

"DigiWork - digital skills for adult learners" - Progetto n. 2022-2-IT02-KA210-ADU-000094581

10 e-modules

DigiWork

digital skills for adult learners

LEARNING  
MODULES



PUNTO  
EUROPA  
INNOVATIVE PROJECTS

Co-funded by the  
Erasmus+ Programme  
of the European Union



Il sostegno della Commissione europea alla produzione di questa pubblicazione non costituisce un'approvazione del contenuto, che riflette esclusivamente il punto di vista degli autori, e la Commissione non può essere ritenuta responsabile per l'uso che può essere fatto delle informazioni contenute.

## SELF-LEARNING TRAINING PROGRAM

### Introduction

The acquisition of digital skills has become a key priority in Europe, especially for the adult population over 45. This age group, often referred to as "digital non-natives", faces significant challenges in adapting to the rapid technological progress that is transforming the world of work and daily life. Adult educators in Europe are therefore called to a crucial task: to support these individuals in bridging the digital divide, promoting inclusion and equal access to the opportunities offered by the digital age. DigiWork training program, designed specifically for adults over 45, was created with the goal of addressing this urgent need. Based on in-depth research conducted in various European countries, the program was developed to address the specific difficulties encountered by this segment of the population, offering a flexible and accessible training path, capable of adapting to individual needs and learning paces.

Adult educators play an essential role in the digital transformation process. It's not just about transmitting technical knowledge, but about accompanying adults on a path of personal growth, helping them to overcome the fears and resistance that often accompany the approach to new technologies. Educators must be able to create an inclusive and motivating learning environment that values learners' previous experiences and encourages them to develop a mindset open to continuous learning.

DigiWork training program has been structured to support educators in this mission. Each module has been designed with attention to the specific needs of adults, using innovative teaching methodologies that combine theory and practice. Furthermore, the program offers concrete tools to facilitate self-learning, making learners protagonists of their training path.

Despite the many opportunities offered by the program, educators must be aware of the challenges that may emerge. The focus groups conducted during the research phase highlighted that many adults are not aware of their digital skills and are not used to self-learning. This lack of awareness can lead to a sense of frustration or insecurity, making the initial approach to the training modules difficult.

To overcome these difficulties, it is essential that educators promote a positive and supportive learning environment, encouraging learners to

recognize their own progress and develop confidence in their abilities. Furthermore, integrating self-assessment tools and moments of reflection within modules can help learners become more aware and motivated.

The program is divided into 10 e-modules, each of which addresses a fundamental aspect of digital skills. From PC basics and digital security to video editing and social media management, each module is designed to provide practical, immediately applicable skills. The flexibility of the e-learning format allows learners to manage their time, while educators can monitor progress and offer personalized support.

Adult educators who adopt this program will find 10 e-modules on the project's YouTube channel ( <https://www.youtube.com/@digiworkadu/featured> ), designed to meet the learning needs of this target, combining theory and practice in an accessible and engaging format.

## TRAINING PROGRAM

The training program is divided into 10 e-modules, each of which addresses a fundamental aspect of digital skills. Each module is designed to be completed in one to two weeks, depending on the learner's learning pace.

1. Introduction to Using the PC
  - Contents : Overview of PC components, operating systems, and common troubleshooting techniques.
  - Objective : To provide a basic understanding of how PCs work and essential operations.
2. Digital Security
  - Contents : Digital security principles, password management, phishing awareness, and safe use of public Wi-Fi.
  - Objective : Improve online safety awareness and practices.
3. Digital Messaging
  - Contents : Effective use of messaging apps for personal and professional communication.
  - Objective : Enable learners to use messaging apps safely and efficiently.
4. Basic Data Analysis
  - Contents : Introduction to data analysis using Excel, understanding graphs and tables.
  - Objective : Provide the skills necessary to interpret and analyze simple data.
5. Image Editing with Canva
  - Contents : Using Canva for charting and image editing.
  - Objective : To enable learners to create visual content for personal or professional use.
6. Social Media Management
  - Contents : Strategies for the effective use of social media, building your online presence and digital wellness.
  - Objective : Develop skills to manage social profiles in a conscious and strategic way.
7. Video Editing
  - Contents : Basic techniques for video editing using software like Adobe Premiere or free tools.
  - Objective : To enable learners to create and edit video content for various purposes.
8. Working with Large Language Models (LLM)

- Contents : Introduction to LLM like ChatGPT, creating effective prompts, and using them for specific tasks.
- Objective : To introduce learners to advanced artificial intelligence technologies.

9. Video conferences

- Contents : Tools and techniques for effectively participating in video conferences, management of virtual space.
- Objective : Improve digital communication skills via videoconferencing platforms.

10. Digital Literacy for Everyday Life

- Contents : Advanced use of MS Word and Excel for daily tasks, document management and data analysis.
- Objective : Provide advanced skills to efficiently manage daily digital activities.

Module	Duration (Hours)	Self-learning Tools
<b>1. Introduction to Using the PC</b>	6	Video tutorials, interactive quizzes, PDF manual, practical exercises with PC simulations
<b>2. Digital Security</b>	4	Online guides, assessment quizzes, digital threat recognition exercises
<b>3. Digital Messaging</b>	4	Video tutorials, practice messaging apps, interactive quizzes
<b>4. Analysis of Basic Data</b>	6	Video tutorials on Excel, Excel files for exercises, data interpretation quizzes
<b>5. Image Editing with Canva</b>	5	Canva platform , practical exercises, video tutorials, quizzes to verify the skills acquired
<b>6. Social Media Management</b>	5	Case studies, exercises on social platforms, video tutorials, PDF manual
<b>7. Video Editing</b>	6	Video editing software (e.g. Adobe Premiere, DaVinci Resolve ), video tutorials, practical editing exercises
<b>8. Working with Large Language Models (LLMs)</b>	5	Access to LLM (e.g. ChatGPT), guides on prompt engineering, practical exercises, interactive quizzes
<b>9. Video conferences</b>	4	Video conferencing platforms (e.g. Zoom, Microsoft Teams), video tutorials, meeting simulations, skills assessment quizzes
<b>10. Digital Literacy for Everyday Life</b>	7	MS Word and Excel, advanced video tutorials, practical exercises, quizzes to verify the skills acquired

## Tips for learners

- Gradual commitment : Approach each module calmly, dedicating the time necessary to assimilate the contents and complete the practical exercises.
- Active participation : Use discussion forums and online support groups to share questions and difficulties with other learners.
- Self-assessment : At the end of each module, complete the quizzes and reflect on your progress, identifying areas that need further practice.

## Strengths of the e-learning training method

1. Flexibility : E-modules allow learners to learn at their own pace, adapting learning to their personal and professional commitments.
2. Accessibility : The contents are available online and can be accessed from any device connected to the internet, promoting barrier-free learning.
3. Interactivity : Each module includes practical exercises, quizzes and video tutorials that facilitate active learning and immediate application of the skills acquired.

## Weaknesses of the e-learning training method

1. Lack of awareness of skills : One of the main obstacles highlighted by the focus groups is the lack of awareness of one's digital skills. Many adults do not recognize their progress and tend to underestimate their abilities, which can reduce their motivation to continue their education.
  - Tip : Introduce self-assessment and guided reflection exercises at the beginning and end of each module to help learners recognize and enhance their progress.
2. Difficulty in self-learning : Adults unaccustomed to self-learning may find it difficult to maintain the discipline needed to complete modules without external support.
  - Tip : Implement an online tutoring system that offers personalized support, answering questions and motivating learners to continue their journey. Providing reminders and incentives for completing forms can improve engagement.
3. Isolation : Online learning can feel lonely, leading learners to feel disconnected from the learning group and less motivated.

- Tip : Create virtual study groups and organize regular video conference sessions where learners can interact with each other, share experiences and support each other.