Project „Development of digital skills of the unemployed aged over 50"

2016-1-PL01-KA204-026367

Scheme of the training for educators working with disadvantaged groups in a specific situation on the labour market, including the unemployed and the seniors digitally excluded

General level	Learning Field A: Motivation in the learning process of people 50+					
	Scheme of the training for educators working with adults and seniors *Main goal of the training: Development of professional competences of trainers in a field of motivating in the learning process of people 50+*					
Operational level	**Learning situation 1: Motivation in the learning process of people 50+**					
	Content	**Objective**	**Activity**	**Method**	**Material**	**Time**
	Good beginning: 1) Introduction of trainers & trainees 2) Introduction and presentation of the programme. 3) Mutual arrangements, between the trainers & trainees, about their expectations of the aims. 4) Clarification of contract in the context of the theme of training.	1) Ice-breakers and introductions: trainers and participants get to know each other. Building a good atmosphere. 2) Stimulating the involvement of participants in learning new content and active participation in the training. 3) Making the participants feel an increased sense of control and power over their lives. 4) Increasing comfort and safety of the participants. 5) Introducing the training programme to the participants and agreeing on the objectives of the training.	1) Activation and integration exercise 2) A trainer explains the contents and the objectives of the programme. A trainer asks questions about the needs of participants. Trainees express their expectations and opinions on the content of the programme 3) Exercise "Clarification of contract"	- individual work - work in group - presentation - explanation - discussion	1) flipchart, post-it notes, sheets of a white papers A4, felt-tip pens; 2) printed description of: - programme for each trainee - - training contract concluded at the beginning of the project	45 min.

1) Motivation - basic information
2) Motivation process and motivating factors in the adult learning process
3) Methods of forming of the behaviors
4) Self-motivation and increase your self-confidence
5) Group motivation rules
6) Motivational factors to learning by M. Knowles:
  - success
  - will
  - value
  - pleasure
7) The main principles of adult education by M. Knowles
8) Kolb's Adult Learning Process:
  - experience
  - reflection
  - conclusion
  - verification
9) Adaptation of motivation ways to individual needs of training participants
10) Developing interest in modern technology
	1) The participants are going to gain knowledge about the motivation process
	2) They will be able to:
	  - indicate the motivating factors in adult learning process
	  - using the methodes of forming the behaviors of adults trainees
	  - manage of the motivation in group process
	3) Broaden their knowledge about:
	  - the main principles of adult education by Knowles
	  - Kolb's Adult Learning Process
	  - the adaptation of motivation ways to individual needs of trainees
		1) A trainer explains the theoretical part of the training, using a case studies, a practical exercises, referring to the experiences of the training participants	- short theoretical explanation with PowerPoint
			- discussion
			- work in small groups
			- brainstorming in big group
			- case studies
			- presentation the effects of group work
				- PowerPoint presentation,
				- laptop and projector for a trainer,
				- flipchart, felt-tip pens
				- written instructions to a case studies
				- written instructions to the teamwork with list of questions to reflection
					3 days
					1st day:
					5 x 45 min.
					
					2nd day:
					6 x 45 min.
					
					3rd day:
					6 x 45 min.
					
					- coffee break after every 1,5 h or after every 45 min. (depends of the group needs)

General level	Learning Field B: Combating digital exclusion of people 50+
	Scheme of the training for educators working with adults and seniors *Main goal of the training: Development of ICT competences of unemployed people 50+*

Operational level	Learning situation 1: Basics computer skills of operating systems in the Windows family					
	Content	**Objective**	**Activity**	**Method**	**Material**	**Time**
	Good beginning: 1) Introduction of trainers & trainees 2) Introduction and presentation of the programme. 3) Mutual arrangements, between the trainers & trainees, about their expectations of the aims. 4) Clarification of contract in the context of the theme of training. 5) Measuring the motivations and the level of the IT knowledge of participants	1) Ice-breakers and introductions: trainers and participants get to know each other. Building a good atmosphere. 2) Stimulating the involvement of participants in learning new content and active participation in the training. 3) Making the participants feel an increased sense of control and power over their lives. 4) Increasing comfort and feeling of safety of the participants. 5) Introducing the training programme to the participants and agreeing on the objectives of the training.	1) Activation and integration exercise 2) A trainer explains the contents and the objectives of the programme. 3) Trainer asks questions about the needs of participants. 4) Trainer prepares with the group a scale about the different computer skills and every participant can decide which is the appropriate level for him/her 5) Trainees express their expectations and opinions on the content of the programme 6) Exercise "Clarification of contract" 7) Trainer adjusts the pace of teaching to the participants' work pace	- individual work, - work in group, - presentation, - explanation, - discussion,	1) flipchart, post-it notes, sheets of a white papers A4, felt-tip pens; 2) printed description of: - programme for each trainee - training contract concluded at the beginning of the project	**1 day:** 2 x 45 min. - coffee break after every 1,5 h or after every 45 min. (depends of the group needs)

1) Types and functions of computers 2) Basic principles of working in Windows environment 3) Windows Explorer support 4) Creating of folders and files 5) Using multiple windows at once, copying and moving information, using the clipboard 6) Customizing the Start menu, creating shortcuts 7) Customizing Windows to own needs 8) Safe use of Windows 9) Differences in support for the latest versions of Windows	1) The participants are going to gain knowledge about the basics computer skills 2) The participants going to gain how to using Windows system in practice 3) Increasing comfort and feeling of a safety of the participants.	1) Trainer shortly explains the theoretical part of the training 2) The trainer presents the whole group and then every participant individually, step by step, how to using computer and working in Windows environment 3) Trainer adjusts the pace of teaching to the participants' work pace and give them the time to repeating activities	- working with a PC or laptop - practical exercises in creating of folders and files - practical exercises in the field how to use multiple windows at once, copy and move information, how to use the clipboard, how to custom the Start menu and how to create shortcuts,	- laptop or individual computer workstation for each participant - laptop and projector for a trainer - printed training materials or IT/ICT handbooks - flipchart, felt-tip pens	**4 days** - every day: 4 x 45 min. - coffee break after every 1,5 h or after every 45 min. (it depends of the group needs)

General level	Learning Field B: Combating digital exclusion of people 50+					
	Scheme of the training for educators working with adults and seniors *Main goal of the training: Development of ICT competences of unemployed people 50+*					
Operational level	**Learning situation 2: Basics of using of the MS Word**					
	Content	**Objective**	**Activity**	**Method**	**Material**	**Time**
	1) Basic Word options 2) Rules for working with a text editor 3) Creating and formatting of documents (CV and Motivation letter) 4) Printing	1) The participants are going to gain knowledge about the basics of using MS Word 2) The participants going to gain how to using a text editor in practice 3) Increasing comfort and feeling of a safety of the participants.	1) Trainer shortly explains the theoretical part of the training 2) The trainer presents the whole group and then every participant individually, step by step, how to using MS Word 3) Trainer adjusts the pace of teaching to the participants' work pace and give them the time to repeating activities	- working with a PC or laptop - practical exercises in the field of using MS Word and CV and Motivation letter writing - practical exercises in printing Word documents	- laptop or individual computer workstation for each participant - laptop and projector for a trainer - a printer - printed training materials or IT/ICT handbooks	**5 days** - every day: 4 x 45 min. - coffee break after every 1,5 h or after every 45 min. (it depends of the group needs)

General level	Learning Field B: Combating digital exclusion of people 50+
	Scheme of the training for educators working with adults and seniors *Main goal of the training: Development of ICT competences of unemployed people 50+*

Learning situation 3: Basics of using of the Internet

	Content	Objective	Activity	Method	Material	Time
Operational level	1) Web browsers 2) Website navigation, web addresses 3) Information searching 4) Privacy and security use of the Internet 5) Types of resources and services on the Internet 6) Searching a job on the Internet	1) The participants are going to gain knowledge about the basics of using the Internet 2) The participants going to gain how to using a web browsers, website navigation etc. 3) The participants going to gain how to searching a job on the Internet 4) Increasing comfort and feeling of a safety of the participants	1) Trainer shortly explains the theoretical part of the training 2) The trainer presents the whole group and then every participant individually, step by step, how to using Web browser, how to using website navigation, how to search information on the Internet etc. 3) Trainer adjusts the pace of teaching to the participants' work pace and give them the time to repeating activities	1) working with a PC or laptop 2) practical exercises in using the Internet 3) practical exercise in searching a job on the Internet 4) practical exercises in printing information from a website	- laptop or individual computer workstation connected with Internet for each participant - laptop and projector for a trainer - a printer - printed training materials or IT/ICT handbooks	**4 days** - every day: 4 x 45 min. - coffee break after every 1,5 h or after every 45 min. (it depends of the group needs)

General level	Learning Field B: Combating digital exclusion of people 50+
	Scheme of the training for educators working with adults and seniors
	Main goal of the training: Development of ICT competences of unemployed people 50+

	Learning situation 4: E-mail - rules of operation, support, configuration of mail programs					
Operational level	**Content**	**Objective**	**Activity**	**Method**	**Material**	**Time**
	1) Creating of messages, attachments 2) Sending and receiving messages 3) Downloading and uploading files 4) Address book	1) The participants are going to gain knowledge about the basics of using the E-mail 2) The participants going to gain how to create a messages and attachments 3) The participants going to gain how to send and receive messages, how to create and using an address book 4) Increasing comfort and feeling of a safety of the participants	1) Trainer shortly explains the theoretical part of the training 2) The trainer presents the whole group and then every participant individually, step by step, how create a messages and attachments, how to send and receive messages, how to create and using an address book 3) Trainer adjusts the pace of teaching to the participants' work pace and give them the time to repeating activities	1) working with a PC or laptop 2) practical exercises in using an e-mail box 3) practical exercises in printing e-mail messages	- laptop or individual computer workstation connected with Internet for each participant - laptop and projector for a trainer - a printer - printed training materials or IT/ICT handbooks	**4 days** - every day: 4 x 45 min. - coffee break after every 1,5 h or after every 45 min. (it depends of the group needs)

General level	Learning Field B: Combating digital exclusion of people 50+
	Scheme of the training for educators working with adults and seniors
	Main goal of the training: Development of ICT competences of unemployed people 50+

Operational level	Learning situation 5: Social networking sites: Facebook, LinkedIn					
	Content	**Objective**	**Activity**	**Method**	**Material**	**Time**
	1) Creating of an account on Facebook and LinkedIn 2) Possibilities of using an account on Facebook and LinkedIn 3) LinkedIn as one of the job search opportunities 4) Privacy and security use of the social networking sites	1) The participants are going to gain knowledge about the basics of using the social networking sites 2) The participants going to gain how to create an account on Facebook and LinkedIn and how use it 3) Increasing comfort and feeling of a safety of the participants	1) Trainer shortly explains the theoretical part of the training 2) The trainer presents the whole group and then every participant individually, step by step, how create an account on Facebook and LinkedIn, how to safety use these accounts etc. 3) Trainer adjusts the pace of teaching to the participants' work pace and give them the time to repeating activities	4) working with a PC or laptop 5) practical exercises in creating an account on Facebook and LinkedIn 6) practical exercises in searching a job via LinkedIn	- laptop or individual computer workstation connected with Internet for each participant - laptop and projector for a trainer - printed training materials or IT/ICT handbooks	**4 days** - every day: 4 x 45 min. - coffee break after every 1,5 h or after every 45 min. (it depends of the group needs)

General level	Learning Field B: Combating digital exclusion of people 50+					
	Scheme of the training for educators working with adults and seniors *Main goal of the training: Development of ICT competences of unemployed people 50+*					

	Learning situation 6: Internet communicators: Messenger, Skype					
Operational level	**Content**	**Objective**	**Activity**	**Method**	**Material**	**Time**
	1) Creating of an account on Messenger and Skype 2) Possibilities of using Messenger communicator 3) Possibilities of using Skype communicator 4) Privacy and safety while using the Internet communicators	1) The participants are going to gain knowledge about the basics of using Internet communicators 2) The participants going to gain how to create an account on Messenger and Skype 3) Increasing comfort and feeling of a safety of the participants	1) Trainer shortly explains the theoretical part of the training 2) The trainer presents the whole group and then every participant individually, step by step, how create an account on Messenger and Skype, how to safety use Internet communicators etc. 3) Trainer adjusts the pace of teaching to the participants' work pace and give them the time to repeating activities	1) working with a PC or laptop 2) practical exercises in creating an account on Messenger and Skype 3) practical exercises how to use Messenger and Skype for Sending and receiving messages 4) practical exercises how to use Messenger and Skype to make calls via the Internet and videoconference	- laptop or individual computer workstation connected with Internet for each participant - laptop and projector for a trainer - printed training materials or IT/ICT handbooks	**4 days** - every day: 4 x 45 min. - coffee break after every 1,5 h or after every 45 min. (it depends of the group needs)

General level	Learning Field B: Combating digital exclusion of people 50+					
	Scheme of the training for educators working with adults and seniors *Main goal of the training: Development of ICT competences of unemployed people 50+*

Operational level	Learning situation 7: Multimedia online – YouTube						
	Content	**Objective**	**Activity**	**Method**	**Material**	**Time**
	1) Creating of an account on YouTube 2) Searching of multimedia files on YouTube 3) Possibilities of using YouTube 4) Privacy and safety when using YouTube	1) The participants are going to gain knowledge about the basics of using YouTube 2) The participants going to gain how to create an account on YouTube 3) Increasing comfort and feeling of a safety of the participants	1) Trainer shortly explains the theoretical part of the training 2) The trainer presents the whole group and then every participant individually, step by step, how create an account on YouTube, how to safety use multimedia online etc. 3) Trainer adjusts the pace of teaching to the participants' work pace and give them the time to repeating activities	1) working with a PC or laptop 2) practical exercises in creating an account on YouTube 3) practical exercises how to find multimedia files	- laptop or individual computer workstation connected with Internet for each participant - laptop and projector for a trainer - printed training materials or IT/ICT handbooks	**3 days** - every day: 4 x 45 min. - coffee break after every 1,5 h or after every 45 min. (it depends of the group needs)

General level	Learning Field B: Combating digital exclusion of people 50+					
	Scheme of the training for educators working with adults and seniors *Main goal of the training: Development of ICT competences of unemployed people 50+*					

	Learning situation 8: E-banking					
	Content	**Objective**	**Activity**	**Method**	**Material**	**Time**
Operational level	1) E-banking functionality 2) Using of mobile banking applications 3) Using of authentic web pages for payment services 4) Ways of detecting, eliminating and reducing threats in electronic banking	1) The participants are going to gain knowledge about the basics of e-banking 2) The participants going to gain how to e-banking works and how safely use it	1) Trainer shortly explains the theoretical part of the training 2) The trainer presents the whole group and then every participant individually, step by step, how to use a mobile banking applications, how create an account on e-bank etc. 3) Trainer adjusts the pace of teaching to the participants' work pace and give them the time to repeating activities	1) working with a PC or laptop 2) working with a smartphone or tablet 3) practical exercises in working with mobile banking applications 4) practical exercises in creating an account on e-bank	- laptop or individual computer workstation connected with Internet for each participant - smartphone or tablet connected with Internet for each participant - laptop and projector for a trainer - printed training materials or IT/ICT handbooks	**5 days** - every day: 4 x 45 min. - coffee break after every 1,5 h or after every 45 min. (it depends of the group needs)

General level	Learning Field B: Combating digital exclusion of people 50+						
	Scheme of the training for educators working with adults and seniors *Main goal of the training: Development of ICT competences of unemployed people 50+*						
Operational level	**Learning situation 9: Network security**						
	Content	**Objective**	**Activity**	**Method**	**Material**	**Time**
	1) Internet security, 2) Rules for creating and using passwords 3) Spam 4) Network threats: viruses, Trojans, rootkits, worms, phishing 5) Free anti-virus programs 6) Cybercrime 7) Sharing of resources with unauthorized persons 8) Downloading illegal software, copyrighted files	1) The participants are going to gain knowledge about the basics of security online	1) Trainer shortly explains the theoretical part of the training 2) The trainer presents the whole group and then every participant individually, step by step, how to safety use Internet 3) The trainer presents the whole group and then every participant individually how to create and use passwords 4) Trainer shows network threats: viruses, Trojans, rootkits, worms, phishing, spam and how to recognize them 5) Trainer presents threats related to a downloading illegal software 6) Trainer adjusts the pace of teaching to the participants' work pace and give them the time to repeating activities	1) working with a PC or laptop 2) practical exercises in creating and using passwords 3) practical exercises in downloading free anti-virus programs 4) presentations of network threats: viruses, Trojans, rootkits, worms, phishing, spam 5) presentations of threats related to a downloading illegal software	- laptop or individual computer workstation connected with Internet for each participant - PowerPoint presentation - laptop and projector for a trainer - printed training materials or IT/ICT handbooks	**4 days** - every day: 4 x 45 min. - coffee break after every 1,5 h or after every 45 min. (it depends of the group needs)

General level	Learning Field B: Combating digital exclusion of people 50+				
	Scheme of the training for educators working with adults and seniors *Main goal of the training: Development of ICT competences of unemployed people 50+*				
Operational level	**Learning situation 10: Smartphone**				
	Content	**Objective**	**Activity**	**Method**	**Material**	**Time**
	1) How to use smartphone applications 2) Using the Internet by smartphone 3) Using e-mail by smartphone 4) Security	1) The participants are going to gain knowledge about the basics of using smartphone as a tool for using the Internet	1) The trainer presents the whole group and then every participant individually, step by step, how to download and use smartphone applications 2) Trainer shows every participants individually how to use Internet by smartphone 3) Trainer shows every participants individually how to use e-mail by smartphone and how to send and receive messages 4) Trainer adjusts the pace of teaching to the participants' work pace and give them the time to repeating activities	1) working with a smartphone or tablet 2) practical exercises in downloading and using smartphone applications 3) practical exercises in using Internet by smartphone 4) practical exercises in using e-mail by smartphone, sending and receiving messages 5) practical exercises concerning security when using a smartphone 6) practical exercises in downloading free anti-virus programs for smartphone	- smartphone with Internet for each participant - laptop and projector for a trainer - printed training materials or IT/ICT handbooks	**4 days** - every day: 4 x 45 min. - coffee break after every 1,5 h or after every 45 min. (it depends of the group needs)

General level	Learning Field B: Combating digital exclusion of people 50+					
	Scheme of the training for educators working with adults and seniors *Main goal of the training: Development of ICT competences of unemployed people 50+*					
Operational level	**Learning situation 11: Possibilities of use of the Internet while searching for employment and applying for a job**					
	Content	Objective	Activity	Method	Material	Time
	1) Searching a job on the Internet 2) Job search engines 3) CV creator online and Motivation letter creator online 4) Europass CV 5) Self - presentation on video CV	2) The participants are going to gain knowledge about possibilities of use of the Internet while searching for employment and applying for a job	5) The trainer presents the whole group and then every participant individually, how to use Job search engines 6) Trainer shows the whole group and then every participant individually how to use CV creator online and Motivation letter creator online 7) Trainer shows the whole group and then every participant individually to create Europass CV 8) Trainer helps every participants to record self-presentation on video CV 9) Trainer adjusts the pace of teaching to the participants' work pace and give them the time to repeating activities	1) working with a PC or laptop 2) practical exercises in working with Job search engines 3) practical exercises in using CV creator online and Motivation letter creator online 4) practical exercises in creating Europass CV 5) practical exercises in recording self-presentation on video CV	- smartphone with Internet for each participant - laptop and projector for a trainer - printed training materials or IT/ICT handbooks	**5 days** - every day: 4 x 45 min. - coffee break after every 1,5 h or after every 45 min. (it depends of the group needs)