



## USEFUL RESOURCES

We hope you enjoy the digital courses that we offer. Many of our sessions are specifically designed to act as an introduction to learning and enable you to gain sufficient understanding to act as a springboard from which you can develop. Beyond the foundational understanding you'll gain there are a wealth of free additional resources. Here are some of the most useful:

<https://www.learnmyway.com/>

<https://edu.gcfglobal.org/en/>

<https://nationalcareers.service.gov.uk/find-a-course/the-skills-toolkit>

<https://www.youtube.com/@SimonSezIT/videos>

<https://www.youtube.com/@LearnITTraining/videos>

<https://www.youtube.com/@TeachersTech/videos>

<https://www.youtube.com/@LeilaGharani/videos> <https://mkcollege.ac.uk/distance-learning-courses-education>

<https://applieddigitalskills.withgoogle.com/s/en-uk/home>

There are other resources, but these may incur costs. However, in many cases, especially with Udemy, they are worth the investment. Just be cautious to check the provider by looking at the reviews and number of courses sold as this can act as a good indicator.

<https://www.udemy.com/courses/search?q=microsoft+office+365&src=sac&kw=office>

<https://www.distance-learning-centre.co.uk/microsoft-office-specialist-courses/>

(These are official Microsoft certifications and courses/exams They can incur considerable costs. Please be sure to search around for cheaper options. You could for instance, just do some free learning using the resources above and then apply for the exams. (Cost is usually £100 per exam)

**Introduction to Digital: 6-week course Wednesday mornings Skills Centre 10am-12pm**

**Introduction to Digital: 6-week course Thursday mornings Broughton Pavilion 10am-12pm**

**Next steps In Digital: 6-week course Wednesday afternoon Skills Centre 1pm-3pm**

**Guide to Job Searching and AI: 3-week course. Mondays 1pm- 3pm**

If you would like to book onto any of these courses or book an appointment to chat about digital learning with our digital advisors, please contact our main office on 07852 963744

To see what other courses we have available please visit our website:

<https://www.worksforus.org.uk/course--training-schedule.html>

## Online Resources

ChatGpT: <https://chatgpt.com/>

Yoodli: <https://yoodli.ai/>

Jobscan: <https://www.jobscan.co/>

Copyleaks: <https://copyleaks.com/ai-content-detector>

Teal: <https://www.tealhq.com/>

Stay Nimble: <https://staynimble.co.uk>

Indeed: <https://uk.indeed.com/career-advice/career-development/how-to-build-a-career>

## YouTube

<https://www.youtube.com/>

### Many online resources on CV writing etc, some below

Paddy Jobsman <https://www.youtube.com/watch?v=kVooPX8dou0>

Heather Austin <https://www.youtube.com/watch?v=dOZDQpulyCQ>

Delescen Media <https://www.youtube.com/watch?v=bZ2xiTvVhpM&t=213s>

## Reading

Cal Newport - So good they can't ignore you

Simon Sinek - Find your Why

Marcus Buckingham - Love and Work

Richard Bolles - What colour is your parachute?

Laurence Boldt - Zen and the art of making a living

Jim Collins - Good to Great