

- Visegrad Fund



# ADVANCED DIGITAL TOOLS FOR EDUCATION

TRAINER MANUAL



STOWARZYSZENIE  
ROZWOJU I INTEGRACJI  
MŁODZIEŻY



- Visegrad Fund



# INTRODUCTION TO THE TOOLKIT

“This Trainer Manual on Advanced Digital Tools for Education is developed in the frames of “ProDeCoR: Professional Development as a COVID-19 Response” project funded by International Visegrad Fund in 2020. The project is implemented by Armenian Regional Youth NGO in partnership with Youth Development and Integration Association STRIM (Poland), ReCreativity Social Enterprise (Hungary), and Vice Versa Association (Czech Republic). Toolkit is designed for trainers, youth workers, teachers, employment sector practitioners and other educators that work with young people. It provides objectives and detailed guidelines on how to work with young people in order to build their competences in the post-COVID 19 labour market. The manual covers 6-8 hours of learning activities and additional learning materials provided for follow up/self-learning.

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- Brief presentation of Mibo and reflection on the session

Miro  
Wonder.me  
Mibo

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- Intro to Meetbutter
- Exercise in smaller groups
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- Facilitation: Stormz (presentation using Stormz)
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Meetbutter  
Slack  
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- Welcome to the session
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- Creative phase: photos are shared on Padlet
- Intro to Canva
- Exercise










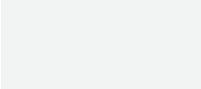
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## Budgets, Planning, Task Management, Mailing List.10

- Welcome to the session
- Guided and step by step intro to Google Sheets
- Intro to Trello
- Exercises in small groups simulating project teams
- Intro to Mailchimp
- Newsletter design

Google Sheets  
Trello  
Mailchimp

## Session: Whiteboards and Conferencing

	<b>Themes</b>	Miro, Wonder.me, Mibo
	<b>Goal</b>	Introduce the working methods and the general structure to specify the tools of this unit
	<b>Objectives</b>	After the session participants will be able to effectively use Miro and advanced conferencing tools in the design and realization of their educational activities
	<b>Group size</b>	20-24
	<b>Time required</b>	90 min
	<b>Overview / short description</b>	Introductory session with a presentation and practice of the above-mentioned tools
	<b>Materials needed</b>	Flip chart, markers, video projector, solid Wi-Fi connection (strong bandwidth for everybody), laptops and power sockets
	<b>Complexity</b>	Intermediate
	<b>References</b>	PDF presentation yet to be designed
		

## Session: Whiteboards and Conferencing

### Introduction and implementation

Time	Steps
5 min	a. Welcome to the session
10 min	b. Introduction to Miro <a href="https://miro.com/">https://miro.com/</a>
20 min	c. Practical group work (topic to be decided)
5 min	d. Short break
10 min	e. Fun and alternative conferencing tools: Wonder.me <a href="https://www.wonder.me/">https://www.wonder.me/</a>
20 min	f. The session is held on Wonder.me - short social game in smaller groups
20 min	g. Brief presentation of Mibo and reflection on the session <a href="https://getmibo.com/">https://getmibo.com/</a>

### Debriefing and evaluation

Debriefing and evaluation on Mibo, as part of the previous session









### Tips for facilitator

Wonder.me can be confusing at first in case participants have experience with only more basic video conferencing platforms, therefore allocate enough time for people to practice and get familiarized with the options.

Mibo requires a graphic card (of medium quality) to function. Basic or older laptops may struggle to operate it. This may create inclusion problems.

Pay attention to it beforehand and, if necessary, allow participants to share laptops.

## Session: Engagement, Communication and Facilitation

	<b>Themes</b>	Meetbutter, Slack, Stormz
	<b>Goal</b>	Introduce the working methods and the general structure to specify the tools of this unit
	<b>Objectives</b>	After the session participants will be able to use advanced engagement tools, Slack and digital facilitation tools while designing and realizing their educational activities
	<b>Group size</b>	20-24
	<b>Time required</b>	90 min
	<b>Overview / short description</b>	Introductory session with a presentation and practice of the above-mentioned tools
	<b>Materials needed</b>	Flip chart, markers, video projector, solid Wi-Fi connection (strong bandwidth for everybody), laptops and power sockets
	<b>Complexity</b>	Intermediate

### Introduction and implementation

Time	Steps
5 min	<b>a.</b> Welcome to the session
10 min	<b>b.</b> Intro to Meetbutter <a href="https://meetbutter.io/">https://meetbutter.io/</a>
20 min	<b>c.</b> Exercise in smaller groups
5 min	<b>d.</b> Short break
10 min	<b>e.</b> Intro to Slack <a href="https://slack.com">https://slack.com</a>
10 min	<b>f.</b> Exercise
10 min	<b>g.</b> Facilitation: Stormz (presentation with the use of Stormz) <a href="https://stormz.me/en">https://stormz.me/en</a>
20 min	<b>h.</b> Exercises in smaller groups with people taking roles of facilitators and participants









### Debriefing and evaluation

	Asynchronous on Mentimeter
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### Tips for facilitator

	<p>These tools may be less popular. Therefore, allow enough time to experiment and get familiar with them. If necessary, keep one for Session 3. The part about Slack can be shortened as it's in fact a communication tool.</p>
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## Session: Photo Editing and Visual Design

	<b>Themes</b>	Meetbutter, Slack, Stormz
	<b>Goal</b>	Introduce the working methods and the general structure to specify the tools of this unit
	<b>Objectives</b>	After the session participants will be able to use photo editing and visual design tools while planning and realizing their educational activities
	<b>Group size</b>	20-24
	<b>Time required</b>	90 min
	<b>Overview / short description</b>	Introductory session with a presentation and practice of the above-mentioned tools
	<b>Materials needed</b>	Flip chart, markers, video projector, solid Wi-Fi connection (strong bandwidth for everybody), laptops and power sockets
	<b>Complexity</b>	Intermediate



### Introduction and implementation

Time	Steps
5 min	<b>a.</b> Welcome to the session
15 min	<b>b.</b> Intro to Snapseed (app on Google Play, Android or Apple store)
30 min	<b>c.</b> Creative phase: photos are shared on Padlet
10 min	<b>d.</b> Short break
15 min	<b>e.</b> Introduction to Canva <a href="https://www.canva.com/">https://www.canva.com/</a>
15 min	<b>f.</b> Exercise (participants will receive random tasks to complete, for example (15 minutes): <ul style="list-style-type: none"><li>- to create a 6-slides presentation on a given topic</li><li>- to design a poster for an event</li><li>- to make a brochure for an organization</li><li>- to create banners for promoting an event on social media, etc.</li></ul>








### Debriefing and evaluation

	Asynchronous on Mentimeter
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### Tips for facilitator

These tools are extremely important and may make a difference in one's approach to digital tools. Visual communication is crucial. Make sure you consider enough time for these two and, if necessary, move one to session 4, where some of the content can be skipped or shortened.

## Session: Budgets, Planning, Task Management, Mailing List

	<b>Themes</b>	Google Sheets, Trello, Mailchimp
	<b>Goal</b>	Introduce the working methods and the general structure to specify the tools of this unit
	<b>Objectives</b>	After the session participants will be able to use Google Sheets for budget and planning purposes, Trello for task management activities, and Mailchimp for integrating newsletters into the design and realization of their educational activities
	<b>Group size</b>	20-24
	<b>Time required</b>	90 min
	<b>Overview / short description</b>	Introductory session with a presentation and practice of the above-mentioned tools
	<b>Materials needed</b>	Flip chart, markers, video projector, solid Wi-Fi connection (strong bandwidth for everybody), laptops and power sockets
	<b>Complexity</b>	Intermediate

## Session: Budgets, Planning, Task Management, Mailing List

### Introduction and implementation

Time	Steps
5 min	<b>a.</b> Welcome to the session
20 min	<b>b.</b> Step by step guided intro to Google Sheets <a href="https://www.google.com/sheets/about/">https://www.google.com/sheets/about/</a>
10 min	<b>c.</b> Short break
10 min	<b>d.</b> Intro to Trello <a href="https://trello.com/">https://trello.com/</a>
20 min	<b>e.</b> Exercises in smaller groups simulating project teams
10 min	<b>f.</b> Introduction to Mailchimp <a href="https://mailchimp.com/">https://mailchimp.com/</a>
20 min	<b>g.</b> Newsletter design Participants are assigned to work on designing their organizational or personal newsletter. In case they are short of ideas and upon necessity, participants can receive some help from the facilitator in the form of tips of scenarios (“build a newsletter for an educational campaign” or “design a newsletter for a local youth center and inform about summer activities”).

### Debriefing and evaluation

Final evaluation on Mentimeter: people can do it asynchronously

### Tips for facilitator

Google sheets (like Excel and every other spreadsheet tool) can be harder to grasp because of its technical appearance (it's a lot of numbers and formulas). Make sure to get familiarized with the platform yourself and allow enough time to participants to get familiar at least with some basic functions.

If necessary, skip Trello. The Mailchimp exercise is important and includes some aspects of visual design, so it may be more time consuming.