Joint development, piloting and validation of entrepreneurial mindset and key skills curricula and training materials for third countries

ERF CURRICULUM:

4. DIGITAL

TASK ID AND TITLE 2.3: JOINT DEVELOPMENT OF THE CURRICULA AND TRAINING MATERIALS FOR ERF

PARTNER RESPONSIBLE FOR THIS ACTIVITY: DIMITRA EDUCATION & CONSULTING

Joint development, piloting and validation of entrepreneurial mindset and key skills curricula and training materials for third countries

PROJECT MAIN DETAILS

Programme: Erasmus+

Key Action: Lump Sum Grants

Project title: Joint development, piloting and validation of entrepreneurial mindset and key skills curricula and training materials for third countries

Project Acronym: EMSA

Project Agreement Number: 101092477

Start Date: 01/01/2023

End Date: 31/12/2025

COORDINATED BY

PROJECT PARTNERS

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TRAINING CURRICULUM FOR COMPETENCE: **DIGITAL**

Aim of the workshop

The primary aim of this workshop is to equip participants with the essential digital competencies required to navigate and thrive in modern educational and professional environments. By focusing on three core areas—General Principles, Skills and Abilities, and Engagement with Digital Technologies—the workshop will provide a comprehensive understanding of the mechanisms behind evolving digital tools and platforms. Participants will develop practical skills to access, manage, and share digital content responsibly, while understanding how to apply digital solutions in both personal and collaborative settings. Additionally, this workshop will foster critical thinking and awareness of digital ethics, netiquette, and online safety to ensure participants can engage confidently and responsibly in the digital space. By the end of the workshop, attendees will be well-prepared to apply these digital competencies in real-world scenarios, enhancing their professional and academic experiences.

Learning outcomes

After the end of the workshop, the participants will be in a position to:
1. In terms of Knowledge:
- **Define** digitalization and its core principles.
- **Analyze** reliable digital sources and retrieve relevant data.
- **Describe** GDPR compliance, data protection, and internet safety issues.

2. In terms of Skills:
- **Demonstrate** the ability to use cloud-based platforms for collaboration and digital content creation.
- **Develop** and share digital content using appropriate media platforms (text, images, audio, video).
- **Apply** tools like Google Analytics to evaluate the impact of digital content.

3. In terms of competences:
- **Show** respect for GDPR, data protection, and ethical standards while using digital technologies.
- **Exhibit** confidence in applying online etiquette and netiquette in various digital environments.
- **Implement** strategies to protect oneself and others from online dangers and risks.

Training methodology

☒ Synchronous Online Learning

☒ Self-Directed Learning

Prerequisites

☒ Beginner level

☐ Specific skills required

☐ Previous workshops required

If the workshop requires specific skills or participation in previous workshops, please explain:

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SYNCHRONOUS ONLINE LEARNING

Workshop duration

24 Hours.

Training techniques

☒ Lecture (compulsory)

☒ Individual Exercise

☒ Group Exercise

☒ Role play

☐ Experiential Workshop

☒ Brainstorming

☒ Case Study

☒ Questions and Answers (multiple-choice and open-ended questions)

☐ Other (Please indicate) _____

Necessary equipment and materials

Equipment:

✓ Laptop/PC

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✓ Flipcharts and Markers

Materials:
✓ PowerPoint presentation
✓ Methodological Tools (Activities Sheets)

Workshop programme breakdown

COURSE MODULE No.1	Theme/Content General Principles, Mechanisms, and Logic Underlying Evolving Digital Technologies COURSE MODULE 1 :		Workload in minutes
1	**Introduction to Digitalization**		**45 minutes**
	Structure	**Training Technique/Code of Methodological Tool**	
	• Definition, Application and examples	Lecture: PPT3.0_1 Ice-Breaker: MT3.1_6 Group Exercise: MT3.1_7	
	Topic 1.1: Basic Concepts of Digitalization		**90 minutes**
	Structure	**Training Technique/Code of Methodological Tool**	
	• Benefits of Digitalization • Challenges of Digitalization • How digitalization impacts different sectors (society, economy)	Lecture: PPTC3.0_1, Brainstorming: MT3.1_1 Group Exercise: MT3.1_8	
2	**Topic 1.2: Data Sources and Management**		**90 minutes**
	Structure	**Training Technique/Code of Methodological Tool**	

	• Definition and importance of data management in digital environments	Lecture: PPT3.1_1, Individual Exercise: MT3.1_2	
3	**Topic 1.3: Data Protection and GDPR Compliance**		**90 minutes**
	Structure	**Training Technique/Code of Methodological Tool**	
	• Evaluating information reliability, applying GDPR principles	Lecture: PPT3.0_1, Role Play: MT3.1_3, Case Study: MT3.1_4	
4	**Summary and Q&A**		**45 minutes**
	Structure	**Training Technique/Code of Methodological Tool**	
	• Recap of key points • Open discussion	Q&A Session: MT3.1_5	

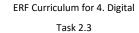| COURSE MODULE No.2	Skills and Abilities to Use, Access, Filter, Evaluate, and Share Digital Content COURSE MODULE 2		Workload in minutes
1	**Introduction to Digital Content Creation**		**45 minutes**
	Structure	**Training Technique/Code of Methodological Tool**	
	• Defining content creation and media tools	Lecture: PPT3.0_1	
	Topic 2.1: Collaborative Platforms and Cloud-based Tools		**90 minutes**
	Structure	**Training Technique/Code of Methodological Tool**	
	• How to collaborate using cloud-based platforms (Google Drive, Dropbox)	Lecture: PPT3.0_1, Group Exercise: MT3.2_1	
2	**Topic 2.2 Creating Digital Media Content**		**90 minutes**
	Structure	**Training Technique/Code of Methodological Tool**	
	• Using tools to create and share text, images, and video	Lecture: PPT3.0_1, Role Play: MT3.2_2, Individual Exercise: MT3.2_3	
3	**3. Topic 2.3: Evaluating Digital Content**		**90 minutes**

	Structure	Training Technique/Code of Methodological Tool	
	• Using tools like Google Analytics to measure effectiveness	Lecture: PPT3.0_1, Case Study: MT3.2_4, Brainstorming: MT3.2_5	
4	**Summary and Q&A**		**45 minutes**
	Structure	Training Technique/Code of Methodological Tool	
	• Recap of key points • Open discussion	Q&A Session: MT3.2_6	

COURSE MODULE No.3	**Engagement with Digital Technologies COURSE MODULE 3**		**Workload in minutes**
1	**Introduction to Online Etiquette (Netiquette)**		**45 minutes**
	Structure	Training Technique/Code of Methodological Tool	
	• Definition, common principles of online behavior	Lecture: PPT3.0_1 Group Exercise: MT3.3_1	
	Topic 3.1: Online Etiquette in Professional Settings		**90 minutes**
	Structure	Training Technique/Code of Methodological Tool	
	• How to maintain professionalism online	Lecture: PPT3.0_1 Group Exercise: MT3.3_2, Brainstorming: MT3.3_3	
2	**2. Topic 3.2: Digital Safety and Risks**		

	Structure	Training Technique/Code of Methodological Tool	90 minutes
	• Evaluating online risks and protecting digital identity	Lecture: PPT3.0_1 Role Play: MT3.3_4, Case Study: MT3.3_5	
3	**3. Topic 3.3: Adapting to Digital Learning Environments**		90 minutes
	Structure	**Training Technique/Code of Methodological Tool**	
	• Adjusting digital strategies for learning environments	Lecture: PPT3.0_1 Individual Exercise: MT3.3_6, Group Exercise: MT3.3_7	
4	**Summary and Q&A**		45 minutes
	Structure	**Training Technique/Code of Methodological Tool**	
	• Recap of key points • Open discussion	Q&A Session: MT3.3_8	

List of methodological tools

No.	Training Technique	Code of Methodological Tool
1	Lecture	PPT3.0_1
2	Questions and answers: Open-ended questions	MT3.1_5, MT3.2_6,
3	Group Exercise	MT3.2_1, MT3.3_1, MT3.3_7, MT3.1_7, MT3.1_8, MT3.3_2
4	Individual Exercise	MT3.1_2, MT3.2_3, MT3.3_5
5	Role Play	MT3.1_3, MT3.2_2, MT3.3_4
6	Brainstorming	MT3.3_3, MT3.2_5, MT3.1_1
7	Case Study	MT3.1_4, MT3.2_4, MT3.3_5

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8	Ice-Breaker	MT3.1_6

SELF-DIRECTED LEARNING

Resources

No.	Resource Title	Attachment (if applicable)
1	OECD (2019). Digital Transformation in the Workplace. OECD Publishing.	
2	European Union (2020). General Data Protection Regulation (GDPR) Guidelines.	https://ec.europa.eu/info/law/law-topic/data-protection_en
3	Mayer-Schönberger, V., & Cukier, K. (2013). Big Data: A Revolution That Will Transform How We Live, Work, and Think.	https://www.amazon.com/Big-Data-Revolution-Transform-Think/dp/0544227751
4	Castells, M. (2010). The Rise of the Network Society. Wiley-Blackwell.	
5	Schwab, K. (2017). The Fourth Industrial Revolution. Crown Business.	https://www.amazon.com/Fourth-Industrial-Revolution-Klaus-Schwab/dp/1524758868
6	Benkler, Y. (2006). The Wealth of Networks: How Social Production Transforms Markets and Freedom. Yale University Press.	https://yalebooks.yale.edu/book/9780300125771/the-wealth-of-networks/
7	Buckingham, D. (2013). Media Education: Literacy, Learning, and Contemporary Culture. Polity Press.	
8	Google (2021). Google Analytics Academy: Free Courses on Digital Analytics.	https://analytics.google.com/analytics/academy/
9	Pew Research Center (2020). The Future of Digital Content Creation.	
10	Pariser, E. (2011). The Filter Bubble: What the Internet Is Hiding from You. Penguin Books.	
11	Shapiro, J. (2017). The Netiquette Guide: Internet Etiquette in the Digital Age.	
12	Eyal, N. (2014). Hooked: How to Build Habit-Forming Products. Portfolio.	https://www.amazon.com/Hooked-Build-Habit-Forming-Nir-Eyal/dp/1591847788
13	Pew Research Center (2018). Internet & Technology Reports: Online Etiquette and Professionalism.	

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14	National Institute of Standards and Technology (NIST). Digital Identity Guidelines (2020 Edition).	https://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-63-3.pdf
15	Solove, D. J. (2007). The Future of Reputation: Gossip, Rumor, and Privacy on the Internet. Yale University Press.	https://yalebooks.yale.edu/book/9780300144222/the-future-of-reputation/

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