



NC TOOLKIT for
Digital Readiness

Session 8 Instructor Guide

Final Celebration

OVERVIEW

Session 8 - Final Celebration

Description

Congratulations! You've completed the digital skills workshops! Join us to celebrate with snacks, certificates, and more. If you have attended the required number of sessions, you will be eligible to be awarded a home computer at this event.

Objectives

Goals for this session will depend on the specifics of your program. Some might include:

- Participants complete final learning assessment and program evaluations.
- Participants receive earned awards (e.g. a family computer).
- Participants receive certificates and congratulations for completing the program.
- Participants receive information about resources for continuing to meeting their digital needs.

Preparation

- Create an agenda to complete all goals for this final meeting. A sample outline is included here.
- Invite participant families, representatives of groups whose digital inclusion work can continue to assist participants, local officials, local reporters, etc.
- Prepare party supplies to create a celebratory environment (e.g. cake, meal, balloons, etc.)
- Print:
 - Customized *Low-Cost Offers* handout from workshop 7
 - Customized *Additional Resources* handout
 - Customized certificate
- Customize slides with Wi-Fi password and relevant announcements



Just Before Session

- Open slideshow on presentation computer.
- Place sign-in sheet near entrance.
- Talk with assisting facilitators and visitors about agenda. Answer any questions they have about the session.



OUTLINE

Session 8 - Final Celebration

Arrival | 10 Minutes

All participants sign in. The first portion of the event is for program participants and facilitators. Celebration guests should plan to arrive after/during the scheduled break.

Introduction & Agenda

Introduce facilitators present. Outline session schedule and goals.

Final Assessments & Survey

Have participants complete any final feedback surveys and learning assessments.

Training on New Devices

If participants will receive devices, plan to lead a brief training. Make sure they are prepared to physically setup devices at home including any peripherals, log in to their device, connect to the internet, etc. Remember, even slight differences to operating systems and device appearance can be disruptive to newer computer users.

Resources

Share resources for participants to continue learning computer skills independently and to fill their other digital needs.

Break--

Celebration Remarks

Transition to celebration. Invited guests should plan to arrive by this time. Welcome guests and allow other relevant visitors to congratulate participants

Awards

Present certificates to each participant.

Reception

Allow time for guests and participants to chat, eat, take pictures, etc.

