Video	Do you want to develop a video game? Learn about the different gaming engines available and how to get started.
Python Coding Game 1	3	Learning Game	Improve your Python coding skills by playing this interactive game.
Python Coding game 2	3	Learning Game	Learn about Python and programming concepts by playing an engaging game.
JavaScript Coding Game 1	3	Learning Game	Improve your JavaScript coding skills by playing this interactive game.
JavaScript Coding Game 2	3	Learning Game	Practice the basics of JavaScript language and syntax through an interactive game.
Block-based Coding Game	3	Learning Game	Play an online game that will improve your common coding skills.

Detailed description of activity modules:

Course	Phase	Format	Description
12 Common Coding Languages	2	Job Aid	Get an overview and description of each of the 12 most common coding languages with this Job Aid.

Detailed description of group learning modules:

Course	Phase	format	Description
Becoming a Specialized Developer – Exploring Coding Workshop 1	2	Workshop	Get a recap on the different types of developers, identify which one you are interested in and what coding language you should learn first.
What All Codes and Coders Have in Common – Exploring Coding Workshop 2	3	Workshop	Discover what commonalities there are between different coding languages and developers.

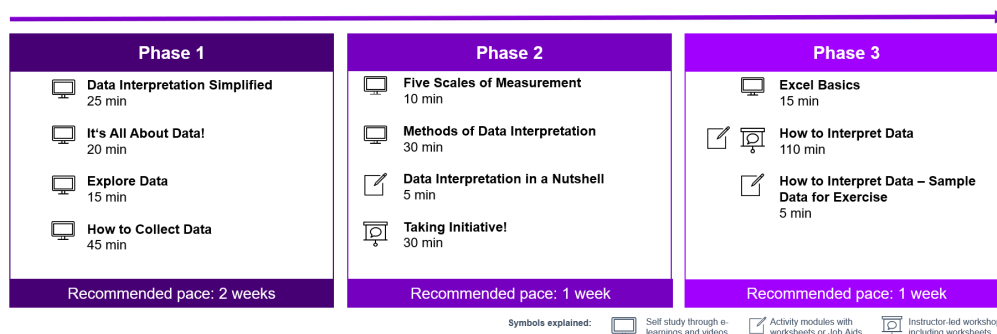


Discovering Data

SKILL CHAPTER: DISCOVERING DATA

Learn ways to collect and interpret data, and how it can be used to guide decision making.

Overall learning time: 5.15 hrs.
Number of modules: 12



Detailed description of self-directed learning Modules

Course	Phase	Format	Description
Data interpretation simplified	1	eLearning	Learn what data is and what different types there are.
It's all about data!	1	eLearning	Explore the importance of data and its purpose through practical examples.
Exploring Data	1	Explanation Video	Discover the power of data and how it equips us to make informed decisions.
How to collect data	1	eLearning	Discover how to collect data and the sources and learn about the reliability and best practices of data.
Five scales of measurement	2	eLearning	Learn about the advantages and disadvantage of 5 different scales of measurement.
Methods of data interpretation	2	eLearning	Explore some examples of data interpretation to get a better understanding.
Excel basics	3	Explanation Video	Excel has many functions, learn some of the basics here.

Detailed description of activity Modules

Course	Phase	Format	Description
Data interpretation in a nutshell	2	Job Aid	Job Aid: Summary of data interpretation.
How to interpret data	3	Worksheet	Try data interpretation in practice with this activity by collecting, analyzing and presenting data.
How to interpret data - sample data for exercise	3	Worksheet	Use this excel data sheet to support the activity on how to interpret data.

Detailed description of group learning modules:

Course	Phase	Format	Description
Taking initiative	2	Workshop	Put data interpretation into practice with these activities.
How to interpret data	3	Workshop	Try data interpretation in practice with this activity by collecting, analyzing and presenting data.

Section 4: Pre-assessment

4.1 Learner pre-assessment

The Pre-Assessment is a useful tool to help learners who wish to complete self-study determine a personalized learning journey and choose the modules most relevant to their needs. It creates a bespoke set of modules based on where the learner is in their career and the specific areas with which they need support. It can be repeated as often as desired. As an Advisor, you can direct your learners to take this pre-assessment, or you can recommend specific modules based on your understanding of their needs or the program you are teaching.

The pre-assessment is accessed via the 'What describes your current situation?' section on the Course page and is based on nine broad scenarios, covering both Skills to Succeed Academy and New Skills Now content:

I am beginning my career search	I am looking for a job	I want to brush up my interview technique
I am starting my first job	I want to advance my career or change career paths	I want to develop and learn continuously
I want to understand myself and others better	I want to solve problems more effectively	I want to develop my digital and technology skills

Conclusion

To conclude, one of the guiding principles of the New Skills Now is the importance of an individual learning experience to maximize learning success. In today's world, jobs and careers are becoming more and more personalized, allowing individuals to follow their talents and interests and thus making a meaningful contribution to society. Therefore, we see advisors not just as teachers of pre-defined content, but as trusted mentors who help learners find their place in the professional world by leveraging the kind of content and formats that suit their needs and interests best.