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ADULT LEARNERS,  
EDUCATORS,  
COMPANIES

DigiWork  
digital skills for adult learners

PRACTICAL GUIDE  
TO USING VIDEO COURSES



PUNTO  
EUROPA  
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# PRACTICAL GUIDE TO THE USE OF VIDEO COURSES

## 1. Introduction

Welcome to the **DigiWork Guide to Digital Skills for Adults** , a path designed to support adults over 45 on their journey to acquiring digital skills fundamental to everyday life and the world of work. This practical guide was developed to help educators, learners and companies make the most of the e-learning materials available on the DigiWork project YouTube page . The guide is based on the experience accumulated through careful research and experimentation, with the aim of making digital learning accessible, engaging and adaptable to the specific needs of each participant.

DigiWork project , funded under the Erasmus+ programme, was designed to bridge the digital divide that separates many adults from the opportunities offered by modern technology. Through a series of detailed video courses, this guide aims to provide practical tools to support self-learning and improve digital skills, while promoting social and working inclusion.

This guide is organized into six main sections. In the first part, we will provide an overview of the video courses available and the skills that can be acquired. Practical indications will follow on how to best use the published materials, with specific advice for educators, learners and companies. Finally, we will conclude with a summary of available resources and direct links to the DigiWork project YouTube page .

## 2. Specifications for each video course

DigiWork YouTube page cover a wide range of digital skills, broken down into ten key modules. Below, we provide a brief description of each module, highlighting the learning objectives and the main tools used.

### 1. Introduction to using the PC

- **Objectives** : Provide a basic understanding of PC components, operating systems, and troubleshooting techniques.
- **Tools** : Video tutorials with practical demonstrations, interactive quizzes.

### 2. Digital security

- **Objectives** : Raise awareness of digital risks and teach best practices to protect your data online.
- **Tools** : Practical guides on password management, videos on how to recognize phishing attempts.

### 3. Digital messaging

- **Objectives** : Enable the safe and effective use of messaging apps to communicate personally and professionally.
- **Tools** : Tutorials on using apps like WhatsApp and Telegram, practical exercises.

### 4. Basic data analysis

- **Objectives** : Introduce the basic concepts of data analysis using Excel and other spreadsheet tools.
- **Tools** : Videos on how to create and interpret graphs and tables, practical exercises.

### 5. Image editing with Canva

- **Objectives** : Teach the fundamental techniques for creating and editing images using Canva .
- **Tools** : Video tutorials on Canva , practical graphic design exercises.

### 6. Social media management

- **Objectives** : Provide skills for managing social profiles in a professional and safe way.
  - **Tools** : Case studies, videos on social media strategies and online reputation management.
7. **Video editing**
- **Objectives** : Introduce the basic techniques of video editing to create quality digital content.
  - **Tools** : Tutorials on software such as Adobe Premiere, practical editing exercises.
8. **Working with large language models (LLMs)**
- **Objectives** : Familiarize yourself with the use of LLMs such as ChatGPT, improving the effectiveness of prompts and the interpretation of results.
  - **Tools** : Demonstration videos and practical exercises.
9. **Video conferences**
- **Objectives** : Teach the skills necessary to participate effectively in video conferences.
  - **Tools** : Tutorials on Zoom and Microsoft Teams, practical simulations.
10. **Digital literacy for everyday life**
- **Objectives** : Develop advanced skills in using MS Word and Excel to manage documents and data.
  - **Tools** : Video tutorials, practical exercises on real documents.

### 3. Guide to the use of published materials

DigiWork YouTube page are designed to be flexible and accessible, allowing learners to learn at their own pace and needs. Here's how to best use these resources:

- **Planning** : Start by identifying the skills you want to acquire. Each video course is divided into modules that can be completed independently. We recommend establishing a weekly study program, dedicating time to one module at a time.
- **Attention to detail** : Watch the videos carefully, taking notes and stopping the video to reflect on the concepts explained. Use interactive quizzes to test your understanding and repeat modules if necessary.
- **Practical Application** : After watching a video, immediately apply what you have learned. For example, if you're learning image editing, open Canva and start creating a design by following the directions in the video.
- **Community and support** : Participate in the comments below the videos to share your experiences and ask questions. You can also join online study groups or forums to discuss content and receive support.

### 4. Notes for educators

For adult educators, approaching an e-learning program like DigiWork requires careful planning and an understanding of learners' specific needs. Here are some recommendations:

- **Initial assessment** : Before starting, assess the level of digital competence of your learners. This will allow you to customize the approach and choose the most suitable modules.
- **Ongoing support** : Even though the program is designed for self-learning, the role of the educator is fundamental. Offer ongoing support through regular feedback and tutoring sessions to answer specific questions.

- **Integration with hands-on activities** : Incorporate hands-on activities into your courses. For example, after completing a module in Excel, host a workshop where learners can work on a real-world project.

## 5. Notes for learners

If you are a learner participating in the DigiWork program , here are some tips to maximize your learning:

- **Commitment and consistency** : Dedicate regular time to learning. Even an hour a day can make a big difference.
- **Be patient with yourself** : Don't be discouraged if you encounter difficulties. Digital skills take time to acquire, so take the time to understand the concepts.
- **Use materials actively** : Don't just watch videos passively. Practice immediately after learning a new concept and apply the new skills in your daily life.

## 6. Notes for companies

Companies looking to support their employees in improving digital skills can greatly benefit from integrating the DigiWork program into their training plans. Here are some suggestions:

- **Encourage self-learning** : Provide your employees with the time and resources to follow DigiWork modules . You can integrate these courses into their work hours or as part of a professional development plan.
- **Evaluate progress** : Monitor employee progress through periodic evaluations and offer recognition for achievements, such as certificates or awards.
- **Integrate acquired skills** : Create opportunities for employees to apply new digital skills at work, through specific projects or the use of new digital tools.

## Conclusions

DigiWork program presents itself as a strategic and innovative initiative to address the challenges of digitalisation in Europe, with a specific focus on the adult population over 45. This demographic, often overlooked in traditional training plans, represents a crucial segment of the workforce and society, whose digital integration is fundamental to promote inclusion, improve competitiveness and reduce the technological gap.

Through the implementation of a training course divided into ten modules, DigiWork offers a holistic and flexible approach, capable of responding to the diversified needs of adults. The structure of the program, which combines video courses available on an accessible platform such as YouTube, support materials for self-learning and a continuous tutoring system, guarantees a learning experience adaptable to the times and methods preferred by the learners.

The approach based on e-learning represents an important step forward in adult education, offering training tools that can be used independently and at personal pace. However, this method requires careful management of potential critical issues that emerged during the project, such as lack of awareness of one's skills and difficulty in self-learning. This is where the role of educators becomes essential: support, motivation and the ability to guide learners towards self-efficacy are essential elements for the success of the program.

For companies, DigiWork represents an opportunity to invest in human capital, improving employees' digital skills and increasing organizational resilience in an increasingly technological market. Companies that integrate this program into their professional

development plans not only enhance the operational capabilities of their staff, but also help create an inclusive and future-oriented corporate culture.

DigiWork is an exemplary model of how a European project can respond to real and immediate needs, offering practical and sustainable solutions for digital inclusion. The program not only provides the technical skills necessary to face the challenges of the present and future, but also promotes a person-centered educational approach, capable of adapting and responding to the changing dynamics of the digital world.

We encourage all participants—educators, learners and companies—to take full advantage of the resources offered by DigiWork , integrating them into their daily practices and contributing to building a more equal, digital and connected European society.

DigiWork YouTube page at the following link: [DigiWork YouTube Channel](#).