

THE SKILLS YOU NEED GUIDE TO

LIVING THE 'NEW NORMAL' IN THE AGE OF COVID-19

ALL YOU NEED TO KNOW ABOUT GOING DIGITAL,
WORKING FROM HOME, AND OTHER CHANGING
ASPECTS OF LIFE DURING A PANDEMIC



THE SKILLS YOU NEED GUIDE TO

LIVING THE ‘NEW NORMAL’ IN THE AGE OF COVID-19

ALL YOU NEED TO KNOW ABOUT GOING DIGITAL,
WORKING FROM HOME, AND OTHER CHANGING
ASPECTS OF LIFE DURING A PANDEMIC

Skills You Need

This is one of a series of eBooks
by Skills You Need available for sale at:

www.skillsyouneed.com

All rights reserved. No part of this publication may be reproduced, distributed, or transmitted in any form or by any means, including photocopying, recording, or other electronic or mechanical methods, without the prior written permission of the publisher, except in the case of brief quotations embodied in critical reviews and certain other non-commercial uses permitted by copyright law.

Cover Illustration by Freepik Storyset

ISBN: 978-1-911084-30-3

Published by Skills You Need Ltd

© 2021 Skills You Need Ltd

This version was published in January 2021

CONTENTS

INTRODUCTION	6
INCREASING INTERNET USE	7
GENERATIONAL—AND OTHER—GAPS	8
USING THIS BOOK	9

PART 1 HOW TO GO DIGITAL: GETTING STARTED

1 GETTING ONLINE	13
CHOOSING SUITABLE TECHNOLOGY	14
COMPARING LAPTOPS, TABLETS AND PHONES	15
THE BOTTOM LINE	17
A WAY OF ACCESSING THE INTERNET	17
CHOOSING WISELY	18
2 APPS, WEBSITES AND WIDGETS	19
DEFINITIONS OF TERMS	20
CHOOSING AND USING APPS	21
WHY WOULD I WANT A WIDGET?	23
WHAT DO I NEED TO KNOW ABOUT WEBSITES?	24
KNOWLEDGE IS POWER	26
3 BACK-UP AND STORAGE SOLUTIONS	27
BACKING UP: SOME PRINCIPLES	28
BACKING UP YOUR PHONE OR TABLET	30
BACKING UP YOUR LAPTOP	32
DECIDE—AND THEN DO	33
4 PROTECTING YOURSELF IN THE DIGITAL WORLD	34
PASSWORDS AND ACCOUNT SECURITY	35
SPAM AND EMAIL	37
PROTECTING YOURSELF FROM MALWARE	38
PROTECTING YOURSELF FROM OTHER ATTACKS	41
THE MOST IMPORTANT THING YOU CAN DO IS STAY ALERT	42
GLOSSARY OF DIGITAL TERMS	43

PART 2 THE 'NEW NORMAL' AT WORK

5	WORKING FROM HOME: YOU AND YOUR ENVIRONMENT	47
	YOU, YOUR EQUIPMENT AND YOUR ENVIRONMENT	48
	ESSENTIAL HOMEWORKING SKILLS	50
	MAKING IT WORK	53
	GETTING PRODUCTIVE	56
6	WORKING WITH OTHERS REMOTELY: BUILDING AND MAINTAINING RELATIONSHIPS	57
	THE IMPORTANCE OF MAINTAINING RELATIONSHIPS	58
	TIPS FOR MAINTAINING RELATIONSHIPS WHEN WORKING REMOTELY	58
	BUILDING RELATIONSHIPS	61
	REMOTE MANAGEMENT: TIPS FOR MANAGING REMOTE TEAMS	61
	INVESTING TIME IN RELATIONSHIPS	66
7	DIGITAL AND REMOTE MEETINGS AND PRESENTATIONS	67
	HOSTING, ATTENDING AND PRESENTING	68
	HOSTING REMOTE MEETINGS	68
	ATTENDING REMOTE MEETINGS	71
	PRESENTING AT REMOTE MEETINGS	72
	A FINAL WORD	74

PART 3 THE 'NEW NORMAL' AT HOME

8	GENERAL ISSUES ABOUT GOING DIGITAL	76
	UNDERSTANDING 'DIGITAL FOOTPRINTS'	77
	SCREEN TIME	79
	PROBLEMS ASSOCIATED WITH SCREEN TIME	81
	ONLINE SEARCH TIPS HOW TO SEARCH	87
9	BANKING AND OTHER FINANCIAL SERVICES ONLINE	93
	A REGULATED WORLD	94
	ONLINE BANKING	95
	STAYING SAFE WHILE BANKING ONLINE	97
	TOP TIPS FOR SAFE ONLINE BANKING	97
	OTHER FINANCIAL SERVICES	100
	STAYING SAFE IS A PARTNERSHIP PROBLEM	101

10 ONLINE SHOPPING AND PAYMENTS	102
WHAT IS E-COMMERCE?	103
ONLINE PAYMENT METHODS	104
PREVENTING PROBLEMS WHEN SHOPPING ONLINE	106
PROTECTING YOUR PERSONAL INFORMATION	109
A SIMPLE RULE	110
11 TRAVEL AND BUYING A HOLIDAY	111
WHERE TO BOOK ONLINE	112
COMMON PROBLEMS WHEN BOOKING HOLIDAYS ONLINE	113
PROTECTING YOURSELF AGAINST PROBLEMS	115
THE BEST OPTION	116
12 REMOTE EDUCATION AND LEARNING	117
WHAT IS REMOTE LEARNING?	118
DELIVERING REMOTE LEARNING	120
LEARNING REMOTELY: WHAT YOU NEED TO KNOW	123
LEARNING REMOTELY IS HERE TO STAY	123
13 GOING SOCIAL	124
APPS FOR SOCIALISING	125
DANGERS OF SOCIALISING ONLINE	126
SOCIAL MEDIA AND CHILDREN	132
SAFE SOCIAL MEDIA USE	134
TOP TIPS FOR SAFE SOCIAL NETWORKING	135
REMEMBER...	139
CYBERBULLYING	140
ONLINE DATING	146
AND FINALLY...	147
14 ENTERTAINMENT AND EXERCISE ONLINE	148
STREAMING SERVICES	149
EXERCISING ONLINE	151
BROWSING THE INTERNET	152
NEWS AND CURRENT AFFAIRS	153
CRITICAL THINKING AND FAKE NEWS	153
A FINAL THOUGHT	157
GAMING	158
ONLINE GAMBLING	160
CONCLUSION: A LIFETIME'S WORK NEW HABITS, NEW RULES?	161

INTRODUCTION

It has been almost a year since the first reports of a new form of pneumonia started to emerge from Wuhan, China. In that year, our lives have changed hugely in so many ways. In many countries, wearing a face covering is now either advised or mandatory in public places. There have been lockdowns both local and national in countries around the world, and most of us have spent time unable to visit or see our friends and family.

Our social lives changed enormously too. We learned the art of meeting online, at a distance and outdoors. We avoided shaking hands or air-kissing. Instead, 'elbow bumps' became the norm, allowing us to make contact, but at a distance. We routinely wash our hands when we return home, and everyone has a bottle of hand sanitiser in their car and bag.

We have learned much about ourselves and others in the past year. Some of us, for example, have learned how little we like following rules, or being told what to do, and we have certainly learned more about our own attitudes to rules. Many of us have also noted our ability to contradict ourselves without irony. For example, we applauded the lack of air pollution during lockdown—and then calmly and rationally went back to using our cars in droves to avoid public transport when we returned to work and school. Pragmatism has been the order of the day in many places and for many people.

We have also learned to appreciate the importance of social contact and exercise for both our mental and physical health. It is noticeable that the regulations for 'Lockdown 2.0' in the UK include provision to meet one person from another household, outdoors—an option that was not permitted during the first lockdown earlier in 2020.

Our 'normal' has changed almost immeasurably over the last six to nine months. Perhaps the biggest change, however, has been the speed with which we have 'gone digital'. Over the last few years, many of us have found that we have increasingly moved our lives online. We shop online, we bank and make payments using mobile applications, we work remotely, and we socialise with distant friends via social media. However, the coronavirus pandemic has emphasised and exacerbated this change, and moved it into new demographic groups.

PART

1

HOW TO GO DIGITAL: GETTING STARTED

Younger generations, especially those under about 40 years of age, have grown up in a digital world. They don't even remember a time before the internet, or mobile phones. They have laptops, tablets and smartphones—and always have. They are confident about using them—but they still don't know everything.

For older generations, the internet is a relatively new phenomenon. The world wide web went live on 6 August 1991: less than 30 years ago. And while the first smartphone was released in 1992, the smartphone as we know it did not really become mainstream until the late 2000s with the advent of the iPhone. There has been an exponential increase in use since then—but it is no wonder that some people are still only just acquiring their first smartphone.

This part of the book is aimed at those people.

If you already have a laptop, smartphone or tablet, and unlimited broadband, know how to buy apps, and understand how to stay safe—just move on, unless of course you want to check that you have covered all the basics.

This section outlines some ideas about how to choose your technology and get connected, including some proactive measures to stay safe. It also provides a glossary of some of the basic terms from the digital world.

**The full eBook
is available at
www.skillsyouneed.com**