This part of the pack is for digital champions. They might be outreach workers, housing staff or resident volunteers who need to support people with their digital literacy. This pack includes:

- ✓ Champion's Checklist (below)
- ✓ Champion's Course Guide

Checklist

It may be that you are undertaking this work because the role has been assigned to you by a manager or director. It may also be that you have taken it upon yourself to be a digital champion. If the latter is the case, you may want to visit the Manager's Toolkit as well. The idea of this toolkit is that you will not be delivering as part of a formal course. If you are, the Tutor's Toolkit will be ideal (and you should read that after this anyway).

If you're delivering informally, you need to ask yourself:

- ✓ **Why** are people going to want to engage with digital literacy? What's the hook to get them started? Will they be asking you about activities (e.g. 'How do I keep in touch?') or about tasks (e.g. 'How do I use Facebook?')
- ✓ **How** will I be delivering digital literacy? Will it be a structured drop-in, an ongoing drop in, or ad-hoc? Will people book to see you or just come and find you? Will learners bring their own devices or use yours?
- ✓ **Where** will I be delivering it and how do I need to prepare? Will you need to book rooms or computers?