WP3 MODULE 1: INTRODUCTION TO MICRO-LEARNING THEORY - APPLYING MICRO-LEARNING TECHNIQUES TO ADULT EDUCATION PROVISION
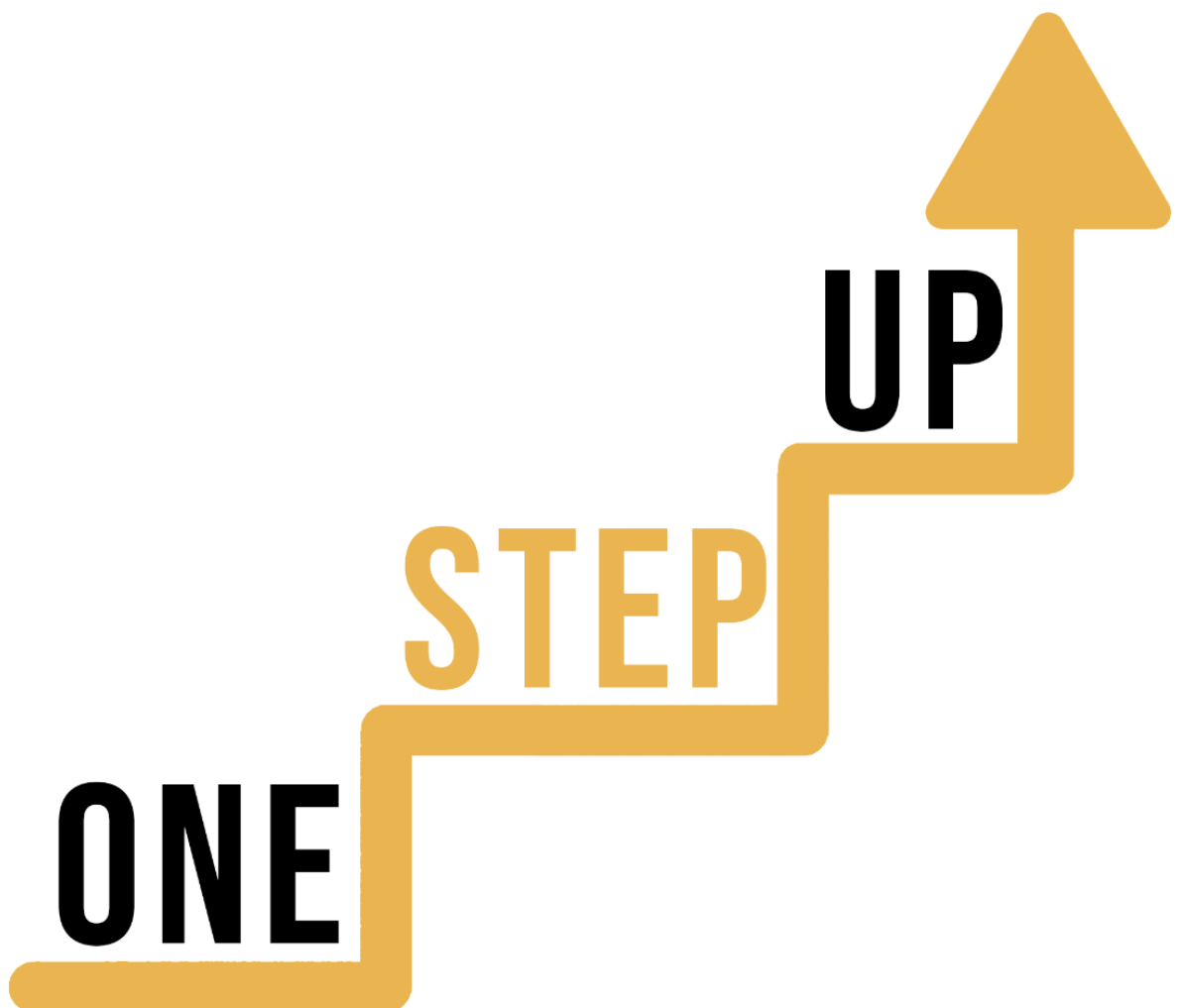
LESSON PLAN

MODULE 1: INTRODUCTION TO MICRO-LEARNING THEORY: APPLYING MICRO-LEARNING TECHNIQUES TO ADULT EDUCATION PROVISION

LESSON PLAN

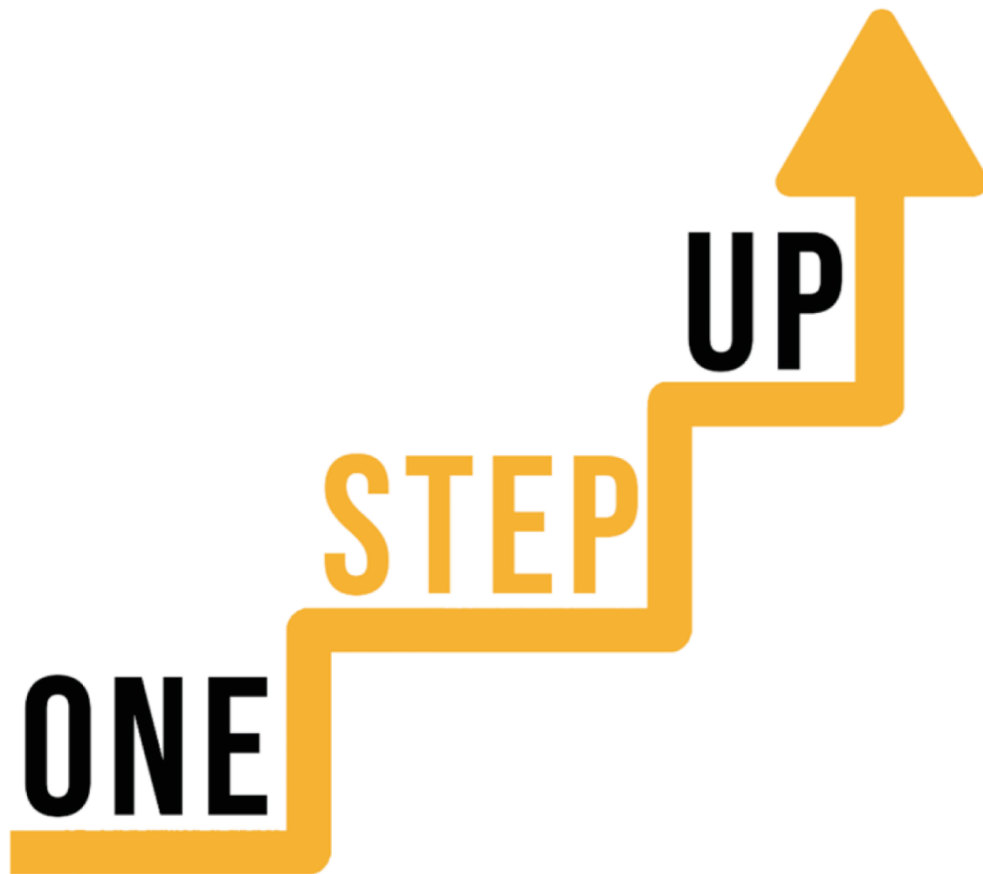|	
Name of the workshop	Micro-Learning Who?
Target group	Adult educators
Objectives	1. Understanding and Defining Micro-learning Theory 2. Recognizing Benefits of Micro-learning 3. Crafting Engaging Content 4. Designing Micro-learning Activities 5. Fostering Engagement and Motivation 6. Implementing Micro-learning Strategies 7. Considering Unique Learner Needs
Duration	6 hours F2F (6x45 minutes)
Topics	● Part 1: Introduction to Micro-Learning ● Part 2: Principles of Micro-Learning ● Part 3: Designing Micro-Learning Activities ● Part 4: Fostering Engagement and Motivation ● Part 5: Micro-Learning Implementation Strategies ● Part 6: Case Studies and Best Practices
Preparation	● Find a room with chairs and tables, computers and a projector. Book it in advance of 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	**Part 1**: Introduction to Micro-Learning 1. Introduction 2. Defining Micro-Learning 3. Benefits of Micro-Learning 4. Examples of Micro-Learning 5. Activity: Micro-Learning Reflection	**45 minutes:** 5min 5min 15min 10min 10min	Presentation, group discussion	Laptop Projector PowerPoint presentation, Flipchart, markers
2	**Part 2**: **Principles of Micro-Learning** 1. Recap and Warm-Up 2. Principles of Micro-Learning 3. Hands-On Activity: Micro-Learning Design 4. Group Discussion and Sharing	**45 minutes:** 5 min 15 min 15 min 10 min	Presentation, activity, and group discussion	Laptop Projector PowerPoint presentation, Flipchart, markers
3	**Part 3: Designing Micro-Learning Activities** 1. Recap and Activity 2. Engaging Micro-Learning Content 3. Hands-On Activity: Content Creation 4. Effective Assessments in Micro-Learning 5. Assessment Creation	**45 minutes:** 5min 15min 10min 10min 5min	Presentation, activity	Laptop Projector PowerPoint presentation, Flipchart, markers

4	**Break time** Enjoy free time for coffee!	**20 minutes**		
5	**Part 4: Fostering Engagement and Motivation** 1. Recap and Assessment Sharing 2. Motivation in Micro-Learning 3. Gamification and Social Learning 4. Activity: Gamification Brainstorm 5. Encouraging Continuous Learning	**45 minutes:** 5 min 10 min 15 min 10 min 5 min	Presentation, activity	Laptop Projector PowerPoint presentation, Flipchart, markers
5	**Part 5: Micro-Learning Implementation Strategies** 1. Recap and Habit Sharing 2. Integrating Micro-Learning 3. Blending Micro-Learning with Traditional Methods 4. Technology Tools for Micro Learning	**45 minutes**: 5min 15min 15min 10min	Presentation	Laptop Projector PowerPoint presentation, Flipchart, markers
6	**Part 6:** Case Studies and Best Practices 1. Recap and Tool Exploration 2. Case Studies 3. Group Discussion and Challenges	**45 minutes:** 10 min 20 min 15 min	Presentation, small group discussion	Laptop Projector PowerPoint presentation, Flipchart, markers
8	**FAQ and conclusion**	**15 minutes:**	Discussion Evaluation	Evaluation form

	1. FAQ – The facilitator invites the participants to ask any questions related to the content of today's workshop.	5min		
	2. Feedback – 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?	5min		
	3. Afterward, the facilitator distributes printed or online evaluation surveys and asks the participants to fill them out.	5min		
	4. Finally, the facilitator thanks the participants for today's participation and invites them to attend the next workshop.			

Total duration time	6h35min (1 academic hour = 45 minutes) +20 min break time + FAQ and conclusion
Educational materials for teaching F2F	PowerPoint presentation, Lesson Plan, Evaluation Form
Resources	Computer, video projector, screen, flipchart, markers

ONE STEP UP