

# Google Digital Garage webinars in partnership with Jobcentre Plus Mentoring Circles

jobcentreplus

Jobcentre Plus has teamed up with Google Digital Garage to offer two online Mentoring Circle webinars to jobcentres across Scotland. Each webinar is delivered by an expert Google Digital Garage trainer via YouTube Live. During the webinar you can interact and ask questions via the instant chat facility.



## Webinar 1

### Find My Career Goals

Tuesday 27<sup>th</sup> October  
11am-12pm

#### What will I learn?

Create career goals and a first steps action plan, including:

- find out what motivates you
- learn how to find a job that suits you
- being resilient and motivated
- how to create your own plan

#### How long is it?

60 minutes

#### Who is it for?

This is for anyone looking to change careers or start their next job, for those looking to plan their steps and for those looking to build motivation.

## Webinar 2

### Build My CV and Cover Letter

Thursday 29<sup>th</sup> October  
11am – 12pm

#### What will I learn?

Discover what makes a great CV and cover letter, including:

- quick tips on how to make your application shine
- identifying your strengths and skills
- writing your CV
- standing out from the crowd

#### How long is it?

60 minutes

#### Who is it for?

This is for anyone looking to search and apply for their first job, for those looking to work in a new sector and for those looking to change careers.

## How do I register?

Confirm with your work coach that you would like to attend, they will give you further instructions.

## What do I need to do to prepare?

Both webinars will be on YouTube, this means that you will need access to the internet. You can use a phone, tablet, computer, laptop or smart TV (not all models). If you don't have internet at home, speak to your work coach who may be able to help.

You don't need an account to access the webinars, but if you would like to comment and take part in group discussions or ask questions you will need to create a YouTube login. If you have an email address the process is simple and quick, and can be done 10 minutes before the webinar starts.

When you are setting up for the webinar, make sure you are in a quiet room with no other distractions. Set up 10-15 minutes before the webinar is due to start. If you live with other people, make them aware that you will be engaged for an hour for the webinar.

If you are worried about noise distracting you, headphones may help.

Have a notebook ready so that you can take notes if you wish. Your work coach may ask you for feedback and details of what you have learned.

Although there will be group discussions and opportunities to chat with the trainer, your identity will be anonymous and no one will be on camera, except the Google Digital Garage trainers.

## About Google Digital Garage

"Google Digital Garage is one of Google's flagship investment programmes in the UK, providing free digital skills training to individuals and businesses. With the Google Digital Garage webinar series, you can access free live training designed to help grow your business, jump-start your career or develop new skills - all from your own home.

The live webinars are absolutely free to attend and open to everyone - delivered by expert Google Digital Garage trainers ready to help and support your learning, whatever your goals." – Google  
<https://learndigital.withgoogle.com/digitalgarage>

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## Delivered in partnership with:



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