

WP3 MODULE 2: DEVELOPING MICRO- LEARNING RESOURCES FOR LOW- SKILLED ADULTS

LESSON PLAN





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LESSON PLAN

Name of the workshop	Educators developing micro-learning resources for low-skilled adults
Target group	Adult educators
Objectives	<ul style="list-style-type: none">● Explore the principles and best practices of micro-learning● Develop practical skills in creating engaging micro-learning resources● Incorporate learner-centered approaches● Foster collaboration and knowledge-sharing among educators for effective micro-learning resource development
Duration	6 hours F2F (6x45 minutes)
Topics	<ul style="list-style-type: none">● Overview of micro-learning and its benefits● Digital tools and platforms for creating micro-learning resources● Addressing common challenges and barriers to micro-learning adoption
Preparation	<ul style="list-style-type: none">● Find a room with chairs and tables, computers, projector. Book it at least 2 months before the seminar.● Find instructors for workshop activities that you are not familiar with.● Inform participants of the purpose of the workshop, its objectives and the schedule to be followed. In addition, make it clear to them that they do not need to have any special experience or knowledge in the areas they will be training.● Provide catering for coffee and lunch breaks or provide information on nearby food options.

Lesson plan F2F

N.	Themes / Activities	Duration (in minutes)	Methods	Equipment & Materials
1	<p>Part 1: Introduction</p> <p>The facilitator introduces himself / herself, welcomes the workshop participants and outlines the content of the following 6-hour workshop.</p>	10 minutes	Presentation	Laptop Projector PowerPoint presentation
2	<p>Activity 1: Icebreaker</p> <p>In case the participants do not know each other, use an icebreaker to make them feel more relaxed and get to know each other a little better. You can use your preferred icebreaker or use the recommended one.</p>	30 minutes	Icebreaker	Laptop Projector PowerPoint presentation
3	<p>Part 2: Overview of micro-learning and its benefits</p> <p>The facilitator goes through the prepared PowerPoint slides about micro-learning, its benefits, effectiveness, applications, and best practices.</p>	25 minutes	Presentation	Laptop Projector PowerPoint presentation Flipchart
4	<p>Part 3: Digital tools and platforms for creating micro-learning resources</p> <p>The facilitator goes through the prepared PowerPoint slides and introduces digital tools and platforms for creating micro-learning resources.</p>	10 minutes	Presentation	Laptop Projector PowerPoint presentation Flipchart
5	<p>Activity 2: Discussion</p> <p>In this activity, participants will be divided into small groups and</p>	40 minutes	Discussion Team activity	Laptop Projector

	<p>provided with a list of digital tools and platforms.</p> <p>Their task is to choose one of them and discuss the points listed in the PowerPoint presentation.</p> <p>The participants are encouraged to share their own experiences and opinions. The facilitator should move between the groups and stimulate conversation.</p> <p>Afterwards, a larger group discussion follows. Each group presents their findings and the facilitator summarizes the main points.</p> <p>This activity can be concluded with a brief reflection session.</p>		Reflection	PowerPoint presentation
6	<p>Break time</p> <p>Enjoy free time for coffee!</p>	20 minutes		
7	<p>Videos</p> <p>The facilitator goes through the prepared slides and shows eight videos that introduce eight platforms and tools that can be used to create micro-learning resources.</p>	25 minutes	Presentation	Laptop Projector PowerPoint presentation
8	<p>Activity 3: Creating a micro-learning resource</p> <p>This is the main activity of this workshop as it gives the participants an opportunity to create their own micro-learning resource.</p> <p>In groups of 3-5 people, participants are provided with a specific topic. The goal of this activity is to collaboratively design and create a micro-learning resource using a</p>	75 minutes	Team activity Presenting Feedback	Laptop Projector PowerPoint presentation

	<p>digital tool or platform.</p> <p>The PowerPoint slide explains the phases of Planning, Creation and Review.</p> <p>After completing the three phases, each group presents their resource to the rest of the participants. They are encouraged to provide feedback and ask questions.</p> <p>The facilitator holds a brief discussion after each presentation. After all groups have presented, the facilitator congratulates them and thanks them for their active participation.</p>			
9	<p>Part 4: Addressing common challenges and barriers to micro-learning adoption</p> <p>The facilitator goes through prepared slides that focus on common challenges, barriers, evaluating micro-learning resources, and success stories and examples.</p>	35 minutes	Presentation	Laptop Projector PowerPoint presentation
10	<p>FAQ</p> <p>The facilitator invites the participants to ask any questions related to the content of today's workshop.</p>	10 minutes	Discussion	Laptop Projector PowerPoint presentation
11	<p>Conclusion</p> <p>The facilitator asks the participants to provide informal feedback by asking questions such as: What have you learned today? How will you be able to use your new knowledge and skills in the future?</p> <p>Afterwards, the facilitator distributes printed or online</p>	10 minutes	Discussion Evaluation Feedback	Evaluation form

	<p>evaluation survey and asks the participants to fill it out.</p> <p>Finally, the facilitator thanks the participants for today's participation and invites them to attend the next workshop.</p>			
Total duration time		6 hours (1 academic hour = 45 minutes)		
Educational materials for teaching F2F	PowerPoint presentation, Lesson Plan			
Resources	Computer, video projector, screen, flipchart, markers			



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