Grow with Google
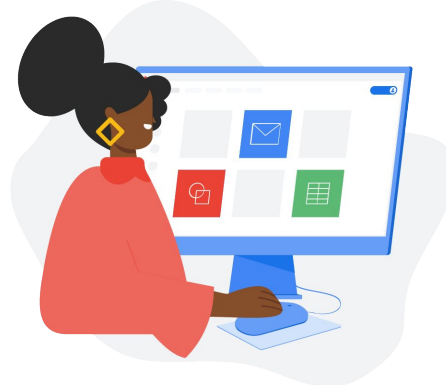
Career Readiness for Reentry:

Curriculum Guide for
Partner Organizations

Table of Contents

Overview

Welcome to the Grow with Google Career Readiness for Reentry program!

This program supports individuals who experienced incarceration by helping them prepare for and find jobs. As part of this program, Grow with Google has teamed up with five leading nonprofits:

- Center for Employment Opportunities
- Defy Ventures
- Fortune Society
- The Last Mile
- The Ladies of Hope Ministries

In the United States, about 600,000 people leave prison each year. With the support and expertise of our nonprofit partners, we have identified five key Learning Paths to help individuals re-entering the workforce prepare for and find jobs. We hope these **free trainings** will help these individuals learn critical digital skills for the evolving job market.

Path 1: Getting Started with the Basics

Path 2: Job Search

Path 3: Job Readiness

Path 4: Online Safety

Path 5: "Next Step" Job Readiness Skills

In this curriculum guide, you will find an overview of the free lessons included in each of these paths. You will also find links to the lessons, a description of what they cover, and more.

Most lessons are **video-based lessons that you can access online** through Applied Digital Skills (g.co/applieddigitalskills), Google's digital literacy program. Others are offline resources like workshops or guides. We hope they are helpful in your mission to support communities impacted by incarceration. Read on to learn how to access these free lessons.

Get Started

Grow with Google Partner Program

For nonprofits, we suggest joining the Grow with Google Partner Program. Grow with Google helps people across the United States gain digital skills to grow their careers and businesses, and its Partner Program provides access to free resources, workshop materials, and hands-on help from our team. This includes:

Resources
Get-started guides, presentation decks with detailed speaker notes, and outreach materials.

Discussions & Groups
An online forum where partners can connect to share ideas, and inspire each other.

Workshop Support
Guides for organizing and facilitating digital-skills trainings and access to expert trainers for qualifying events.

Google Team Access
Grow with Google team members available to answer questions and recommend helpful resources.

To learn more, you can visit www.grow.google/partners or
you can apply to join the Partner Program at www.grow.google/partnerapply/.

If you have any questions, reach out to the team at gwgpartners@google.com.

Applied Digital Skills

Most of the lessons available as part of this program are accessible through Applied Digital Skills at applieddigitalskills.withgoogle.com/. Applied Digital Skills is an online, project-based learning curriculum. Each lesson consists of videos that teach students how to apply digital skills to real-world situations, from organizing files to searching for a job.
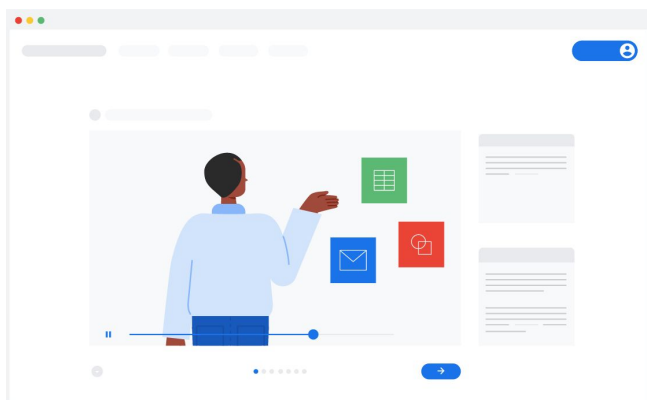
Each video provides direct instruction on how to use digital tools to complete a part of a project.
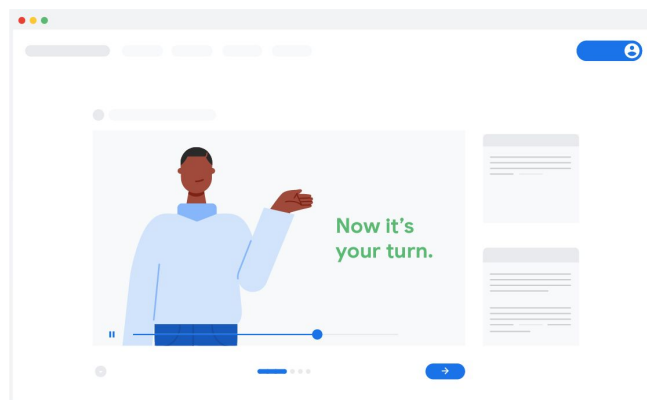
After each video, students practice the skills from the video by completing the steps in their own project.

Applied Digital Skills lessons use a series of videos to guide learners through the completion of their own project. Learners can choose to work on lessons independently, or they can join a class to collaborate with others.

If you are a nonprofit looking to facilitate an Applied Digital Skills lesson, you can do so remotely, in person, or in a hybrid remote/in-person environment. Your learners will need a few materials to get started:

Computers with internet access

Headphones (optional)

Free Google account
google.com/accounts

Applied Digital Skills

Once they have these materials, they can sign in and join a class that you create. You can create a class by following these steps:

1. **Sign into the Applied Digital Skills website** at g.co/AppliedDigitalSkills Signing in allows you to view student work and track their progress.

2. **Choose your role** as a teacher and **set up** your profile.

3. **Create and name a new class**. If you have a Google Classroom account, you can import your class to Applied Digital Skills.

4. **Select and add lessons to your class**. If you're unsure which lessons to add, review the recommended lessons in the paths included in this guide.

5. **Share the class code** with your students so they can join the class.

6. **Prepare to teach** by reviewing the Resources page and the teaching materials for the lesson.

Accessing Trainings

Path 1: Getting Started with the Basics

Start using devices and digital tools. If you choose to teach just one lesson in each section, the Grow with Google team recommends the lessons marked with *.

1.   Everyday Tasks

Lesson 1. Basic Digital Skills Guide: Start using a computer and the internet.

🕐 : Varies

➔   **Skills:** Turning on a computer, connecting to and using the internet, using a mouse/trackpad and keyboard, downloading and opening apps, navigating a user interface

➔   **Tools:** Gmail, internet browser, computer

*Lesson 2: Use Digital Tools for Everyday Tasks: Learn to communicate more efficiently through emails, internet search, and digital documents.

🕐 : 4-9 hours

➔   **Skills:** Account creation, effective communication, Gmail features

➔   **Tools:** Docs, Drive, Gmail, Search

Lesson 3. Communicate Using Email: Set up and navigate your inbox in Gmail and send professional emails.

🕐 45-90 min

➔   **Skills:** Sending and receiving emails, writing a professional email, setting up an inbox in Gmail, searching for messages

➔   **Tools:** Gmail

Lesson 4. **Organize Your Day with Google Calendar:** Create and manage events on Google Calendar.

🕐 45-90 min

➔   **Skills:** Creating events in Google Calendar, responding to Calendar invites, organizing time.

➔   **Tools:** Calendar

2.   Using Google Drive

Lesson 1. Use Google Drive to Organize Files and Folders: Organize your files by creating folders in Google Drive.

🕐 : 45-90 minutes

➔   **Skills:** Digital collaboration, digital publishing, file organization, file sharing

➔   **Tools:** Drive

Path 2: Job Search

Search for jobs online and prepare resumes, cover letters, and references. If you choose to teach just one lesson in each section, the Grow with Google team recommends the lessons marked with *.

1.   Resume Building

*Lesson 1. **Start a Resume:** Use a resume template in Google Docs to begin gathering your experience and qualifications for potential employers.

🕑 45-90 minutes

➜   **Skills:** Document formatting, resume writing

➜   **Tools:** Docs

Lesson 2. **Edit Your Resume:** Edit your resume to make it stronger and more appealing to an employer.

🕑 45-90 minutes

➜   **Skills:** Document formatting, resume writing

➜   **Tools:** Docs

Printable: Adapting Past Experiences for Your Resume: Adapt your past experiences for your resume and job interviews.

🕑 60-90 minutes

➜   **Skills:** Communication, document formatting, effective communication, writing strategies

➜   **Tools:** Docs, Search

2.   Search For and Apply to Jobs Online

Lesson 1. **Research Career Paths:** Research potential career paths and organize your findings in Google Sheets.

🕑 45-90 minutes

➜   **Skills:** Internet search, organizing data, researching a topic, spreadsheet organization

➜   **Tools:** Search, Sheets

Lesson 2. **Write a Cover Letter for a Job or Career Change:** Explain your skills and experiences to a potential employer by writing a compelling cover letter in Google Docs.

🕑 45-90 minutes

➜   **Skills:** Communication, document formatting, effective communication, internet search

➜   **Tools:** Docs, Search

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➔   **Tools:** Docs, Search

2. Search For and Apply to Jobs Online

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➔   **Skills:** Internet search, organizing data, researching a topic, spreadsheet organization

➔   **Tools:** Search, Sheets

Lesson 2. Write a Cover Letter for a Job or Career Change: Explain your skills and experiences to a potential employer by writing a compelling cover letter in Google Docs.

🕐 45-90 minutes

➔   **Skills:** Communication, document formatting, effective communication, internet search

➔   **Tools:** Docs, Search

*Lesson 3. [Use Google to Get a New Job](#): Conduct a successful job search using digital tools.

🕐 4-8 hours

➔ **Skills:** Document formatting, resume writing, spreadsheet organization

➔ **Tools:** Docs, Search, Sheets, Slides

Printable: [Job Interviews: How to Prepare and What to Expect](#): Learn what happens after you submit an application or interview for a job.

🕐 45-60 minutes

➔ **Skills:** Effective communication

➔ **Tools:** Docs

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3.   Networking and Branding

*Lesson 1. [Ask Someone to Be a Reference](#): Learn how to ask someone to be a reference for you.

🕐 45-90 minutes

➔ **Skills:** Communication, document formatting, effective communication, organizing data, project management, writing strategies

➔ **Tools:** Docs, Gmail

Lesson 2. [Build Your Professional Brand](#): Highlight the qualities, skills, and talents that describe you as a professional by building a brand profile and mission statement.

🕐 45-90 minutes

➔ **Skills:** Communication, effective communication, presentation formatting, slide design, slide hyperlinks

➔ **Tools:** Slides

Lesson 3. *Instructor-Led Training*. [Manage Your Online Presence:](#) Use social media to build your brand online. Includes **[printable handout.](#)**

🕐 60-90 minutes

➔ **Skills:** Effective communication

➔ **Tools:** Internet search

Path 3: Job Readiness

Build foundational job readiness skills, such as communication, collaboration, and using digital tools. If you choose to teach just one lesson in each section, the Grow with Google team recommends the lessons marked with *.

1. Communication and Collaboration

*Lesson 1. Send Professional Emails: Learn how to write professional emails for specific workplace situations.

🕐 45-90 minutes

➜ **Skills:** Effective communication, Gmail features, writing strategies

➜ **Tools:** Gmail, Search

Lesson 2. Give and Receive Feedback: Learn to give and receive written feedback effectively.

🕐 45-90 minutes

➜ **Skills:** Collecting feedback, communication, effective communication

➜ **Tools:** Docs

Lesson 3. Brainstorm Ideas in a Group: Practice brainstorming ideas and collaborating with others to share information using digital tools.

🕐 45-90 minutes

➜ **Skills:** Communication

➜ **Tools:** Docs, Drawings, Sheets

Lesson 4. Start or Join a Video Conference with Google Meet: Connect with coworkers, business partners, and contacts from anywhere using Google Meet.

🕐 45-90 minutes

➜ **Skills:** Collaboration, communication, digital collaboration, effective communication, file sharing, sharing research, video conferencing

➜ **Tools:** Calendar, Drive, Meet

2. Using Spreadsheets to Budget and Track

Lesson 1. Track Your Monthly Expenses: Use a spreadsheet to track your monthly expenses.

🕐 45-90 minutes

➜ **Skills:** Conditional formulas, organizing data, spreadsheet organization

➜ **Tools:** Sheets

3.   Making Presentations

Lesson 1. [Create a Presentation "All About a Topic"](#)**:** Pick a topic you care about and share information about it by creating an interactive presentation.

🕐 45-90 minutes

➜   **Skills:** Presentation formatting, sharing research, slide design

➜   **Tools:** Search, Slides

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4.   Time Management

Lesson 1. [Use a Spreadsheet for Time Management](#)**:** Analyze your day and use what you learn to organize and manage your time better, so you can accomplish more.

🕐 45-90 minutes

➜   **Skills:** Conditional formulas, data analysis, data representation, organizing data, spreadsheet design, spreadsheet organization

➜   **Tools:** Sheets

Path 4: Online Safety

Protect yourself online by avoiding scams, creating secure passwords, and understanding your digital footprint. If you choose to teach just one lesson in each section, the Grow with Google team recommends the lessons marked with *.

1. Protecting Your Safety Online

Lesson 1. Avoid Online Scams: Learn to identify and avoid online scams by analyzing a real-life situation in a group.

🕐 : 45-90 minutes

➔ **Skills:** Identify relevant data

➔ **Tools:** Docs, Search

*Lesson 2. *Instructor-Led Training*. Protect Yourself from Online Scams: Learn to identify and avoid common online scams. Includes **printable handout**.

🕐 : 45-90 minutes

➔ **Skills:** Account creation, identify relevant data

➔ **Tools:** Docs

Lesson 3. Create and Safeguard Passwords: Practice creating a strong password and keeping it safe using a spreadsheet.

🕐 : 45-90 minutes

➔ **Skills:** Account creation, spreadsheet organization

➔ **Tools:** Sheets

Lesson 4. Understand Your Digital Footprint: Visualize your digital footprint by recording your online actions in a spreadsheet.

🕐 : 45-90 minutes

➔ **Skills:** Digital collaboration, file sharing, spreadsheet design

➔ **Tools:** Sheets

2. Evaluating Information Online

Lesson 1. Evaluate Credibility of Online Sources: Determine if a source is credible using a table of key questions in a document.

🕐 : 45-90 minutes

➔ **Skills:** Identify relevant data, internet search, source evaluation

➔ **Tools:** Docs, Search

Path 5: "Next Step" Job Readiness Skills

Explore topics in-depth & apply skills within professional or personal situations. If you choose to teach just one lesson in each section, the Grow with Google team recommends the lessons marked with *.

1. Project Management

*Lesson 1. Manage a Project with Digital Tools: Plan a team project, track its progress and costs, and prepare a summary report using digital tools.

🕐 : 4-9 hours

➔   **Skills:** File organization, project management, spreadsheet design

➔   **Tools:** Docs, Search, Sheets, Slides

Lesson 2. Plan an Event: Plan and promote an upcoming event by creating to-do lists and assigning tasks to others.

🕐 : 6-9 hours

➔   **Skills:** Digital publishing, document formatting, effective communication

➔   **Tools:** Calendar, Docs, Drawings, Gmail

2. Collaboration

Lesson 1. Connect and Collaborate from Anywhere with Digital Tools: Improve your digital collaboration and communication skills using online tools.

🕐 : 45-90 minutes

➔   **Skills:** Communication, digital collaboration, effective communication, video conferencing

➔   **Tools:** Calendar, Chat, Docs, Drive, Gmail, Meet

3. Entrepreneurial Skills

*Lesson 1. Plan and Budget: Analyze spending, research costs, and plan for purchases using a spreadsheet.

🕐 : 7-9 hours

➔   **Skills:** Conditional formulas, data analysis, organizing data

➔   **Tools:** Apps Script, Maps, Search, Sheets

Lesson 2. Build Your Online Business: Create, promote, and manage an online business using digital tools.

🕐 : 6-9 hours

➔   **Skills:** Collecting feedback, digital publishing, document formatting, internet search, spreadsheet organization

➔   **Tools:** Docs, Drawings, Sites, Slides

Our Partners

We've worked closely with leading non-profit organizations to develop this content, including our core partners below.

Center for Employment Opportunities (CEO) provides effective and comprehensive employment services to individuals who are returning from incarceration. Their vision is that anyone with a criminal record who wants to work has the preparation and support they need to find a job and stay connected to the labor force. CEO believes that everyone, regardless of their past, deserves the chance to shape a stronger future for themselves, their family, and their communities.

Defy Ventures is a national nonprofit with a vision to cut recidivism in half by leveraging entrepreneurship to increase economic opportunity and transform lives. Defy Ventures' programs are helping currently and formerly incarcerated people across the country defy the odds by providing pathways to employment, entrepreneurship, and a successful re-entry.

The **Fortune Society** serves over 9,000 individuals annually and their program models are recognized both nationally and internationally for their quality and innovation. Their work is informed and implemented by professionals with cultural backgrounds and life experiences similar to those of their participants, which helps ensure success.

The Last Mile (TLM) is a nonprofit combating recidivism through in-prison tech education and post-release mentorship. TLM prepares students for careers in high-demand fields, such as web development, by teaching the hard and soft skills necessary to compete in today's job market. Founded in 2010 at San Quentin State Prison, TLM maintains a 0% recidivism rate among program graduates who have left prison -- a testament to the organization's belief that having a job is the key to successful re-entry and breaking the cycle of incarceration.

The Ladies of Hope Ministries (LOHM) mission is to create alternatives to incarceration, decarceration and post incarceration opportunities by providing access to resources for education, entrepreneurship, and sustainability through advocacy.

About Grow with Google

Grow with Google

Grow with Google is Google's initiative to create economic opportunity for American job seekers and businesses by making our products more useful, sharing free tools and trainings.