



Skillbase: Foundational Skills for Jobseekers

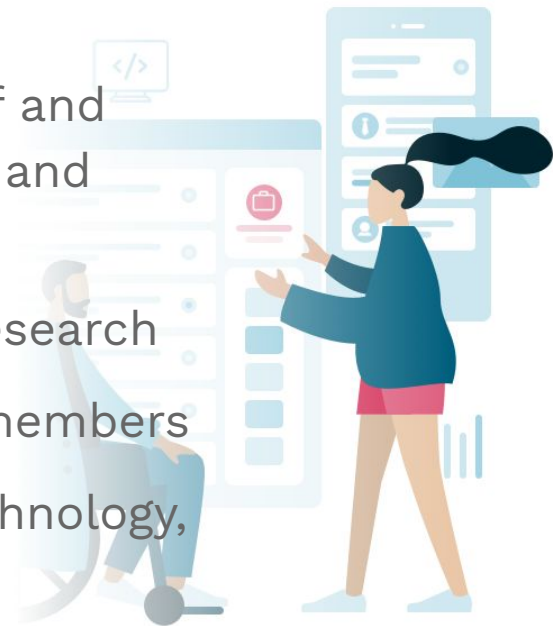
The Project on Workforce at Harvard
March 2021



About Us

Who are we?

- Cross-sector team of Harvard students, staff and graduates representing four Harvard schools and seven degree programs
- Advancing joint technology development & research
- Advised and guided by four Harvard faculty members
- Comprising experience across education, technology, business, and job training

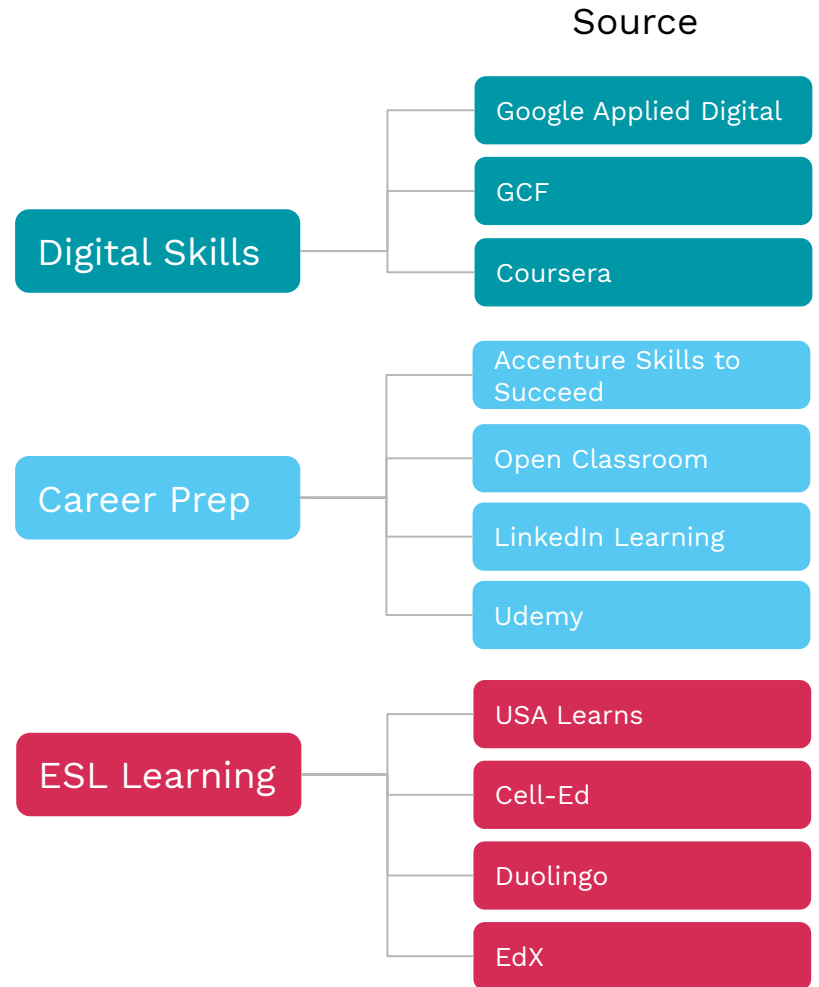


Skillbase Mission

“Connect workers and adult learners to free, high-quality online educational resources in foundational skills that can help them advance their careers.”

“The internet has so many different free options for learning, but it's hard to know where to start or how to spend my time if I want to get a better job.”

Skillbase is a library of free educational resources in foundational skills for adult learners who want to advance their careers.



Our Platform

Skillbase

We curate free online education resources in foundational skills, with a focus on digital literacy, English language, and career skills.



LIBRARY JOIN US TEAM

En

Your home base for career skills

Browse hundreds of free tools to help you find a job and succeed at it

Guide Me



Featured

Job Market

Digital Tools

Workplace English

View All

Use the Web to Get Stuff Done

READ MORE

Try it

Improve your Professional Conversation Skills

READ MORE

Try it

Speak Professionally in Public

READ LESS

This course from the University of Washington, through EdX, is designed to help you become a more effective and confident public speaker. We will demystify the process of writing, practicing, and performing a clear and engaging speech, work through the unique traits of oral versus written communication, and learn how to prepare speeches that are easier to deliver orally and understand aurally.

Try it

How to Recover from a Layoff

READ MORE

Try it

Manage a Project with Digital Tools

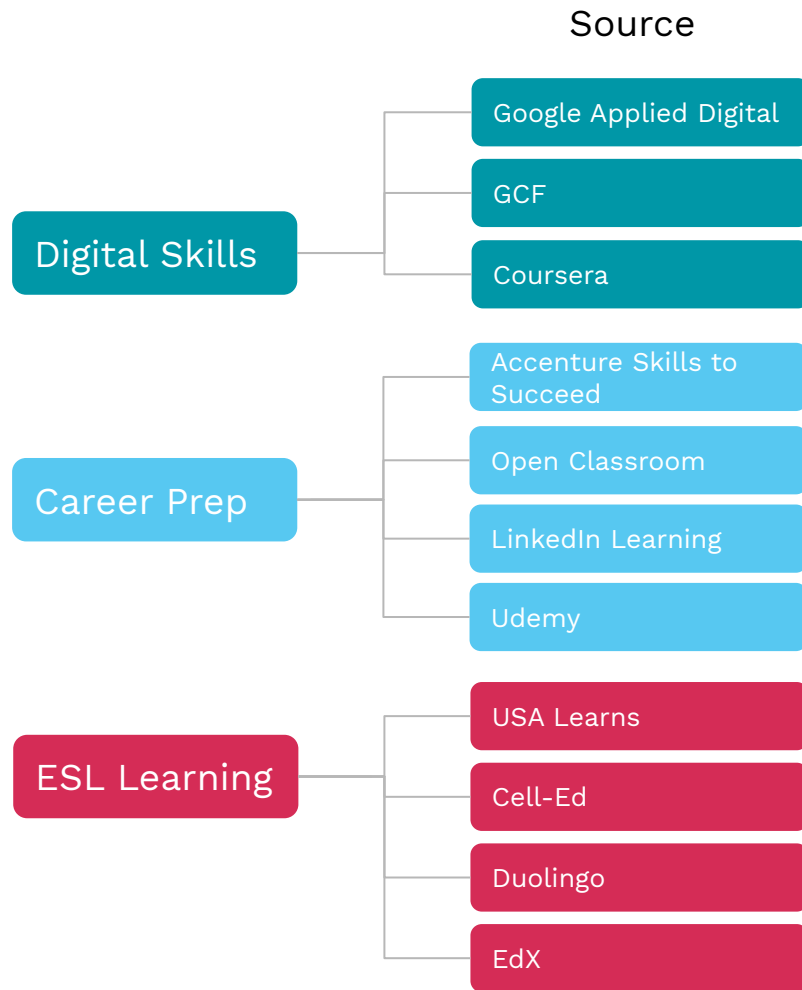
READ MORE

Try it



What We Do

We've tested hundreds of websites, apps, and online platforms to guide jobseekers to the best tools to find work, and succeed in it.



Learning Pathways

- Step-by-step guides for more structured learning
- Selection of the 'essentials' for each category

LEARNING PATHWAYS

Digital Tools

Our step-by-step guide to improving your digital skills



BASIC COMPUTER SKILLS

- Computer Basics
- Internet Basics
- Email Basics

WORKPLACE TOOLS

- Word Processors
- Spreadsheets
- Project Management

TECHNICAL SKILLS

- Information Technology
- Digital Marketing
- Programming

BASIC COMPUTER SKILLS

Looking to learn the basics or upgrade the skills you already have? You're in the right place to learn how to:

- Set up your computer, wifi, and printer
- Stay safe from internet scams and viruses
- Download and update software
- Use email shortcuts to improve your efficiency
- Write professional emails to potential employers



Computer Basics

The two resources below will help you get started with your device and provide basic troubleshooting techniques for working with software applications.



Learn How to Use Your Computer Effectively

READ MORE ▾

Try It



How to Find and Install Software

READ MORE ▾

Try It

Our Community

Our Core Audience

Adult workers without postsecondary education who are looking for work:

- Front-line service personnel in industries hard-hit by crisis (e.g. hospitality, food service, retail)
- English language learners
- People who want to change careers but lack credentials in the field they want to work
- People looking to gain more comfort with technology
- Recent immigrants looking to translate experience from home countries

Targeting...

Individuals who struggle to find and access the right resources.

Individuals intimidated by commitments to long-term training

Individuals uncertain about which fields are right for them

Individuals looking for ways to validate skills or prior experience through credentials

We work alongside trusted partners

We collaborate with organizations that help jobseekers find work and build skills. Skillbase serves as a free tool and resource for staff to support their students' & clients' journeys. Partners include:

- American Job Centers
- Non-profits and community-based organizations
- Community colleges
- Social service organizations
- Adult education providers

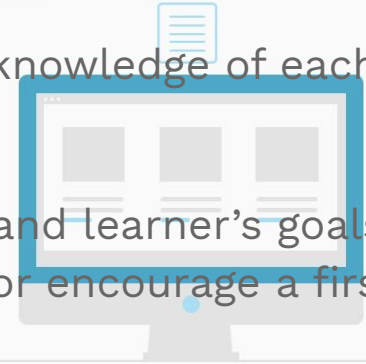
Sample of Skillbase collaborators:



How do staff use Skillbase?

Staff deploy Skillbase in a variety of ways, including:

- 1:** Highlight Skillbase as a free resource in onboarding, coaching, or general outreach
- 2:** Recommend Skillbase in a personalized way based on knowledge of each learner's current situation
- 3:** Use Skillbase in coaching sessions as a tool to understand learner's goals, help identify resources to match current skill level and needs, or encourage a first entrance into online learning
- 4:** Suggest use of the learning resources at home as a complement to coaching or lessons and follow up about progress



Questions?

PLATFORM

skillbase.us

PARTNERSHIPS

pw.hks.harvard.edu/partners

QUESTIONS

info@skillbase.us

