

Tutor Notes: Overview of the presentation showing timings etc.

<b>What is a Digital Footprint? Awareness of your Social Media presence.</b>			<b>TOTAL TIME 90 mins</b>
<b>Time</b>	<b>Content/Activity</b>	<b>Type</b>	<b>Slide</b>
.	Introduce themes	-	1
<b>5</b>	<b>Which social media?</b>	<b>Call out</b>	<b>2</b>
<b>2</b>	<b>Who has a CV?</b>	<b>Call out</b>	<b>3</b>
<b>5</b>	<b>Sharing online</b>	<b>Group discussion</b>	<b>4</b>
<b>2</b>	<b>Internet lifecycle</b>	<b>Hands up/call out</b>	<b>5</b>
<b>3</b>	Psychic video	-	6
.	Relevance	-	7
<b>5</b>	<b>Posting at work</b>	<b>Hands up/Call out</b>	<b>8</b>
<b>5</b>	<b>Photos/pranks?</b>	<b>Hands up/Call out</b>	<b>9</b>
.	Permissions	-	10
.	Comm's policies	-	11
.	Discuss clients	-	12
.	Overconfidence	-	13
.	Complain about job	-	14
.	Audience	-	15
<b>5</b>	<b>Humour</b>	<b>Hands up/call out</b>	<b>16</b>
.	Job loss examples	-	18-21
.	Job screening	-	22
.	Recruiters	-	23
<b>10</b>	<b>Reasons not to hire</b>	<b>Small groups feedback</b>	<b>24</b>
<b>2 + 10</b>	<b>Bob video – handout profiles</b>	<b>Individual</b>	<b>25</b>

<b>Managing Privacy</b>			<b>TOTAL TIME 30 mins</b>
<b>Time</b>	<b>Content/Activity</b>	<b>Type</b>	<b>Slide</b>
.	How to manage privacy	-	26
.	Lock it up	-	27
.	Facebook privacy	-	28-30
.	Twitter privacy	-	31
.	Snapchat privacy	-	32-34
.	Instagram privacy	-	
<b>10 + 5</b>	<b>Exposure questionnaire</b>	<b>Individual &amp; feedback</b>	<b>35</b>
.	2FA Handout	-	36
.	App encryption	-	37

## LUNCH BREAK TEST

<u>Email</u>			<b>TOTAL TIME 60 mins</b>
<b>Time</b>	<b>Content/Activity</b>	<b>Type</b>	<b>Slide</b>
.	G.I. Joe	-	39
.	Email address	-	40
<b>10</b>	<b>Create email addresses</b>	<b>Individual &amp; group</b>	<b>41</b>
<b>5</b>	<b>Salutations</b>	<b>Hands up/call out</b>	<b>42</b>
.	Exclamations	-	43
.	Trump punctuation	-	44
.	Spelling and Grammar	-	45
.	Proofreading	-	46
.	Grammar websites	-	47
<b>10</b>	<b>Email proofing handout</b>	<b>Individual</b>	<b>48</b>
<b>10</b>	<b>Email Answers</b>	<b>Group</b>	<b>49</b>
.	Reply All	-	50
.	Email Storm	-	51

<u>LinkedIn</u>			<b>TOTAL TIME 60 mins</b>
<b>Time</b>	<b>Content/Activity</b>	<b>Type</b>	<b>Slide</b>
.	Get noticed	-	52
.	LinkedIn	-	53
.	What is it good for?	-	54
.	Profile basics	-	55
<b>10</b>	<b>Profile photo &amp; handout</b>	<b>Pairs</b>	<b>56</b>
.	Education basics	-	57
.	How to connect	-	58
.	Skills and endorsements	-	59
.	Example profile	-	60
.	Homepage	-	61
.	Company pages	-	62
.	Degrees of connection	-	63
.	Tyrone Video	-	64

# Electrician

£20 p hour | Oxford | Temporary/Seasonal

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Acorn is seeking 4-6 Electricians for a commercial project in Oxford.

If successful, you will be working on an office fit just South of Oxford, the duration will be 4-5 months.

Duties will include containment, 1st and 2nd fix.

Applicants must have:

- JIB / ECS card
- Extensive experience
- IPAF (advantage)
- Face fit tested (advantage)

The successful applicant must have a proven commercial background, hours will vary throughout the project from 40 - 50 hours.

The Project is due to start early August.

For immediate consideration , please apply online today or call our M&E team on \*\*\*\*\*

[Apply Now](#)

Ref no: 103951-196954\_8766468941



rob

Follow

736 posts

163 followers

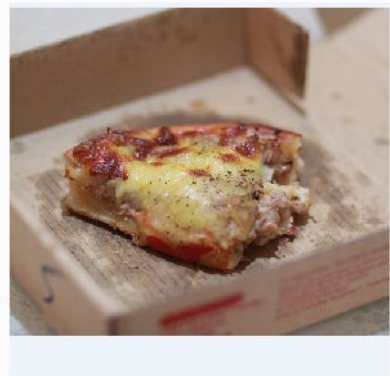
181 following

rob

Android phone and/or Canon 40d



"I wanna get so drunk I never remember you again."





Instagram

Search

Get the app

Sign up | Log in



john

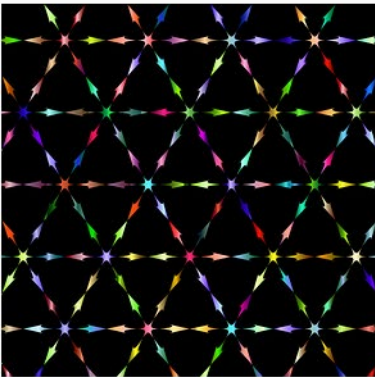
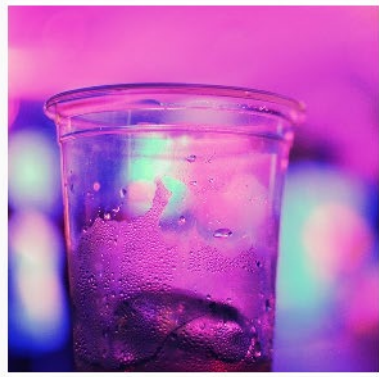
Follow

257 posts

71 followers

36 following

John





Instagram

Search

Get the app

Sign up | Log in



brandon

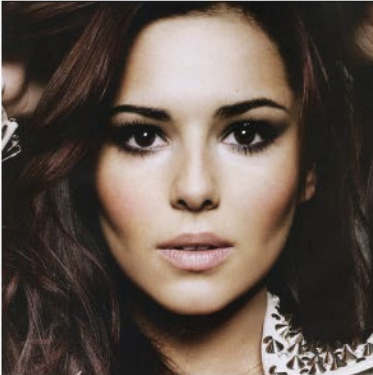
Follow

260 posts

372 followers

357 following

Brandon





## 2FA



Go to your Security and Login Settings by clicking in the top-right corner of Facebook and clicking Settings > Security and Login. Scroll down to Use two-factor authentication and click Edit. Choose the authentication method you want to add and follow the on-screen instructions. Click Enable once you've selected and turned on an authentication method.



In the app, head to your profile page, tap on the three-dot icon in the upper-right corner, and then tap Two-Factor Authentication. Toggle the Require Security Code option, select Turn On.



Tap the ghost icon at the top of your camera screen. Tap the Settings gear in the top right hand corner of your Profile screen. Tap 'Login Verification' under the 'My Account' section. Tap the 'Continue' button. Enter the verification code sent to your mobile phone and tap 'Continue'.



Go to your Security and Privacy Settings on Twitter.com and select the option to "send login verification requests to my phone." When prompted, click "Okay, send me a message." If you receive the verification message, click Yes. (Note: you'll have to enter your password.) Enter the verification code sent to your mobile phone to access your account.



Go to Settings. Look under "Account" > "Two-step verification" and hit enable. You can enter your phone number just like everything else on this list, or choose to input your email as an alternative place to receive the verification code. Having an associated email with your WhatsApp account is important since the service won't let you reverify yourself if you've last used WhatsApp within seven days and forgot your PIN. So if you can't wait a week to reverify for whatever reason (lost phone, can't remember your PIN), it's helpful to have an email to log yourself in or disable 2FA.

## ARE YOU EXPOSING YOURSELF...?

1	Do you share all, or most, of your posts with an audience wider than just your friends?	<input type="checkbox"/>
2	Has someone else tried to use your login without your permission?	<input type="checkbox"/>
3	Do you post photos of yourself?	<input type="checkbox"/>
4	Do you post the name of your school or college?	<input type="checkbox"/>
5	Do you post the city or town where you live?	<input type="checkbox"/>
6	Do you share your email address?	<input type="checkbox"/>
7	Do you share your phone number?	<input type="checkbox"/>
8	Do you tag your location?	<input type="checkbox"/>
9	Do you tag your family as related?	<input type="checkbox"/>
10	Do you show a relationship status?	<input type="checkbox"/>
11	Does your profile show your date of birth or birthday?	<input type="checkbox"/>
12	Do you reveal your profile or posts in public searches (through google)?	<input type="checkbox"/>
13	Do you check into places when you're out?	<input type="checkbox"/>
14	Has anyone ever taken a screenshot of your private/disappearing message?	<input type="checkbox"/>




FYI - Message (HTML)

File Message Tell me what you want to do

Delete Archive Reply Reply All Forward Reply & Delete Create New Move Assign Policy Mark Unread Categorize Follow Up Translate Zoom

Wed 28/06/2017 03:15

 James Shilton  
FYI

To janicepoulton@citystructure.co.uk  
Cc danbierne@loxley.com

**i** This message was sent with High importance.

Action Items + Get more add-ins

Hey Jen, After speaking with are production manager, we decided that we will make the move in Febuary. I have cc'd Dan at Loxley, but he won't mind, right?

Please see the attached plans for the

None of this is urgent, so you dont need to worry about replying this week (or at all lol) no, it can wait til next week ok?

Have a great week then love.

FYI - Message (HTML)

File Message Tell me what you want to do


Delete Archive Reply Reply All Forward

Personal To Manager  
Team Email Done  
Reply & Delete Create New


Move Assign Policy Mark Unread Categorize Follow Up

Translate Zoom

Wed 28/06/2017 03:15

 James Shilton  
FYI

To: [lanicepoulton@citystructure.co.uk](mailto:lanicepoulton@citystructure.co.uk)  
Cc: [danbierne@loxley.com](mailto:danbierne@loxley.com)

 This message was sent with High importance.

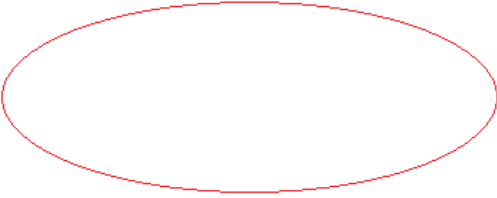
Action Items + Get more add-ins

Hey Jen, After speaking with are production manager, we decided that we will make the move in February. I have cc'd Dan at Loxley, but he won't mind, right?

Please see the attached plans for the \_\_\_\_\_

None of this is urgent, so you don't need to worry about replying this week (or at all lol) no, it can wait til next week ok?

Have a great week then love.



**DO include your face.**

**Choose a photo that looks like you.**



**DO wear what you would wear to work.**

**DON'T look like a grump.**

**DON'T crop an obvious group shot.**

**Choose a background that isn't distracting.**