

**Title: Digital skills and tools**

**Learning Objectives:**

* **Learn key technologies to become more effective** (Digital tools for collaboration, efficiency and design)
* **Learn** how touse different digital tools and technologies to achieve a greater impact.
* **Learn** how to choose the tools and technologies best suited for you.

**Learning outcomes:**

Upon completion of this training, you will be ready to:

* Understand the importance of technologies in the modern age;
* Identify which digital tools and technologies can be used for specific purposes;
* Select the best digital tools and technologies for your organization;
* Effectively implement digital tools and technologies in your organisation.

**Lesson plan**

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| --- | --- | --- | --- | --- |
| Time | Content | Methodology | Materials | Comments |
| 9.00 | Welcoming participants  Introducing the trainer, learning about the outcomes and the agenda  Icebreaker | **Presentation (Part 6 - The need for digital literacy)**  Slides: 1 - 4  Participants are asked to share what technologies they already use in their everyday lives (smartphone, PC, TV, etc.) as well as what programs/apps they already use (WhatsApp, FB, Chrome, etc.) | PC, projector.  Using ”Word Cloud” on Mentimeter (app) or similar | The Icebreaker aims to show the participants that they've already learned how to use plenty of different apps and technologies. |
| 9.15 | The importance of digital literacy | **Presentation (Part 6 - The need for digital literacy)**  Slides: 5-21  Participants are given a presentation on digital literacy - what are the benefits and why it's important to keep learning new tools. | PC, projector |  |
| 10.05 | Self-evaluation regarding digital competence + reflection | **Presentation (Part 6 - The need for digital literacy)**  Slide: 22  Participants are asked to take the MyDigiSkills so they can see where they stand regarding their digital literacy. | <https://mydigiskills.eu/>  PC, projector | This would help the participants understand in which areas they are currently missing necessary knowledge. |
| 10.40 | Break | **Presentation (Part 6 - The need for digital literacy)**  Slide: 24 |  |  |
| 10.55 | Share with everyone | **Presentation (Part 7 - Digital tools for daily operations)**  Slide: 2  Participants would be asked to share which was the most difficult digital tool they've had to learn and what methods they used to make the process as effective as possible. |  | This should give the participants different ways how to tackle learning difficult technologies |
| 11.10 | Digital tools for collaboration, efficiency, and design | **Presentation + short video tutorials**  Slides: 3-28  During the presentation, participants are introduced to specific digital tools, like *Trello, Asana, Google Drive, Canva, Figma, Prezi*, and more | PC, projector | An introduction to specific tools participants could start using today. |
| 13.00 | Lunch |  |  |  |

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