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**LESSON PLAN**

**Digital Literacy**

## Subunit 1: Face-to-Face setting

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| **Description of the Learning Activities** | **Timing (minutes)** | **Materials/ Equipment Required** | **Assessment/ Evaluation** |
| **Workshop Opening:**   * Welcoming * Introduction (explain the objectives, methodology) * Presentation of agenda/unit | **5 minutes** | * Flipchart and markers * Pens and note-taking * Digital devices (e.g. desktop, laptop, tablet, smartphone) * Internet access | Participants will engage in all group activities |
| **Part A: Knowledge** | | | |
| 1. **Digital Competences:**  * Presentation of the concept of Digital Competences (definitions). * Discussion with the participants | **5 minutes** |  |  |
| 1. **The Digital Competence Framework**  * Introduction to the European Framework for the Digital Competences (DigComp 2.0) * Short presentation of the 5 competence areas and the 21 Competences * Discussion with the participants | **5 minutes** |  |  |
| 1. **Digital Tools**  * Brief theory input (what are the digital tools, examples) * Discussion with the participants | **5 minutes** |  |  |
| 1. **Group Activity 1: Examples of Digital Tools**  * The trainer asks the participants to split into teams to identify several examples of digital tools. * The trainer sets a timer to 5 minutes, and the participants can collect as many ideas as possible. * This can be done with sticky notes or with the trainer writing down the ideas on a whiteboard or flipchart. Alternatively, the trainer can use padlet application (<https://padlet.com/dashboard>), where all participants can post notes on a common page. * Group Discussion with the contributions of each team. (5 minutes). | **5 minutes** |  |  |
| 1. **How digital tools can benefit our lives**  * Presentation of daily examples of how digital tools benefit our lives * Discussion with the participants of how digital tools improve their working and personal life. | **5 minutes** |  |  |
| **Part 2: Skills** | | | |
| 1. **Why are digital skills important?**  * Input by the trainer: Brief Theory * Discussion with the participants the reasons why digital literacy skills are important. | **5 minutes** |  |  |
| 1. **Group Activity 2: Examples of Digital Tools**  * The trainer asks the participants to reflect on the digital competence framework (21 dimensions). * This exercise aims for the participant to identify three dimensions they would like to improve and three dimensions that they are pretty confident about based on the digital competence framework. * The trainer can use the padlet application (<https://padlet.com/dashboard>), where all participants can post notes on a common page. | **5 minutes** |  |  |
| 1. **Self-assessment Tools of Digital Skills**  * The trainer will present several examples of tools where participants can share. * Discussion with the participants | **5 minutes** |  |  |
| 1. **Learning Apps to create a quiz**  * The trainers will present the benefits of using learning quizzes from educators and several examples of quizzing tools. * Discussion with the participants | **5 minutes** |  |  |
| **Part 3: Attitudes** | | | |
| 1. **Digital Content**  * Input by the trainer:   - What is a digital content  - Who Creates Digital Content  - Digital Content: Finding, Evaluating, Using and Creating it   * Discussion with the participants | **5 minutes** |  |  |
| **Self-Reflection Exercise:** **Test your digital skills** | | | |
| The trainer will ask the participants to test their digital skills in order to get a good understanding of their current digital competences and identify what they can do next to improve them.   * The "Test your digital skills" tool is based on the established European Digital Competence Framework - DigComp 2.0. * You can find the test in the following link: <https://europa.eu/europass/digitalskills/screen/questionnaire/generic>   **How does this test work?**   * Answer a few questions about your dream job and your educational level first to adapt the test to your needs. * The actual test starts - where you select the appropriate option as an answer for each question. * After you complete the test, you will see the level of your digital skills. * You will also get a detailed report with a description of your level. * Group Discussion with all the results of each participant. | **30 minutes** |  |  |
| **Workshop Closing**   * The trainer takes 5 minutes to debrief the previous exercises * The trainer should answer any open questions * The trainer gives an outlook and instructions on the self-directed learning phase | **5 minutes** |  |  |
| **Total duration of the sub-module** | **1,5 hours** |

## Subunit 2: Online Activities

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| Activity 1: Word Grid | 20 minutes | Device with internet access (PC, notebook, tablet, smart phone) |  |
| Activity 2: Guess the word | 20 minutes | Device with internet access (PC, notebook, tablet, smart phone) |  |
| Activity 3: Quiz Exercise | 20 minutes | Device with internet access (PC, notebook, tablet, smart phone) |  |
| **Total duration of the sub-module** | **1 hour** |

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