

SESSION PLAN			
Programme/Qualification Title: iDream IO2		Module/Unit Title/Ref No: Module 1: Communication and collaboration / Unit Title: Online solutions for the storage and exchange of documentation during training	
Tutor: Fundacja Instytut Re-Integracji Społecznej	No of weeks/sessions 1 session	Hours per week/per session: 2hrs per session	Total GLH: 6hrs
Module/Unit Aims: Module aim: Developing communication and collaboration skills. Expanding knowledge about sharing through digital technologies - data, voice and video - what technologies are available for online learning. Unit aim: The aim of this training is to help you develop your digital skills - working in the cloud.			
Module/Unit Learning Outcomes:			
<ul style="list-style-type: none"> • L.O.1 Gaining knowledge about the types of cloud drives, the differences between them and the choice of a tool that suits your needs. • L.O.2 Increasing the ability to use the functions of cloud drives. • L.O.3 Strengthening the ability to assess the advantages and disadvantages of the selected cloud drive • L.O.4 Acquisition of the ability to prepare exercises with the use of cloud drives. 			

Timing	Teacher Activities	Key Points/Learning Objectives	Resources	Inclusion	Functional Skills	Assessment, ie: means of evaluating achievement of Learning Outcomes
15 mins	Introduction	<p><i>For the trainer:</i> <i>The exercises can be adapted to online and offline conditions!</i></p> <ul style="list-style-type: none"> • <i>Offline: Attachments can be printed.</i> • <i>Online - The facilitator must remember to prepare worksheets in advance in online tools.</i> <p><i>However, in order to effectively test the tools, participants should have individual access to a laptop / tablet during the training.</i></p> <p>Objective:</p> <ul style="list-style-type: none"> • To understand the topic and the way/ method of work • To gain basic knowledge of/ about cloud drives. <p>Presentation of the topic and method of work. Presentation on cloud drives.</p> <p>* Optional (English language version) Google Drive video: https://www.youtube.com/watch?v=wKJ9KzGQq0w</p> <p>* Optional (English language version) Dropbox video: https://www.youtube.com/watch?v=WRrBE28KTXI</p>	Laptop Ppt presentation. Internet access, Projector Screen	A,K	Speaking and Listening	Confirmation of understanding Asking Questions
10 mins	Discussion	<p>Objective:</p> <ul style="list-style-type: none"> • To highlight the benefits of using cloud disks 	Laptop Internet	A,R	Speaking and Listening	Confirmation of understanding

		<p>Why is online data storage popular?</p> <p>Examples of answers - <i>convenience, time saving, low costs, allow you to limit the number of files on devices, keeping files in order on your devices, the ability to synchronize files, create backups.</i></p>	<p>access, Projector Screen</p> <p>*</p> <p>Flipchart, Markers</p>			<p>Asking Questions/ Seeking feedback</p>
15 mins	Examples of cloud drives - group work	<p>Objective:</p> <ul style="list-style-type: none"> To expand knowledge of/ about specific cloud disks, their advantages and disadvantages. <p>Participants are divided into teams of 2-3 people (if the training is online, we create rooms on, for example, Zoom). Their task is to search the web for information about the selected cloud disk by completing APPENDIX 1. Worksheets can be prepared on the Google drive - each group receives its link with the worksheet.</p> <p>Drives to describe: Google Drive / Mega / Tresorit / Dropbox / OneDrive / iCloud Drive (10 min)</p> <p>Then the groups present their results by sharing their notes. (10 min)</p>	<p>Laptop Internet access, Projector Screen Appendix 1</p> <p>*</p> <p>Flipchart, Markers</p>	A,K	<p>Speaking and Listening</p> <p>Reading and Writing</p> <p>Reflective Practice</p> <p>Team work</p>	<p>Asking Questions / Seeking feedback</p>
5 mins	Break					
5 mins	Energizer (optional)	<p>Objective:</p> <ul style="list-style-type: none"> To stimulate the group to act, to improve concentration. <p>Word play in the chat "Write back". The chat leader sends the selected word to the participants, and they write it backwards as quickly as possible. After a few moments, the trainer enters the next ones. It is important to increase the difficulty of the word. The game can be finished after 6-7 words.</p>	<p>Laptop Internet access, Projector Screen</p> <p>*</p> <p>Cards, pens</p>		<p>Reading and Writing</p>	<p>Observation of participation</p>

		If the training takes place offline - the trainer writes down the word on a flipchart, and the participants write the word on a piece of paper and pick it up.				
15 mins	Inspirations for me and others - a common board of good practices	<p>Objective:</p> <ul style="list-style-type: none"> To expand the knowledge of/ about the possibilities of using disks in the cloud during online training. <p>For the trainer: - A short video about the tool https://whiteboard.fi/: https://www.youtube.com/watch?v=NFTmzoGjwxs&feature=emb_title</p> <p>Individual work using the whiteboard.fi tool.</p> <p>Think about your chosen training - single lesson (offline lesson plan) - which elements you can transfer to any cloud drive; how you can use the cloud drive for your training. Give an example of an exercise. Briefly describe the switch from offline to online.</p> <p>After the exercise, participants share their answers.</p>	Laptop Ppt presentation. Internet access, Projector Screen * Flipchart, Markers	V,A,R,K	Speaking and Listening Reading and Writing Reflective Practice	Asking Questions / Seeking feedback
10 mins	Advantages and disadvantages of a cloud drive	<p>Objective:</p> <ul style="list-style-type: none"> To stimulate critical thinking about available cloud drives <p>The instructor prepares a Jamboard with passwords in advance in accordance with APPENDIX 2: Participants enter the platform and, working together, match passwords with the appropriate columns.</p> <p>If the participants of the training do not have laptops, this task can be performed on a flipchart. The trainer prepares cards with passwords in advance.</p> <p>Discussion stage - interpreting written phrases, determining what they mean</p>	Laptop Internet access, Projector Screen Appendix No. 2 * Flipchart, Markers	A,K	Team work Speaking and Listening Reading and Writing	Asking Questions / Seeking feedback
10 mins	Summary of the session	<p>Objective:</p> <ul style="list-style-type: none"> Evaluation of the session, reflection on the learning process 	Laptop Internet	V,A,K	Reading and	Seeking feedback

		<p>Breaking news - https://breakyourownnews.com/</p> <p>Participants create their "news of the day" - based on the news they get. Graphics can be placed in a dedicated training folder, e.g. on Google Drive.</p> <p>After the exercise - we encourage participants to look more closely at cloud drives - each trainer can easily find rankings and instructional videos in their native language.</p>	access, Projector Screen		Writing	
40 min	Participant's own work	Participants test selected cloud drives and check their functionality. They increase their proficiency level in using them.	Laptop Internet access		Reading and Writing Reflective Practice	

SESSION PLAN			
Programme/Qualification Title: iDream IO2		Module/Unit Title/Ref No: Module 1: Communication and collaboration / Unit title: Online tools to collect answers and collaborate during training	
Tutor: Fundacja Instytut Re-Integracji Społecznej	No of weeks/sessions 1 session	Hours per week/per session: 2hrs per session	Total GLH: 6hrs
Module/Unit Aims: Module aim: Developing communication and collaboration skills. Expanding knowledge about sharing through digital technologies - data, voice and video - what technologies are available for online learning. Unit Aim:			

Project:

The aim of this unit is to help you develop your digital skills to effectively use collaborative tools in training.

Module/Unit Learning Outcomes:

- L.O.1 Gaining knowledge of/about the methods and the ability to use selected programs for effective online work during training (Padlet, Jamboard, MindMeister).
- L.O.2 Increasing the ability to use the functions of selected programs for online communication and collaboration (Padlet, Jamboard, MindMeister).
- L.O.3 Acquisition of the ability to prepare exercises in selected programs for online communication and collaboration (Padlet, Jamboard, MindMeister).

Timing	Teacher Activities	Key Points/Learning Objectives	Resources	Inclusion	Functional Skills	Assessment, ie: means of evaluating achievement of Learning Outcomes
5 mins	Welcome/ Intro	<p><i>For the trainer:</i> <i>The exercises can be adapted to online and offline conditions!</i></p> <ul style="list-style-type: none"> • <i>Offline: Attachments can be printed.</i> • <i>Online - The facilitator must remember to prepare worksheets in advance in online tools.</i> <p><i>However, in order to effectively test the tools, participants should have individual access to a laptop / tablet during the training.</i></p> <p>Objective:</p> <ul style="list-style-type: none"> • To understand the topic and the way/ method of work <p>Beginning of the meeting: presentation of the topic and the way of work. During the session, 3 tools for cooperation during online training will be presented.</p>	Laptop Internet access, Projector Screen	A,K	Speaking and Listening	Confirmation of understanding

Project:

10 mins	Padlet - introduction	<p>Objective:</p> <ul style="list-style-type: none"> To acquire the knowledge of how to use the Padlet tool. <p>Presentation of the tool. Showing the program and its functionality. Important! - the teacher should prepare his/ her account in the program in advance.</p> <p>Optional (English version): Video: english https://www.youtube.com/watch?v=U3P5QySmLeU</p> <p>In addition to the command for own work: Padlet for beginners: https://www.youtube.com/playlist?list=PL5hbXqucLc-BgkHSqXKBFxo0DSRVZZxBR</p>	Laptop Ppt presentation. Internet access, Projector Screen	A,R	Speaking and Listening	Confirmation of understanding Asking Questions
10 mins	We create a common Padlet	<p>Objective:</p> <ul style="list-style-type: none"> To increase the ability to work with the padlet tool during online training. <p>Participants receive a link to a Padlet called "Online Educator" created earlier by the teacher. The participants' task is to complete the topic using associations, videos, images, articles, links. Participants paste their ideas on Padlet. They test adding an image, text, etc.</p>	Laptop Ppt presentation. Internet access, Projector Screen	A,K	Speaking and Listening Reading and Writing Reflective Practice	Observation of participation Asking Questions / Seeking feedback
10 mins	Jamboard - introduction	<p>Objective:</p> <ul style="list-style-type: none"> To grasp a basic understanding of Jamboard. <p>Presentation of the tool. Showing the program and its functionality. Important! - the teacher should prepare his/ her account in the program in advance.</p> <p>Video - optional (English version) https://www.youtube.com/watch?v=-RaT2sHL4aw</p>	Laptop Ppt presentation. Internet access, Projector Screen	A,R	Speaking and Listening	Confirmation of understanding Asking Questions
10 mins	How can I use Jamboard	<p>Objective:</p>	Laptop Internet	A,K	Speaking and	Observation of

	during the training?	<ul style="list-style-type: none"> To increase the ability to work with Jamboard during online training. <p>Brainstorm. The teacher shares a board with the slogan "My ideas for using Jamboard during the training" - participants fill in the board. They can also look for inspiration (e.g. photos) on the web.</p> <p><i>Sample answers:</i></p> <ul style="list-style-type: none"> <i>brainstorming - e.g. what participants know about a given topic,</i> <i>collecting the group's opinion on a given topic,</i> <i>summary of the training - in words, pictures,</i> <i>picture dictionaries,</i> <i>creative notes.</i> 	access, Projector Screen		Listening Reading and Writing Reflective Practice	participation Asking Questions / Seeking feedback
5 mins	Break					
5 mins	Energizer (optional)	<p>Objective:</p> <ul style="list-style-type: none"> To stimulate/ encourage the group to act, to improve concentration. <p>Using the tool: https://imgflip.com/memegenerator - users create a meme about online education. It can be made available for others participant in a dedicated training folder.</p>	Laptop Internet access, Projector Screen		Reading and Writing	Observation of participation
10 mins	MindMeister - introduction	<p>Objective:</p> <ul style="list-style-type: none"> To grasp a basic understanding of the MindMeister tool. <p>Presentation of the tool. Showing the program and its functionality. Important! - the teacher should prepare his/ her account in the program in advance.</p> <p>Video - optional (English version): https://www.youtube.com/watch?v=LK031sB5sb8</p>	Laptop Ppt presentation. Internet access, Projector Screen	A,R	Speaking and Listening	Confirmation of understanding Asking Questions

15 min	We create a MindMeister mind map	<p>Objective:</p> <ul style="list-style-type: none"> To increase the ability to work with MindMeister during online training. <p>The teacher makes hi/ hers board available to the participants. Together in the group, the participants use the functionalities to create a mind map on the subject of "DIGITAL MENTOR". They can include any aspects. They test, check, and at the same time deepen the topic of digital mentor.</p>	Laptop Internet access, Projector Screen	A,K	Speaking and Listening Reading and Writing Team work Reflective Practice	Observation of participation Asking Questions / Seeking feedback
5 mins	Summary of the session	<p>Aim:</p> <ul style="list-style-type: none"> Evaluation of the session, reflection on the learning process <p>A short conversation summarizing the session, sharing impressions and opinions. You can use a ready template from Wordwall. For example, https://wordwall.net/pl/resource/1829834/mi-training-feedback</p>	Laptop Internet access, Projector Screen	V,A,K	Speaking and Listening Observation	Asking Questions / Seeking feedback
40 min	Participant's own work	<p>Time for participants: they try to create their virtual boards using Padlet and Jamboard tools. They test the MindMeister tool.</p>	Laptop Internet access		Reading and Writing Reflective Practice	

SESSION PLAN			
Programme/Qualification Title: iDream IO2		Module/Unit Title/Ref No: Modul 1: Communication and collaboration/ Tools (not only) for evaluation and gathering opinions /	
Tutor: Fundacja Instytut Re-Integracji Społecznej	No of weeks/sessions 1 session	Hours per week/per session: 2hrs per session	Total GLH: 6hrs
Module/Unit Aims: Module aim: Developing communication and collaboration skills. Expanding knowledge about sharing through digital technologies - data, voice and video - what technologies are available for online learning. Unit Aim: The aim of this training is to help you develop your digital skills to use online tools, conduct evaluation activities, get feedback etc.			
Module/Unit Learning Outcomes: <ul style="list-style-type: none"> • <i>L.O.1 Gaining knowledge about the methods and the ability to use selected online programs i.a. to gather opinions and conduct evaluations (Kahoot, Mentimeter)</i> • <i>L.O.2 Increasing the ability to use the functions of selected online programs i.a. to gather opinions and conduct evaluations (Kahoot, Mentimeter)</i> • <i>L.O.3 Acquiring the ability to prepare exercises with the use of selected online programs i.a. to gather opinions and conduct evaluations (Kahoot, Mentimeter)</i> 			

Timing	Teacher Activities	Key Points/Learning Objectives	Resources	Inclusion	Functional Skills	Assessment, ie: means of evaluating achievement of Learning Outcomes

Project:

5 mins	Welcome/ Intro	<p><i>For the trainer:</i> <i>The exercises can be adapted to online and offline conditions!</i></p> <ul style="list-style-type: none"> • <i>Offline: Attachments can be printed.</i> • <i>Online - The facilitator must remember to prepare worksheets in advance in online tools.</i> <p><i>However, in order to effectively test the tools, participants should have individual access to a laptop / tablet during the training.</i></p> <p>Objective:</p> <ul style="list-style-type: none"> • To understand the topic and the way/ method of work <p>Beginning of the meeting: presentation of the topic and the way of work. During the session, 3 tools for cooperation during online training will be presented.</p>	Laptop Internet access, Projector Screen	A,K	Speaking and Listening	Confirmation of understanding
10 mins	Kahoot – introduction	<p>Objective:</p> <ul style="list-style-type: none"> • To gain basic knowledge of the Kahoot utility <p>Presentation of the tool. Showing the program and its functionality. <i>Important! - the teacher should prepare his account in the program in advance.</i></p> <p>Optional (English version): https://www.youtube.com/watch?v=7XzfWHdDS9Q</p>	Laptop Ppt presentation. Internet access, Projector Screen	A,R	Speaking and Listening	Confirmation of understanding Asking Questions
20 mins	Kahoot in action	<p>Objective:</p> <ul style="list-style-type: none"> • To improve your work performance with the Kahoot tool during online training. 	Laptop Internet access, Projector Screen Appendix 3	A,K	Speaking and Listening Reading and Writing	Observation of participation Asking Questions / Seeking

		<p>The facilitator provides participants with the Kahoot - Online Tools Test - APPENDIX 3</p> <p>Participants join the quiz.</p> <p>Task - in groups of 2-3 people to create any Kahoot evaluation concerning the subject of the course. Encouraging participants to test each other's quizzes.</p>			<p>Reflective Practice</p> <p>Team work</p>	feedback
5 mins	Break					
5 mins	Relaxing exercise (optional)	<p>Objective:</p> <ul style="list-style-type: none"> To improve concentration and calm emotions. <p>Online drawing. http://weavesilk.com/ - Participants enter the indicated page and work upon a creative image.</p>	Laptop Internet access, Projector Screen		Reflective Practice	Observation of participation
10 mins	Mentimeter - introduction	<p>Objective:</p> <ul style="list-style-type: none"> To gain basic knowledge of the Mantimeter tool <p>Presentation of the tool. Showing the program and its functionality. <i>Important! - the trainer should prepare his/her account in the program in advance.</i></p> <p>Movie - optional (English version) https://vimeo.com/401017176</p>	Laptop Ppt presentation. Internet access, Projector Screen	A,R	Speaking and Listening	Confirmation of understanding Asking Questions
20 mins	My evaluation with Mentimeter	<p>Objective:</p> <ul style="list-style-type: none"> To improve your work performance with the Mentimeter tool during online training. 	Laptop Internet access, Projector Screen	A,K	<p>Speaking and Listening</p> <p>Reading and Writing</p> <p>Reflective</p>	<p>Observation of participation</p> <p>Asking Questions / Seeking feedback</p>

		<p>The facilitator provides the participants with the Mentimeter code.</p> <p>Participants join the game - they describe the training in 3 words. They can see a cloud of words on a given topic in real time.</p> <p>Participants are divided into groups of 2-3 people. Their task is to create an evaluation exercise using Mentimeter. We encourage to build up the exercises on various aspects of evaluation: knowledge check, session evaluation, overall evaluation, etc.</p>			<p>Practice</p> <p>Team work</p>	
10 mins	Summary of the session	<p>Objective:</p> <ul style="list-style-type: none"> Evaluation of the module, session, reflection on the learning process <p>Evaluation with the use of tools prepared by the participants. The groups swap their tasks and group members take turns to answer the prepared questions. The others answer the prepared questions.</p>	Laptop Internet access, Projector Screen	V,A,K	<p>Speaking and Listening</p> <p>Observation</p> <p>Reading and Writing</p> <p>Team work</p>	Asking Questions / Seeking feedback
40 min	Participant's own work	<p>Time for participants: they try to create their virtual boards using Kahoot, Mentimeter tools.</p> <p>Additionally, we encourage them to test the Wordwall tool they learned about during the evaluation of the previous session.</p>	Laptop Internet access		<p>Reading and Writing</p> <p>Reflective Practice</p>	