

#GetOnlineWeek

**Now's
the time to**

get online_



Introduction

Get Online Week is taking place from 19th October to 25th October 2020. The aim of Get Online Week is to encourage West Lothian residents to improve their digital skills in both the workplace and at home through participating in a range of virtual sessions.



Get Online Week 2020 - Calendar

19 Mon	20 Tue	21 Wed	22 Thu	23 Fri
2pm -3pm Your Digital Library	10am - 12.30pm Facebook for Business	10.30am Twitter for Job Searching	9.30am – 12pm Meet a Business Adviser	10am – 10.45am Fun Family Learning
	2pm – 3pm Introduction to Customer Service	11am – 11.45am Refer Your Clients to Adult Learning	11am – 12pm Techniques for a Successful Interview	11am – 11.45am Study with Adult Learning
			7.30pm – 8.30pm Museum Online Talk - A Woman's Work is Never Done	



Your Digital Library

Find out what library services are available digitally and how your local library services have changed. Look at how to use e-books and e-magazines, as well as the new click and collect services.

Date: Monday 19th October 2020

Start Time: 2 PM

End Time: 3 PM

Open to: All

Contact: Helene Rennie | Customer & Community Services |



You can register for this event here:

<https://forms.office.com/Pages/ResponsePage.aspx?id=B4vnHU6tSUCi25U-6LNhB4kDhfoZA3pKtVlTUtxgRmZUM1lHQVdGVUJSVVE3M05CVko3RVdGNVoxVi4u>

Facebook For Business – Business Gateway

Discover the opportunities that Facebook might open up and the things to consider when deciding the best platform for your business.

Date: Tuesday 20th October 2020

Start Time: 10 AM

End Time: 12:30 PM

Open to: New or existing businesses

Contact: Marc Davey | Business Gateway |



You can register for this event here:

<https://www.bgateway.com/events/facebook-for-business-digitalboost-webinar-18214>



Introduction to Customer Service

Improve your communication skills and learn how to meet and exceed customer needs – a must in any employment.

Date: Tuesday 20th October 2020

Start Time: 2:00 PM

End Time: 3:00 PM

Open to: Customers

Contact: | Access2Employment | access2employment@westlothian.gov.uk or 0800 032 9768



You can register for this event here:

Please email access2employment@westlothian.gov.uk

Twitter for Job Searching - DWP

Join your local job centre for this online session to learn how to make the most of Twitter when looking for work.

Date: Wednesday 21st October 2020

Start Time: 10.30 AM

End Time: 11.30 AM

Open to: All

Contact: Your Work Coach | Job Centre Plus |



You can register for this event here:

Contact your local work coach to book.

Refer Your Clients to Adult Learning

This session will provide information on the services provided by Adult Learning and what we can do to support your clients with their learning needs and improve their opportunities.

Date: Wednesday 21st October 2020

Start Time: 11 AM

Finish Time: 11.45 AM

Open to: Local charities, agencies and council teams

Contact: Laura Wilson | Adult Learning | laura.wilson2@westlothian.gov.uk



You can register for this event here:

Please email Laura.wilson2@westlothian.gov.uk for Zoom log in details

Meet the Adviser – Business Gateway

This session is aimed at new and pre-start businesses and will aim to answer any questions you have about your new venture. Individual 1-1 slots available.

Date: Thursday 22nd October 2020

Start Time: 9:30 AM

Finish Time: 12 PM

Open to: New or pre-start businesses

Contact: Marc Davey | Business Gateway |



You can register for this event here:

<https://www.bgateway.com/events/meet-the-adviser-pre-start-and-start-up-businesses-60-mins-with-marc-davey-18717>

Techniques for a Successful Interview – Access2Employment

Join this session to learn interview tips to improve performance and create a positive first impression.

Date: Thursday 22nd October 2020

Start Time: 10:00 AM

Finish Time:

Open to: All

Contact: Yvonne Shaw | Access2employment | access2employment@westlothian.gov.uk or 0800 032 9768



You can register for this event here:

Please email access2employment to book a place – access2employment@westlothian.gov.uk

Museum Online Talk - A Woman's Work is Never Done", Women's Domestic Life in West Lothian in the 19th and 20th centuries

As part of "Get Online Week" museums are hosting our first Facebook online talk. The talk will provide a historic glimpse into women's domestic life in West Lothian and beyond. Places are limited; book your spot today.



Date: Thursday 22nd October 2020

Start Time: 7:30 PM

End Time: 8:30 PM

Open to: All Customers

Contact: Emma Peattie | Customer & Community Services |

You can register for this event here:

<https://en-gb.facebook.com/events/791418201631636/>

Fun Family Learning – Adult Learning

This session will give you lots of ideas and provide access to a wide range of resources to help you to play and learn with your children at home.

Date: Friday 23rd October 2020

Start Time: 10:00 AM

End Time: 10:45 AM

Open to: All

Contact: Anton Whittingham | Adult Learning | Anton.whittingham@westlothian.gov.uk



You can register for this event here:

Please email Anton to book a place – anton.whittingham@westlothian.gov.uk

Study With Adult Learning

Join the Adult Learning tutors in this friendly and informal session to find out more about how they can support you to improve your reading, writing, or digital skills. The team also provide lip reading classes and English classes for speakers of other languages.

Date: Friday 23rd October 2020

Start Time: 11:00 AM

End Time: 11:45 AM

Open to: All

Contact: | Adult Learning | adultlearning@westlothian.gov.uk



You can register for this event here:

Please email to book a place – adultlearning@westlothian.gov.uk

Your Digital Champions

adultlearning@westlothian.gov.uk



Find out more about West Lothian Council:



www.westlothian.gov.uk



www.facebook.com/westlothiancouncil



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