



SCHEME OF WORK

Module 1 Communication and collaboration. Sharing through digital technologies – data , voice and video - what technologies are available to teach online

Responsible partner: Fundacja Instytut Re-Integracji Społecznej

Tutor:	No of weeks/sessions	Hours per week/ per session	Total GLH:
Fundacja Instytut Re-Integracji Społecznej	3 sessions	4 hours + 2 hours of individual work	6 hours

Module Aims:

- To develop communication and collaboration skills.
- To expand knowledge about sharing through digital technologies - data, voice and video - what technologies are available for online learning.

Date/Week/ Session No	No. of hours	Topic/Content	Learning Outcome(s)	Method(s) of delivery
1	2 hours	<p>Online solutions for the storage and exchange of documentation during training.</p> <ul style="list-style-type: none"> • Introduction • Discussion • Examples of cloud drives - group work • Energizer (optional) • Inspirations for me and others - a 	<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. 	<ul style="list-style-type: none"> • PowerPoint • Video • Team work exercises • Peer learning • Peer assessment • Talking • Listening

Project:

		<p>common board of good practices</p> <ul style="list-style-type: none"> • Advantages and disadvantages of a cloud drive • Summary of the session • Participant's own work 	<ul style="list-style-type: none"> • 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. 	
1	2 hours	<p>Online tools to collect answers and collaborate during training</p> <ul style="list-style-type: none"> • Welcome/ Intro • Padlet - introduction • We create a common Padlet • Jamboard - introduction • How can I use Jamboard during the training? • Energizer (optional) • MindMeister - introduction • We create a MindMeister mind map • Summary of the session • Participant's own work 	<ul style="list-style-type: none"> • 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). 	<ul style="list-style-type: none"> • PowerPoint • Video • Team work exercises • Peer learning • Peer assessment • Talking • Listening

1	2 hours	<p>Tools (not only) for evaluation and gathering opinions.</p> <ul style="list-style-type: none"> • Welcome/ Intro • Kahoot – introduction • Kahoot in action • Relaxing exercise (optional) • Mentimeter - introduction • My evaluation with Mentimeter • Summary of the session • Participant's own work 	<ul style="list-style-type: none"> • 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) • L.O.2 Increasing the ability to use the functions of selected online programs i.a. to gather opinions and conduct evaluations (Kahoot, Mentimeter) • 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) 	<ul style="list-style-type: none"> • PowerPoint • Video • Team work exercises • Peer learning • Peer assessment • Talking • Listening
Syllabus content fully covered: Yes/No	All learning outcomes fully covered: Yes/No		If syllabus/learning outcomes not fully covered, where/how will these be covered elsewhere?	