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INTERNAL DOCUMENT

DigiWork
digital skills for adult learners

REPORT
HOW TO INTEGRATE
10 GOOD PRACTICES
INTO E-MODULES



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REPORT

THE 10 GOOD PRACTICES INTEGRATED INTO THE E-LEARNING MODULES

The partnership DigiWork shared, during the online monitoring meetings, the need to integrate 10 specific good practices, one for each training video/e-module. The aim is to maximize the effectiveness of learning and ensure that learners can apply the skills acquired in real contexts.

Below, we present the detailed report of the 10 good practices chosen and integrated into the 10 modules.

1. Introduction to using the PC

Good practice: Active learning through guided exercises.

This module integrates practical exercises that guide learners step by step in using the PC, facilitating the acquisition of basic skills. The exercises are designed to be repetitive, but progressively more complex, allowing adults to consolidate what they have learned and develop confidence in everyday computer use.

2. Digital security

Good Practice: Digital risk simulation scenarios.

To address the topic of digital security, the module includes simulations of real scenarios in which learners must recognize and manage threats such as phishing, malware and online fraud. These simulations increase awareness of digital risks and prepare users to effectively protect their data.

3. Digital messaging

Good Practice: Use of realistic case studies.

The digital messaging module integrates case studies that reflect real communication situations, such as managing email messages, the use of instant messaging platforms and netiquette. These practical examples help learners understand the importance of clear and effective communication.

4. Basic data analysis

Good Practice: Application of practical exercises on real data.

To help you understand data analysis, this module includes hands-on exercises using real datasets. Learners learn how to extract, organize and interpret data, developing useful skills for work and daily life.

5. Image Editing with CANVA

Good Practice: Step-by-step creative projects .

In the image editing module, learners are encouraged to complete creative projects using Canva . Each project is divided into guided phases, allowing users to experiment with different software features and develop their own digital portfolio.

6. Social media management

Good Practice: Planning and creation of social content.

This module includes exercises on how to plan and create content for social media, with a particular focus on publishing strategies, engagement and performance analysis. Direct practice allows learners to understand the importance of consistency and quality in social media posts.

7. Video editing

Good Practice: Video projects based on real-life scenarios.

Video editing exercises are designed around realistic scenarios, such as creating promotional videos or tutorials. Learners learn editing techniques, adding effects and timeline management, improving their ability to produce quality video content.

8. Working with large language models (LLMs)

Good Practice: Interaction exercises with AI models.

This module introduces learners to the use of advanced language models such as LLMs. Through hands-on exercises, users learn how to interact with these models for tasks such as assisted writing, machine translation and text generation, exploring the potential of artificial intelligence.

9. Video conferences

Good Practice: Online meeting simulations .

The video conferencing module includes online meeting simulations, where learners can practice managing video conferencing tools, presenting content and interacting effectively with participants. This practice prepares users to participate and lead virtual meetings with confidence.

10. Digital literacy for everyday life

Good Practice: Solutions to everyday problems through technology .

This module focuses on the practical application of digital skills in everyday life, such as using apps to manage finances, communicating with

public services and booking services online. Through hands-on exercises, learners gain confidence in using technology to improve their quality of life.