Template Messages to Promote the Digital Skills Health Check

Step 1. Choose one community to target initially

We recommend you start by targeting one specific department, group or community. Think about the best channel to reach this group. For example, do they normally respond well to emails, MS Teams posts, messages via Canvas, etc.?

**Don’t promote this service to users who work for Bodleian Libraries. There is a separate service in place for them. Contact** **staff-dev@bodleian.ox.ac.uk** **if you have questions about this.**

Step 2. Send an initial message with instructions about the task

You can use our template message as a starting point:

**Please complete our digital skills questionnaire by COP next Friday. It takes up to 30 minutes.**

[Staff digital skills health check (delete as appropriate)](https://skills.web.ox.ac.uk/jisc-discovery-tool)

[Researcher digital skills health check](https://skills.web.ox.ac.uk/researcher-digital-skills-health-check) [(delete as appropriate)](https://skills.it.ox.ac.uk/student-digital-skills-health-check)

[Student digital skills health check (delete as appropriate)](https://skills.it.ox.ac.uk/student-digital-skills-health-check)

Assess your digital skills against a Higher Education sector framework, identify opportunities to develop, and connect with suitable courses and resources at Oxford. You’ll get a glossy, personalised report to help you to improve your confidence, productivity and employability.

Your results are completely anonymous: no-one will see them unless you choose to share. You can stop the questionnaire at any time and restart from the same place.

If you have any questions, contact me at …

Step 3. Send a follow-up message about the task

You can use our template message as a starting point:

**Take the next step to improve your digital skills**

Share your report with your supervisor to start a conversation about developing your digital skills as part of your broader development plan, or connect with a training provider using our digital skills signposting.

[Resource finder | IT Learning Centre (ox.ac.uk)](https://skills.web.ox.ac.uk/resource-finder)

We’d love your feedback about the Digital Skills Health Check. It only takes 2 minutes and will help us to improve user experience.

<https://forms.office.com/e/buvA5VTUPT>