



**ORGANISATIONS**  
INTO Learning Workplaces

## TOWARDS A HOLISTIC TRANSFORMATION OF ORGANISATIONS INTO LEARNING WORKPLACES

**Work Package: 6**

**Work Package Title:** Development of Employees - Positive Attitude towards Learning Workplaces and Transversal Skills' Training

**Activity Title:** 6.2 Design of the Training Curriculum of the Workshop: "Positive Attitude towards Learning Workplaces for Employees"

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CYPRUS  
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FUNDACIÓN **equipo humano**

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**CAMPUS** 02  
FACHHOCHSCHULE DER WIRTSCHAFT



Co-funded by the  
Erasmus+ Programme  
of the European Union

The European Commission's support for the production of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

Agreement number: 612910-EPP-1-2019-1-CY-EPPKA3-PI-FORWARD

<b>Programme:</b>	Erasmus+
<b>Sub-programme:</b>	Support for Policy Reform
<b>Programme Guide / Call for Proposals:</b>	EACEA-36-2018
<b>Action:</b>	PI-FORWARD - Support for policy reform – Forward-Looking Cooperation Projects
<b>Project Title:</b>	<b>TOWARDS A HOLISTIC TRANSFORMATION OF ORGANISATIONS INTO LEARNING WORKPLACES</b>
<b>Project Acronym:</b>	<b>LEARN</b>
<b>Project Agreement Number:</b>	612910-EPP-1-2019-1-CY-EPPKA3-PI-FORWARD

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## Curriculum of the Workshop:

# “Development of a Positive Attitude towards Learning Workplaces for Employees”

### 1. Aim

“Live as if you were to die tomorrow. Learn as if you were to live forever”, said Mahatma Gandhi. Learning is essential to our existence. It is a necessity for both personal and professional career, as it makes us capable of understanding and handling things in a better way in life.

Learning doesn't stop in formal education; it is an ongoing process and often takes place at the workplace. But, is the organisation that you work for a learning-friendly environment? How it ensures that you acquire the skills and competences that you need in order to obtain rewarding jobs and progress in your professional career?

The aim of this workshop is to explain the concept of “Learning Workplaces”, present the benefits of learning at the workplace for employees, and discuss how employees can be part of the process of transformation of a workplace into a Learning Workplace.

### 2. Learning Outcomes

After the completion of the workshop, the participants will be in a position to:

#### In terms of knowledge

- Define what a Learning Workplace is.
- List the benefits of a Learning Workplace.
- Identify barriers to the process of transforming an organisation into a Learning Workplace.
- Distinguish between formal, non-formal, and informal learning.
- Describe the Building Blocks of adult learning in the workplace, as defined by the European Commission.

- Explain how the use of Building Blocks of adult learning in the workplace can impact workplace learning.

#### **In terms of skills**

- Investigate their current learning situation while working/being at work.
- Take part in the process of transforming their organisation into a Learning Workplace.
- Spot learning opportunities while working/being at work.
- Overcome possible barriers that prevent learning in the workplace.
- Implement changes to overcome learning challenges.

#### **In terms of attitudes**

- Sensitise on the importance of learning and especially on the importance of learning in the workplace.
- Develop an intuition for possible barriers to workplace learning in their organisation.
- Set about learning in the workplace.

### **3. Building Blocks**

This workshop is linked to the **Building Blocks of Adult Learning in the Workplace**, as defined by the European Commission in the Final Report of the ET 2020 Work Group 2016-2018 on Adult Learning in the Workplace), as follows:

- **BB1:** Encourage employers to adopt a learning culture that supports career-long learning.
- **BB2:** Ensure that adult learning in the workplace puts learners on a lifelong learning pathway (and is supported by guidance systems and validation of prior learning).
- **BB3:** Secure the long-term commitment of all stakeholders.
- **BB5:** Communicate about adult learning in the workplace using the language of those who need to be encouraged.
- **BB6:** Ensure sustainable co-funding systems in which all see the benefit of investing in adult learning in the workplace.
- **BB7:** Ensure that workplace learning is tailored to adult learners' needs.
- **BB8:** Ensure that adult learning in the workplace responds to employers' needs.
- **BB9:** Assure the quality of adult learning in the workplace.

- **BB10:** Set up effective monitoring and evaluation systems to ensure that adult learning in the workplace remains relevant and effective.

#### 4. Duration (in hours)

7 hours.

#### 5. Training Method

- Classroom Learning
- Synchronous Electronic Learning
- Asynchronous Electronic Learning
- Blended Learning

#### 6. Topics

- **Implementation of an Attitude Test (PRIOR to the Workshop) (20')**
- **Introduction to the Workshop (25')**
  - Ice-breaking Activity: My First Job (in groups)
  - Introductions
  - Rules
  - Aim and Objectives
  - Structure
- **Section 1 – Learning Workplaces: What is a Learning Workplace? (90')**
  - Definition of Learning Workplaces and Learning in/at/for the Workplace
    - Learning Workplaces
    - Learning IN/AT and Learning FOR the Workplace

- Statistics: a. Current Learning and Development Priorities for Organisations.
    - b. Changes in Organisational Learning, c. Adult Participation in Learning (EU)
  - Benefits of Learning Workplaces
    - The value of Adult Learning in the Workplace for Employees, Employers and the Community & Society
    - The Value of Working at a Learning Workplace
  - Barriers to Learning Workplaces
    - Activity: Brainstorming on Barriers to Workplace Learning (individual)
    - Most Common Barriers for Employees
    - Most Common Barriers for Employers and Organisations (statistics)
- **Section 2 – Different Types of Learning in the Workplace (60’)**
  - Definitions of Formal, Non-formal and Informal Learning
    - Questions and Answers on the Different Types of Learning
    - Activities (individual):
      - Formal Learning: “Which word do you think is related to formal learning?” (through brainstorming)
      - Non-formal Learning: “Could you provide examples of non-formal learning activities?” (through brainstorming)
      - Informal Learning: “Let’s vote! Do you think that these activities are related to informal learning?”
    - Video: How Long Does It Take to Acquire a New Skill?
    - Workplace Learning Examples
      - Activity: Have You Ever Implemented Any of These Activities? (individual)
  - Definition of Adult Learning
  - Definition of Vocational Education & Training (VET)
- **Section 3 – Positive Impact of Learning Workplaces (60’)**
  - Reasons for an Organisation to Get Transformed into a Learning Workplace



- Exercise: Pros & Cons of Learning at Work for Employees
    - Benefits of Creating a Learning Organisation Culture
  - Impact of the Transformation of a Workplace into a Learning Workplace for Employees
    - Research Results: Heavy Learners are More Confident, Successful, and Happy at Work
    - Employees’ Experiences and Testimonies
    - Exercise: Personal Experiences
- **Section 4: Being Part of the Learning Workplace Transformation Process (135’)**
  - Learning to Learn at Work
    - Video: How to Get Better to the Things you care about?
    - Activity: How Much Time do you Spend in your Learning Zone?
    - Where does Knowledge Come from?
    - When you’re Learning on the Job!
    - Activity: Tell us Again! How Much Time do you Spend in your Learning Zone?
  - Challenges to Learning at Work and How to Overcome them
    - Activity – Game: My Fears and Hopes
  - The Building Blocks of Adult Learning in the Workplace
  - Getting Learning Done in the Workplace – The Role of Employees
    - Tips for Getting Learning Done in the Workplace
- **Revision (10’)**
  - Questions and Answers
- **Implementation of an Attitude Test (AFTER the Workshop) (10’)**
- **Evaluation of the Workshop (10’)**
- **Closure of the Workshop**



## 7. Training Techniques

### Introduction (25')

Topic	Estimated Time	Training Technique	Tools and Materials
<b>My First Job</b>	15'	<ul style="list-style-type: none"> <li>- Group ice-breaking activity with the use of the PPT presentation</li> <li>- Discussion with the use of the activity results</li> </ul>	<ul style="list-style-type: none"> <li>- PPT presentation</li> <li>- Flip chart papers</li> <li>- Markers/ Zoom 'Annotate' feature</li> </ul>
<b>Introductions</b>	5'	<ul style="list-style-type: none"> <li>- Self-presentation</li> </ul>	-
<b>Workshop Rules, Aims &amp; Objectives, and Structure</b>	5'	<ul style="list-style-type: none"> <li>- Lecture with the use of the PPT presentation</li> </ul>	<ul style="list-style-type: none"> <li>- PPT presentation</li> </ul>

### Section 1 – Learning Workplaces: What is a Learning Workplace? (90')

Topic	Estimated time	Training Technique	Tools and Materials
<b>Definition of Learning Workplaces and Learning in/at/for the Workplace:</b> <ul style="list-style-type: none"> <li>- Learning Workplaces</li> <li>- Learning IN/AT/FOR the Workplace</li> </ul>	50'	<ul style="list-style-type: none"> <li>- Lecture with the use of the PPT Presentation</li> <li>- Discussion about personal experiences</li> </ul>	<ul style="list-style-type: none"> <li>- PPT Presentation</li> <li>- (Flip Chart)</li> <li>- (Marker)</li> </ul>

Topic	Estimated time	Training Technique	Tools and Materials
<ul style="list-style-type: none"> <li>- Statistics: a. Current Learning and Development Priorities for Organisations. b. Changes in Organisational Learning, c. Adult Participation in Learning (EU Level)</li> </ul>		<ul style="list-style-type: none"> <li>with the use of the icebreaking activity results</li> <li>- Creation of a pool of benefits and barriers (e.g. on Flip Chart)</li> </ul>	
<b>Benefits of Learning Workplaces:</b> <ul style="list-style-type: none"> <li>- The value of Adult Learning in the Workplace for Employees, Employers and the Community &amp; Society</li> <li>- The Value of Working at a Learning Workplace</li> </ul>	<b>20'</b>	<ul style="list-style-type: none"> <li>- Lecture with the use of the PPT presentation</li> <li>- Use of the pool of benefits</li> <li>- Discussion</li> </ul>	<ul style="list-style-type: none"> <li>- PPT Presentation</li> <li>- (Flip Chart)</li> <li>- (Marker)</li> </ul>
<b>Barriers to Learning Workplaces:</b> <ul style="list-style-type: none"> <li>- Brainstorming on Barriers to Workplace Learning</li> <li>- Most Common Barriers for Employees</li> <li>- Most Common Barriers for Employers and Organisations (Statistics)</li> </ul>	<b>20'</b>  <b>10'</b>  <b>10'</b>	<ul style="list-style-type: none"> <li>- Individual brainstorming activity on the barriers</li> <li>- Lecture with the use of the PPT presentation</li> <li>- Use of the pool of barriers</li> <li>- Discussion with the use of the activity results</li> </ul>	<ul style="list-style-type: none"> <li>- PPT presentation</li> <li>- Papers/ Word documents</li> <li>- Pens</li> <li>- Flip chart/Google Jamboard/Mentimeter application</li> <li>- Marker</li> </ul>

**Section 2 – Different Types of Learning in the Workplace (60’)**

Topic	Estimated Time	Training Technique	Tools and Materials
<b>Definitions of Formal, Non-formal and Informal Learning:</b> <ul style="list-style-type: none"> <li>- Questions and Answers on the Different Types of Learning</li> <li>- Formal learning: “Which word do you think is related to formal learning?” &amp; Definition of Formal Learning</li> <li>- Non-formal learning: “Could you provide examples of non-formal learning activities?” &amp; Definition of Non-formal Learning</li> <li>- Informal Learning: “Let’s vote! Do you think that these activities are related to informal learning?” &amp; Definition of Informal Learning</li> </ul>	<b>30’</b>   <b>10’</b>  <b>5’</b>   <b>5’</b>   <b>10’</b>	<ul style="list-style-type: none"> <li>- Questions and Answers with the use of the PPT presentation</li> <li>- Individual brainstorming activities with the use of the MentiMeter application</li> <li>- Individual activity through polls with the use of the MentiMeter application</li> <li>- Lecture with the use of the PPT Presentation</li> <li>- Discussion with the use of the activities’ results</li> </ul>	<ul style="list-style-type: none"> <li>- PPT presentation</li> <li>- MentiMeter application</li> </ul>
<b>Do you Know how Long it takes to Acquire a New Skill?</b>	<b>15’</b>	- Video display	- YouTube Video
<b>Workplace Learning Examples</b>	<b>10’</b>	- Individual activity	- Flip Chart-Cards-Dot stickers/Me

		- Discussion on the activity results	ntiMeter application - PPT presentation
<b>Definition of Adult Learning</b>	<b>2.5'</b>	- Lecture with the use of PPT presentation - Discussion	- PPT presentation
<b>Definition of Vocational Education &amp; Training (VET)</b>	<b>2.5'</b>	- Lecture with the use of the PPT presentation - Discussion	- PPT presentation

### Section 3 – Positive Impact of Learning Workplaces (60')

Topic	Estimated Time	Training Technique	Tools and Materials
<b>Pros &amp; Cons of Learning at Work for Employees</b>	<b>15'</b>	- Group activity	- Flip chart paper/Google Jamboard - Marker - Pens
<b>Benefits of Creating a Learning Organisation Culture</b>	<b>10'</b>	- Lecture with the use of the PPT Presentation	- PPT Presentation
<b>Research Results</b>	<b>10'</b>	- Lecture with the use of the PPT Presentation	- PPT Presentation

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**Work Package [6] [Development of Employees - Positive Attitude towards Learning Workplaces and Transversal Skills' Training, Design of the Training Curriculum: "Positive Attitude towards Learning Workplaces for Employees"]**

Topic	Estimated Time	Training Technique	Tools and Materials
<b>Employees' Testimonies</b>	<b>10'</b>	- Lecture with the use of the PPT Presentation (Examples)	- PPT Presentation
<b>Personal Experiences</b>	<b>15'</b>	- Discussion	-

#### Section 4 – Being Part of the Learning Workplace Transformation Process (135')

Topic	Estimated Time	Training Technique	Tools and Materials
<b>How to Get Better to the Things you Care about?</b>	<b>25'</b>	- Video display - Discussion based on YouTube video	- YouTube video
<b>How much Time do you Spend in your Learning Zone?</b>	<b>10'</b>	- Individual activity through poll	- MentiMeter application
<b>Spot when you're Learning on the Job!</b>  - Where does knowledge come from?	<b>10'</b>	- Lecture with the use of the PPT Presentation - Discussion	- PowerPoint Presentation
<b>Tell us Again! How much Time do you Spend in your Learning Zone?</b>	<b>15'</b>	- Individual activity through poll	- MentiMeter application

Topic	Estimated Time	Training Technique	Tools and Materials
<b>Challenges for Employees and How to Overcome them</b>  - My Fears and Hopes	40'  15'  25'	- Lecture with the use of the PPT Presentation  - Questions and Answers  - Group Activity	- PPT Presentation  - Flip chart papers/Google Jamboard  - Marker  - Pens
<b>The Building Blocks of Adult Learning in the Workplace</b>	<b>10'</b>	- Lecture with the use of the PPT Presentation	- PPT Presentation
<b>Tips for Getting Learning Done in the Workplace</b>	<b>20'</b>	- Lecture with the use of the PPT Presentation  - Discussion	- PPT Presentation

### Revision (10')

Topics	Estimated Duration	Training Technique	Tools and Material
<b>Revision</b>	<b>10'</b>	- Questions and Answers with the use of the PPT presentation	- PPT presentation

## 8. Evaluation

The quality of the workshop will be assessed by collecting and analysing feedback from both participants and trainers.

The evaluation results will be collected through questionnaires which will cover different aspects of the action, such as the organisation of the workshop, the content and material of the workshop, and the attitude of attendees towards Learning Workplaces.

The questionnaires will be distributed to the participants and trainers either in digital or in paper-based format.

Two types of reports will be produced from the information collected:

- Five evaluation reports at partner country level, including also the results of the attitude tests.
- One report including aggregate data from both the evaluation of the workshop and the attitude tests from all the partner countries, as well as recommendations for changing the attitude of employees towards Learning Workplaces.