



Connected Society

Mobile Internet Skills Training Toolkit

A guide for training people in basic mobile internet skills



Module 6 - Facebook



Bitesize Training

What is it?

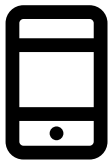


Show Facebook on the phone

“Facebook connects you to people in your community and around the world. You can use it to correspond with business contacts, receive news, stay in touch with family and friends or follow your favorite celebrities and sports teams.”

“Using words, photos and videos, you can communicate with one person, a specific group of people or people around the world.”

Materials you will need



Smartphone Handsets



Facebook Posters

What can you use it for?

“You can use it to stay connected with family and friends, in any town or village, read local and global news and stay up to date or get updates on your favorite celebrities or sports teams.”

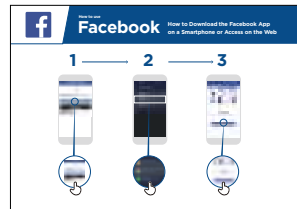
“You can also share your own photos, videos and thoughts with everyone, your friends or just a few friends.”

Make it relevant to the trainee: provide examples and discuss how it can be beneficial in the trainee’s own life.

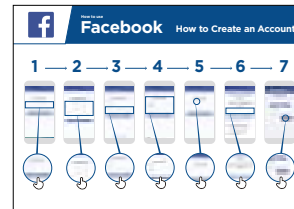
Example: Sharing pictures with friends, finding news or connecting with new people for business.

How does it work?

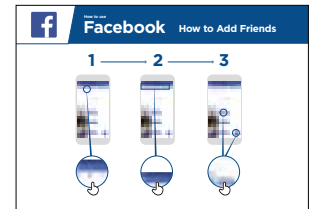
Put the phone in the trainee's hands and help them follow the steps



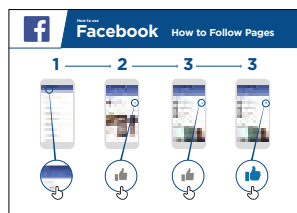
1) Access Facebook



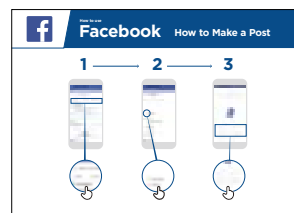
2) Create an Account



3) Add Friends



4) "Like" Celebrities, Sports and News



5) Post text or photos.

Help the trainee download Facebook and register for an account.

Ask them what they care about most – e.g. something they want to learn about, job opportunities, sports/entertainment or their business — and focus your limited time on what is most important to them.

Practice!

“Now you know how to use Facebook, what do you want to use it for?”

Trainer: Provide support to user to run through one of the above posters.

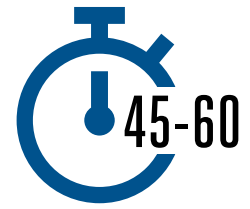
Explain: “You control who can see the information you put on Facebook.

You can have a post appear to the public (everyone using Facebook) or only to specific friends.”

In Depth Training

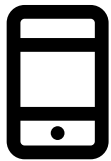
Learning Objectives

- The trainees have registered for Facebook
- The trainees have added friends, followed Pages, and made a post
- The trainees are excited to use Facebook and connect with friends



Time Duration:
45-60mins

Materials you will need:



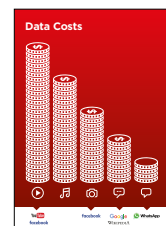
Smartphone
Handsets



Facebook
Posters x 5



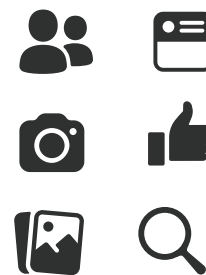
Glossary Handouts



Cost Poster



Safety Tips



Icon Cutouts

Introduce Facebook



Show trainees the Facebook icon cut-out and ask them to find this on their phone.

Give a short explanation of Facebook

- “Facebook connects you with your community, whether they live close to you or far away. You can use it to correspond with business contacts, receive news, stay in touch with family and friends or get updates on your favorite celebrities and sports teams.”
- “Using words, photos and videos, you can communicate with one person, a specific group of people or millions of people on Facebook.”

Bring the benefits to life!

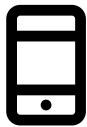
- **Tell your own story** about how you use Facebook and the way it helps you, your friends and family. Some examples include:
 - Communicate with friends, family and business contacts
 - Share and get advice
 - Advertise your business/products
 - Read news from the world, celebrities and sports

Make the service relevant

Discuss with the trainees how Facebook can be beneficial in their own lives:

- **Ask:** “What would you like to use Facebook for?” Give them some suggestions based on their interests.

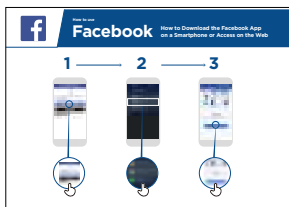
Activity: Access Facebook on your phone



Get practical!

Explain: “You can get to Facebook through an app or a web browser.”

Tip: “It is best to download and use the Facebook app if you have a smartphone and access Facebook on a web browser if you are using a feature phone.”



Show the “How to Download the Facebook App on a Smartphone” poster

- Go to free.facebook.com/lite OR go to facebook.com/lite if free isn't available
- Tap **Download Now**
- Open the Facebook Lite app
- **Explain:** “This poster shows the steps for downloading accessing and registering for Facebook”
- Take your trainees through the steps on their phones and explain you can add friends, share text and photos and get the latest news from celebrities, sports teams, news and more.

Show user How to Access Facebook on the Web

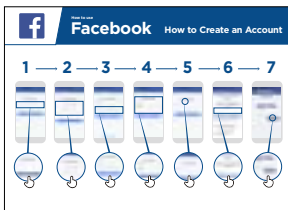
Explain: “If you have a feature phone, then you can access Facebook on a web browser.”

- Go to free.facebook.com OR go to facebook.com if free isn't available
- Bookmark the website so the trainee can find it again

Activity: Create a Facebook Account


Explain: “You need to create an account so your friends can find you on Facebook.”

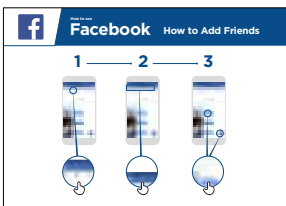
Ask: If you can help the trainee create an account and walk them through the steps on the poster:



1. Enter real name
2. Select birthday
3. Enter mobile number
4. Select gender
5. Choose a secure password that is easy to remember
6. Receive and type in confirmation code via SMS or WhatsApp
7. Click “Ok” to login

Activity: Add Friends

 **Explain:** “You must add people as friends on Facebook to see the pictures and information they post and share your pictures and

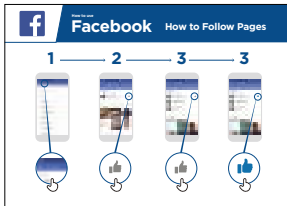


Show the “How to Add Friends” poster

Add friends:

- Hold up the Friends icon for Facebook and explain where to find it
- Have the trainees connect with at least five friends using “Suggestions” of People You May Know
- Have the trainees search for at least 2 specific friends and add them
- Send trainees a friend request to show them how to accept (or decline)
- Explain that now when they use Facebook, they will see whatever their friends share

Activity: Like Celebrities, Sports and News Pages



Show the “How to “Like” Pages” poster

- **Explain:** “You can also get the latest news from your favorite celebrities, sports teams and news by liking their page. When you “like” a page, the information they post will show up when you log into Facebook.”

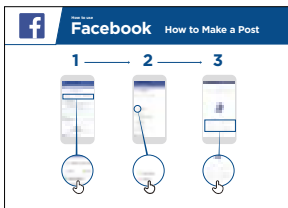
Like pages:

- Hold up the **search** icon and explain where to find it
- Ask trainees what celebrities, sports or news they like and have them type it into the search and go to the page
- Show them the **like** icon and show them where to click it on the page
- Show them the **News Feed** icon, have them click it and see how their view has changed

Tip: Give the trainees time to explore. Let them add as many friends and Pages as they want. The more they add, the better Facebook will be for them. You can also share what Pages are most popular in the local area.

Activity: Make a Post

Explain: “Now let’s learn how you can share personal or business information on Facebook.”



Show the “How to make a Post” poster

- **Show** the photo/video icon and have trainees click it
- **Explain** that you can also select the camera icon to add a photo/video
- **Explain** that photos or videos can be added from the phone or new ones can be taken
- **Explain** that they can add text to the image/video or just post it alone
- **Explain** they can also just make a post from words if they don’t want to include a photo or video.

Personal Uses

Discuss with your trainees what they might like to share on Facebook. Share what you post to Facebook. Show them some of the posts you’ve made and tell them why you shared them.

- **Ask:** “What would you like to share with your friends and family?”
- **Ask:** “What could you post to help your business?”

MODULE 6 - FACEBOOK

INTRO / ACCESS AND REGISTER / ADDING FRIENDS AND 'LIKES' / MAKE A POST / SAFETY / RECAP

Safety

Explain: “Just like in the world, you can make choices on Facebook about whom you do and do not want to interact with.”

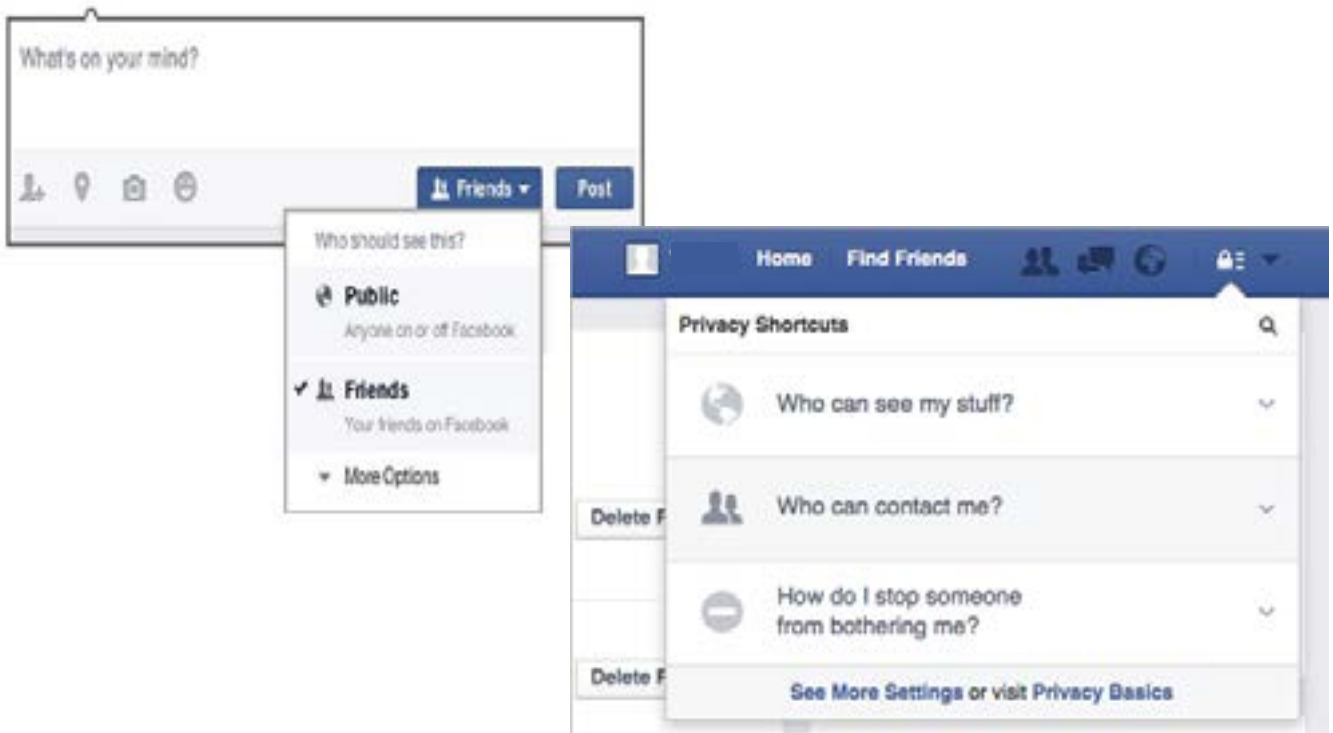
Explain: “The photo you chose as a profile picture will be visible to all Facebook users. This helps people find you and add you as a friend on Facebook.”

Ask: “Do you want to choose who sees your posts?”

Demonstrate how to select the audience when making a post and how to change the privacy setting later.

Explain: “You can have a post appear to the public (everyone using Facebook) or only to your friends.”

Explain to trainees that they can access additional privacy controls. **Show them Privacy Shortcuts** where they can see who can view their profile, who can contact them with friend requests, and how to block someone who is bothering them.



Recap



Play the Facebook icon game

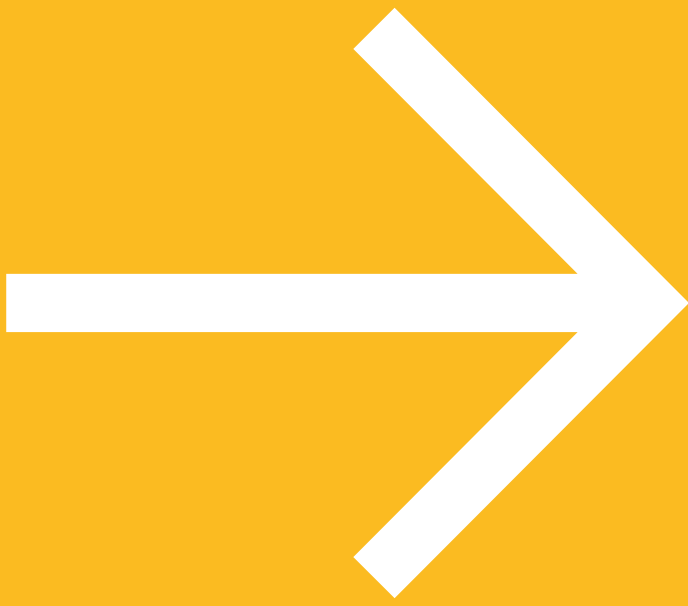
- **Hold up** each Facebook icon, one at a time
- **Ask:** “Where is this on the phone and what is it?”
- **Explain** to your trainees what each icon is, if they need support
- **Give small rewards** (e.g. sweets) for correct answers and stick the icons on the wall afterwards to help remind your trainees what they are

Tip: Let trainees play with Facebook on their own, make posts, share pictures, search Pages and add friends. Encourage them to ask questions as they explore Facebook.

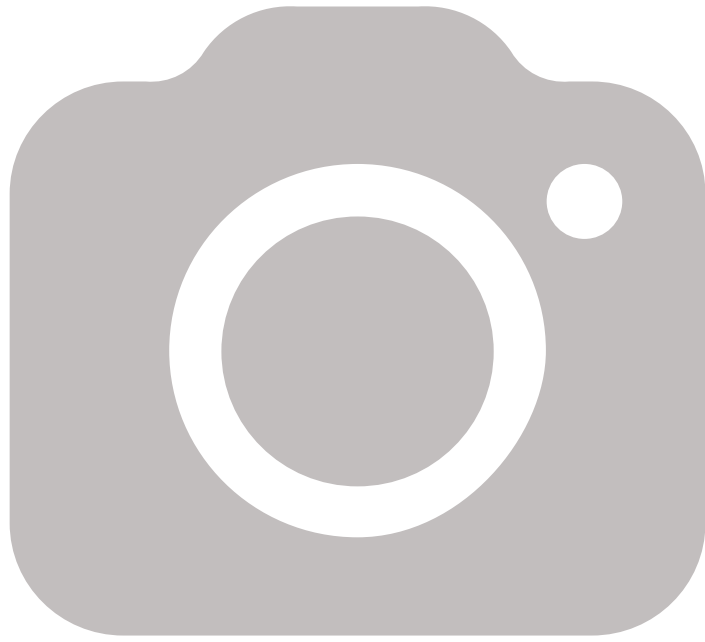
Recap of Key Learnings

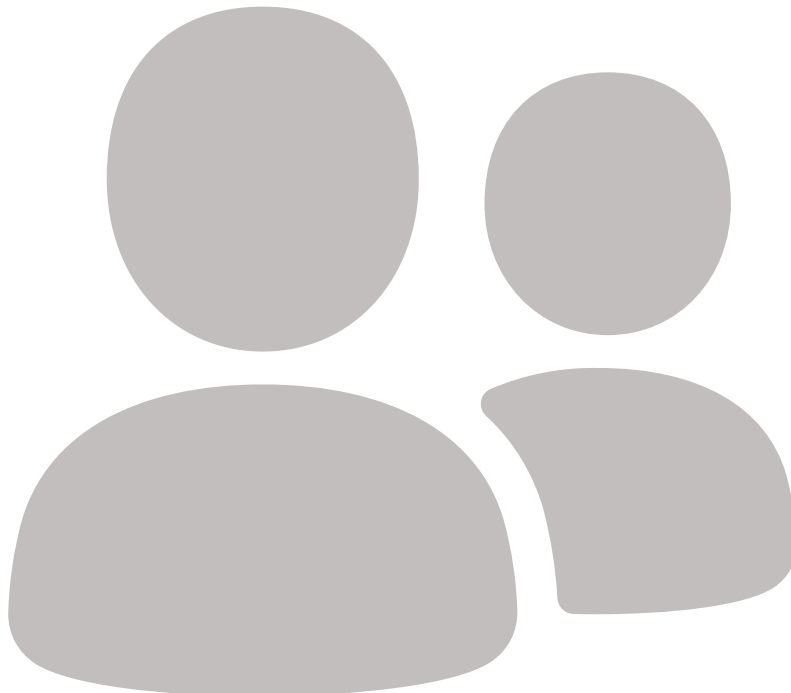
Discuss with your trainees what they have learned about using Facebook.

- “What have you learned about using Facebook?”
- “What do you want to use Facebook for in your own life? What are you most interested in and excited about using it for?”
- “What will your next post be?”

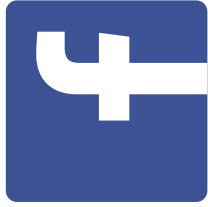


Posters Cut-outs And Info-sheets









How to use

Facebook

How to Download the Facebook App
on a Smartphone or Access on the Web

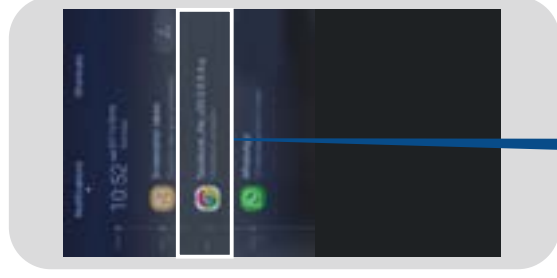
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How to use

Facebook How to Create an Account

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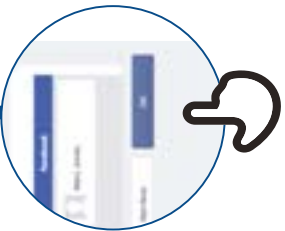
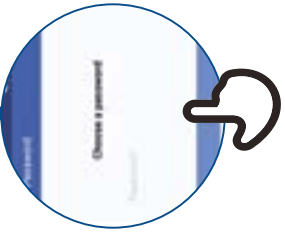
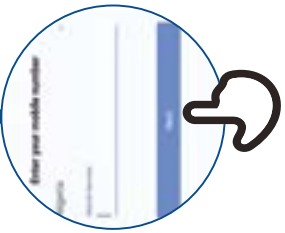
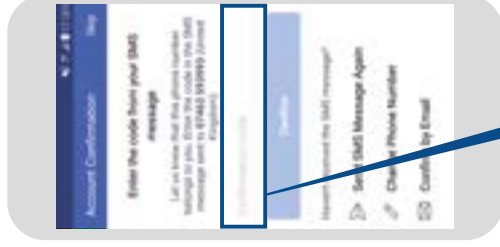
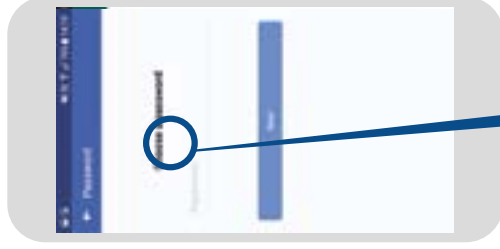
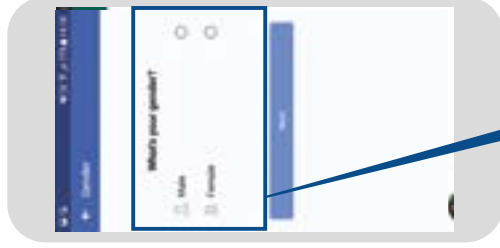
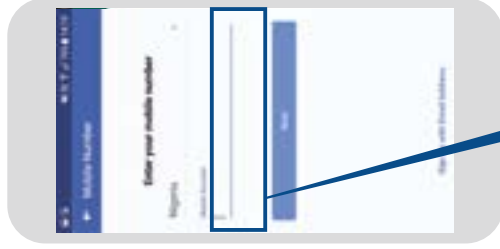
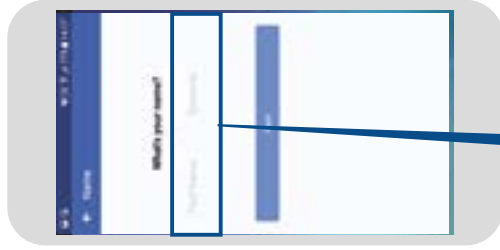
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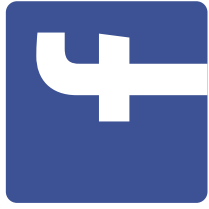
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How to use

Facebook How to Add Friends

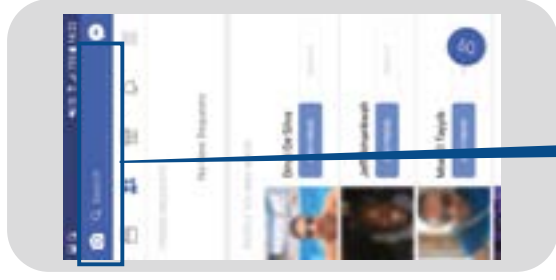
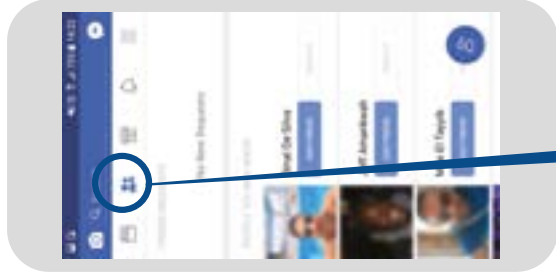
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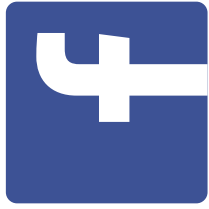


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How to use

Facebook How to Follow Pages

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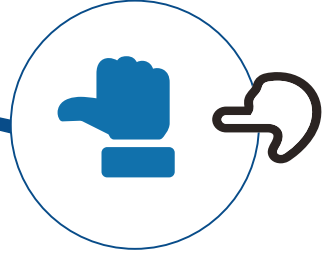
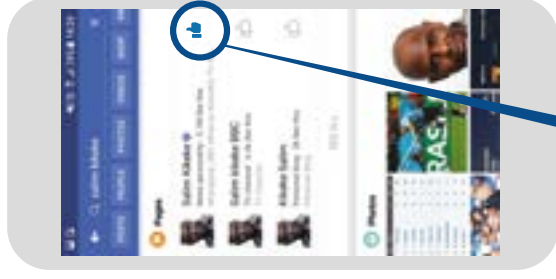
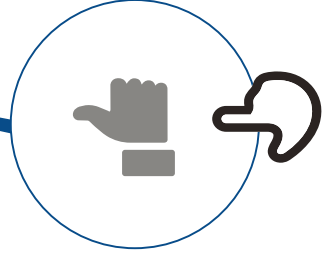
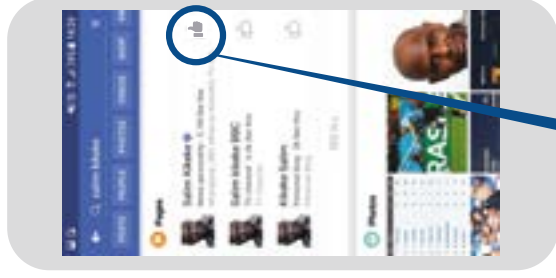
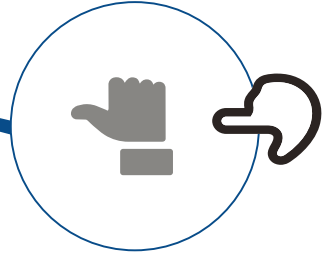
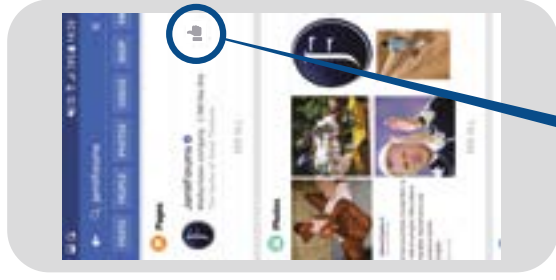
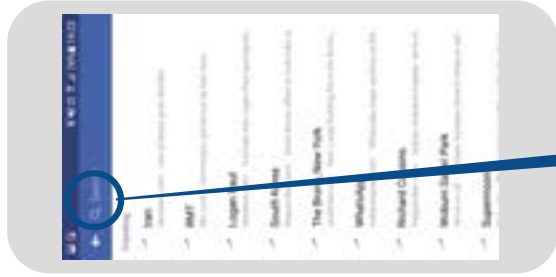
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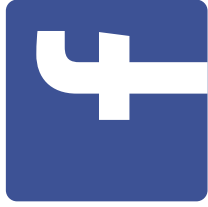


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How to use

Facebook How to Make a Post

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