



# 2019 Digital Literacy Initiative Lunch & Learn Webinars

The Community Learning In Action Lunch & Learn series a project in partnership with the Eastern Québec Learning Centre (EQLC) and Quebec City Reading Council (QCRC) whose goal is to offer additional educational and literacy services to the English-speaking community. This year CLIA will be focusing on the theme of Digital Literacy and will be hosting Lunch & Learn webinars that are sure to connect with all age levels and interests. All webinars are FREE and open the public. This initiative runs from February 19<sup>th</sup> to June 18<sup>th</sup>, 2019.

## For more information or to register:

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**Phone:** 418.681.1258

DATE	TOPIC	DESCRIPTION
February 19 <sup>th</sup>	Protecting Yourself Online	Engaging online is now a part of everyday life. In this timely webinar, we will provide you with tips on how to protect yourself from identity theft, financial fraud, how to choose safe passwords and more. <b>Please email <a href="mailto:michelle_osbourne@qcrc.org">michelle_osbourne@qcrc.org</a> or call 418.681.1258 for more information or to register.</b>
February 26 <sup>th</sup>	Understanding Digital Footprints	A digital footprint is all of the information online about a person either posted by that person or by others. This includes information you enter to fill out forms, comment on a blog post, update your status, checking into a location and more. In this webinar you will learn more about what kind of trail you're leaving online and what the possible effects can be. <b>Please email <a href="mailto:michelle_osbourne@qcrc.org">michelle_osbourne@qcrc.org</a> or call 418.681.1258 for more information or to register.</b>



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DATE	TOPIC	DESCRIPTION
March 12 <sup>th</sup>	8 Reasons Why You're Not Getting the Job	Are you sending out resumes or going on interviews but, not getting call backs? In this engaging webinar, you will learn the 8 biggest mistakes that people make when creating a resume and going on interviews. You'll also get some tips on how to make your resume and interview performance stand out from the rest. <b>Please email <a href="mailto:michelle_osbourne@qcrc.org">michelle_osbourne@qcrc.org</a> or call 418.681.1258 for more information or to register.</b>
March 19 <sup>th</sup>	Remote Jobs Rock!: How to prepare for and find remote jobs online.	In this digital age, at least 40% of jobs are remote (at least some of the time) which means that remote employees are becoming more prevalent and desirable to employers who want to minimize their overhead costs and maximize productivity. In this webinar, you will learn about the best remote job search sites, the benefits and challenges of working remotely and how to market yourself as a remote working professional. This one is not to be missed! <b>Please email <a href="mailto:michelle_osbourne@qcrc.org">michelle_osbourne@qcrc.org</a> or call 418.681.1258 for more information or to register.</b>
March 20 <sup>th</sup>	Facebook Live with QCRC & Valcartier Family Centre: Job Search Q&A	Cindy Girard-Grenier, Career Counsellor of Québec City's Valcartier Family Centre joins QCRC in this month's Facebook Live session to discuss job search strategies and tips while facing different types of barriers. We'll be talking about how to navigate your employment options with language barriers, how to explain gaps in your resume, answering difficult interview questions and more. <b>All you need to do is to go to QCRC's Facebook page to join in on the conversation.</b> This is an interactive session so bring your questions and let's connect!



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DATE	TOPIC	DESCRIPTION
March 23 <sup>rd</sup>	<p>Create an Online Resume: Full Day Workshop, 10A- 4P</p> <p>Location: COVED, 3175 Chemin des Quatre-Bourgeois #200, Québec, QC</p>	<p>Back by popular demand, Quebec City Reading Council in collaboration with Canada Learning Code presents 'Create an Online Resume Using HTML &amp; CSS'. In this hands-on workshop you will learn how to build an online resume that will make you stand out from the rest! When completed, you'll be equipped with the tools to help keep your online resume updated and polished. This full-day session is free, will be taught in English and includes lunch! <b>Please email <a href="mailto:michelle_osbourne@qcrc.org">michelle_osbourne@qcrc.org</a> or call 418.681.1258 for more information or to register.</b></p>
April 2 <sup>nd</sup>	<p>How to know which social media platform is best for your small business.</p>	<p>Let's face it, social media is arguably the most important way to market anything in today's digital age and is a must for any (small) business. In this webinar you will learn why social media is important in today's world of marketing, how to find your audience, which social media platforms you should be using and more! If you are a small business owner or entrepreneur than this information session is for you! <b>Please email <a href="mailto:michelle_osbourne@qcrc.org">michelle_osbourne@qcrc.org</a> or call 418.681.1258 for more information or to register.</b></p>
April 16 <sup>th</sup>	<p>Ethical Use of Digital Resources</p>	<p>Online is the new book! While some people may know how to reference data from books or magazines, in today's digital age, it's equally important to know the proper way to reference online information, understand the meaning of intellectual property and copyrighted material. This webinar is great for students and professionals who create materials/documentation and need to reference materials on a regular basis. <b>Please email <a href="mailto:michelle_osbourne@qcrc.org">michelle_osbourne@qcrc.org</a> or call 418.681.1258 for more information or to register.</b></p>



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DATE	TOPIC	DESCRIPTION
April 23 <sup>rd</sup>	How to Build a Strong (Personal) Brand on Social Media	Are you as small business owner or entrepreneur who wants to attract more clients? Perhaps you're looking to reinvent yourself but, you don't know where to start? In this webinar, you will learn everything you need to know about building a strong (personal) brand, how to stand out from your competitors and what to do so that you always remain current and relevant. This is a popular information session that you won't want to miss! <b>Please email <a href="mailto:michelle_osbourne@qcrc.org">michelle_osbourne@qcrc.org</a> or call 418.681.1258 for more information or to register.</b>
April 30 <sup>th</sup>	Facebook Live: Brand Building Q&A	QCRC will be joined with a special guest to talk about how to build a strong brand for entrepreneurs and small businesses. <b>All you need to do is to go to QCRC's Facebook page to join in on the conversation.</b> This is an interactive session so bring your questions and let's connect!
May 7 <sup>th</sup>	Understanding the basics of online navigation, shopping and banking	Some of us just want to be more comfortable using a computer and being online. Nothing fancy, just the basics – and that's a great thing! In this webinar, we'll walk you through the basics of online navigation, how to safely shop online and the best ways to effectively use your online banking tools. This webinar is great for all ages and is a must for those who may feel intimidated by all of the new and constantly changing online tools. <b>Please email <a href="mailto:michelle_osbourne@qcrc.org">michelle_osbourne@qcrc.org</a> or call 418.681.1258 for more information or to register.</b>



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DATE	TOPIC	DESCRIPTION
May 21 <sup>st</sup>	The top 10 things you should be doing to properly maintain your computer.	No matter if you're an advanced computer user or just starting out, this webinar is for you! Having a properly maintained computer will minimize technical issues and maximize the lifetime of your computer. In this information session you will learn about the 10 best things you can do to keep your computer 'clean' and up-to-date. <b>Please email <a href="mailto:michelle_osbourne@qcrc.org">michelle_osbourne@qcrc.org</a> or call 418.681.1258 for more information or to register.</b>
June 4 <sup>th</sup>	Money Matters - Spending Plans: Tips on ways to save for you and your family's future.	In this webinar, you will learn ways to get the most out of your money, so that you can better meet your needs and goals. Whether you're saving for a home, a trip, your retirement or for your child's education, this webinar will help you find ways to put aside money for the future. <b>Please email <a href="mailto:michelle_osbourne@qcrc.org">michelle_osbourne@qcrc.org</a> or call 418.681.1258 for more information or to register.</b>