



***Motivate/Encourage, Act/Create, Promote***  
***Short-term joint staff training events***

Erasmus+ project no. 2020-1-ES01-KA204-081780

Date: 24<sup>th</sup> – 26<sup>th</sup> January 2022

Venue: Hotel Metropolitan, Sofia, Bulgaria

<https://metropolitanhotelsofia.com/bg/>

The LTTA aims to train educators who will then be able to use the course in their national contexts. Three participants per partner (1 trainer + 2 educators)

<b>Monday 24.01.2022</b>		
<b>Time</b>	<b>Session</b>	<b>Partner</b>
09:00 – 09:30	Arrival, registration (and covid testing?)	Nikanor

09:30 – 10:45	<b>Day 1 Introductory Session</b> <ul style="list-style-type: none"> <li>● Agenda for the three days of training (10`)</li> <li>● Icebreaker and expectations (20`)</li> <li>● Introduction of the MAP project (15`)</li> <li>● Introducing the website and how to use it for learning, including plans for blended delivery (30`)</li> </ul>	Nikanor edEUcation DomSpain DomSpain + edEUcation
10:45 – 11:00	Coffee break	
11:00 – 12:30	<b>Module 1: Trainer’s confidence and skills</b> <ul style="list-style-type: none"> <li>● self-evaluation of training needs and personal qualities leading to the choice of most relevant modules</li> </ul>	DomSpain
12:30 – 14:00	Lunch break and pre-session coffee	
14:00 – 15:30	<b>Module 2: Review of training content</b> <ul style="list-style-type: none"> <li>● review and update of Trainer’s existing learning content,</li> <li>● check of suitability for online or blended delivery,</li> <li>● addressing learning differences and variable access to digital learning</li> <li>● exploring potential new learning content</li> </ul>	Wisamar
15:30 – 16:00	Wrap-up of the day – Q&A, feedback, evening plans	edEUcation

<u>Tuesday 25.01.2022</u>		
Time	Session	Partner
09:00 – 09:15	Arrival, registration	Nikanor LTD
09:15 – 10:30	<b>Day 2 Introductory Session</b> <ul style="list-style-type: none"> <li>● Icebreaker and refresher of the Day 1 (15`)</li> <li>● Activities related to the content of Day 1 (30`)</li> </ul>	edEUcation DomSpain & Wisamar
10:30 – 10:45	Coffee break	
10:45 – 12:30	<b>Module 3: Use of digital tools (software)</b> <ul style="list-style-type: none"> <li>● exploring the latest and most suitable online solutions for delivering learning content online</li> <li>● examples of integration through illustrative videos and tasks, so that trainers can explore the tools themselves</li> </ul>	Les Cultures
12:30 – 14:00	Lunch break and pre-session coffee	
14:00 – 15:30	<b>Module 4) Use of ICT tools (hardware)</b> <ul style="list-style-type: none"> <li>● exploring the latest and most suitable ICT equipment, worth investing in, in order to improve the online delivery of learning content</li> <li>● examples of integration through illustrative videos</li> <li>● Market Place activity – sharing best practice and “shopping for best tools”</li> </ul>	Uşak University
15:30 – 16:00	Wrap-up of the day – Q&A, feedback, evening plans	Wisamar

<u>Wednesday 26.01.2022</u>		
Time	Session	Partner
09:00 – 09:15	Arrival, registration	Nikanor LTD
09:15 – 10:30	<b>Day 3 Introductory Session</b> <ul style="list-style-type: none"> <li>● Icebreaker and refresher of the Day 2(15`)</li> <li>● Activities related to the content of Day 2 (30`)</li> </ul>	Wisamar Les Cultures & Uşak Uni
10:30 – 10:45	Coffee break	
10:45 – 12:30	<b>Module 5: Planning a training session</b> <ul style="list-style-type: none"> <li>● A checklist of all things a trainer needs to consider when planning a delivery of their learning content.</li> </ul>	Nikanor
12:30 – 14:00	Lunch break and pre-session coffee	
14:00 – 14:45	<b>Highlights presented by the participants</b> <ul style="list-style-type: none"> <li>● Participants choose their favourite part of the training and prepare a very brief presentation on how they are going to use it in their own context (20`)</li> <li>● Presentations (5 minutes each team 25`)</li> </ul>	Participants supported by the partners
14:45 – 15:30	<b>Wrap-up of the training</b> <ul style="list-style-type: none"> <li>● Feedback from participants, suggestions for improvement</li> <li>● Next steps, piloting, and evaluation</li> <li>● Europass and/or Attendance certificates</li> </ul>	DomSpain