



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: 6.5 Design of the Training Curriculum “6 Top Transversal Skills for Employees” – Module 6

Coordinator:

MMC Mediterranean
Management Centre

Partners:



CYPRUS
CHAMBER OF
COMMERCE AND
INDUSTRY



Cámara
Valencia



Αναπτυξιακή Εταιρεία
Επιμελητήριου Λάρισας



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FUNDACIÓN **equipo humano**

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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

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Curriculum of the Workshop: “6 Top Transversal Skills for Employees”

Module 6: Learning to Learn

1. Aim

This module aims to define the “learning to learn” competence, which is key to the effective acquisition of other skills and competences. Elements of learning, such as the learning process, methods, assessment, and motivation for learning are examined in this module. The employees will also have the opportunity to learn the type of learner they are and discover the different learning styles that enhance learning. Through this module, the employees will be provided with tools and get familiar with new approaches to learning to learn, and they will improve and appreciate this competence.

2. Learning Outcomes

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

In terms of knowledge

- Define “learning to learn”.
- Define different learning styles.
- Define the ADDIE model.
- Identify one’s own leaning needs.
- Describe different learning pathways, focusing on the non-formal and informal options.
- Describe leaning reflection methods or techniques.
- Describe methods or techniques to generate new ideas.
- Identify ways to assess one’s own learning progress.

In terms of skills

- Identify one's personal way of learning (one's own leaning style).
- Set SMART learning goals.
- Use SWOT to identify learning opportunities.
- Manage one's own learning process.
- Apply brainstorming techniques to generate ideas.
- Apply reflection methods or techniques.
- Apply motivational and self-motivation techniques with regards to learning.

In terms of attitudes

- Appreciate the validation of formal, non-formal, and informal learning.
- Appreciate learning to learn as a key competence for one's own progress as well as for organisational success.

3. Duration

Module 6 – Learning to Learn: 5.5 hours.

4. Training Method

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

5. Topics

Introduction to the Workshop

- Ice-breaking Activity
- Introductions

- Introduction to the Project
- Rules
- Aim and Objectives
- Structure

Module 6: Learning to Learn (5.5h)

- **Energiser: Word Waterfall (10')**
- **Section 1 – The “Learning to Learn” Competence (110')**
 - Learning to Learn
 - Activity: Snowball
 - Dimensions of Learning to Learn
 - ELLI
 - Quescussion - How to improve “learning to learn” skills or competences?
- **Section 2 – Type of Learners/Learning Styles (45')**
 - Types of learners
 - What type of learner are you?
 - Tips to efficient learning
 - Activity: Classify each example with their type of learner
 - Other types of Learning Styles
- **Section 3 – The Learning Process (50')**
 - The ADDIE model
 - SMART Learning Objectives
 - SWOT & Learning Opportunities
 - Let's help Claire
 - Learning Process
 - Index card pass: What do you need to check your learning process?
- **Section 4 – Learning Methods (45')**
 - Reflective techniques
 - True or false
 - Brainstorming techniques
 - How to generate new ideas
 - Activity: What are one or two example of ways in which you have grown professionally within the last evaluation period?

- **Section 5 – Learning Assessment (30’)**
 - Training assessments
 - Self-assessments
 - Line-up: How many times did you implement this?
 - Measure Success at Work
- **Section 6 – Learning Motivation and Appreciation (30’)**
 - Motivation techniques
 - Buzz groups
 - Self-motivation techniques
 - Keep it in mind
- **Revision (10’)**

Evaluation of the Workshop

Closure of the Workshop

6. Training Techniques

Module 6: Learning to Learn (5.5h)

Section 1 – The “Learning to Learn” Competence (110’)

Topics	Estimated Duration	Training Technique	Tools and Material
Learning to learn	75’	- Lecture, questions and answers, practical exercises	- Activity materials: paper sheets, pencils - PPT presentation

Dimensions of Learning to Learn	20'	- Lecture, questions and answers	- PPT presentation
ELLI	15'	- Lecture, questions and answers	- PPT presentation

Section 2 – Type of Learner/Learning Styles (45')

Topics	Estimated Duration	Training Technique	Tools and Material
Types of Learners	20'	- Lecture, questions and answers, practical exercise	- Link to online questionnaire - PPT presentation
Tips to Efficient Learning	15'	- Lecture, questions and answers, practice	- PPT presentation
Other Types of Learning Styles	10'	- Lecture, questions and answers	- PPT presentation

Section 3 – The Learning Process (50')

Topics	Estimated Duration	Training Technique	Tools and Material
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ADDIE Model	10'	- Lecture, questions and answers	- PPT presentation
SMART Learning Objective	15'	- Lecture, questions and answers, practical exercise	- Activity materials: paper sheets, pencils - PPT Presentation
SWOT & Learning Opportunities	15'	- Lecture, questions and answers, practical exercise	- Activity materials: paper sheets, pencils - PPT Presentation
Learning Process	10'	- Lecture, questions and answers	- PPT Presentation

Section 4 – Learning Methods (45')

Topics	Estimated Duration	Training Technique	Tools and Material
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Reflective Techniques	15'	- Lecture, questions and answers	- PPT Presentation
Brainstorming Techniques	20'	- Lecture, questions and answers, examples	- PPT Presentation
How to Generate New Ideas	15'	- Lecture, questions and answers	- PPT Presentation

Section 5 – Learning Assessment (30')

Topics	Estimated Duration	Training Technique	Tools and Material
Training assessments	10'	- Lecture, questions and answers	- PPT Presentation
Self-Assessment	10'	- Lecture, questions and answers	- PPT Presentation
Measure Success at Work	10'	- Lecture, questions and answers	- PPT Presentation

Section 6 – Learning Motivation and Appreciation (30')

Topics	Estimated Duration	Training Technique	Tools and Material
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Motivation Techniques	10'	Lecture, questions and answers, practical exercise.	-
Self-Motivation Techniques	20'	Lecture, questions and answers, practical exercise.	-

Revision (10')

Topics	Estimated Duration	Training Technique	Tools and Material
How many dimensions of learning to learn are there?	1'	Questions and answers	- PPT Presentation
How many types of learners can you identify?	1'	Lecture, questions and answers	- PPT Presentation
What are the benefits of reflective techniques?	1'	Lecture, questions and answers	- PPT Presentation
What does ADDIE mean?	1'	Lecture, questions and answers	- PPT Presentation

What is the difference between motivation and self-motivation?	3'	Lecture, questions and answers, practical exercise.	- PPT Presentation
What kind of self-motivation techniques can you use?	3'	Lecture, questions and answers, practical exercise.	- PPT Presentation

7. Evaluation of the Workshop (All Modules)

The quality of the workshop will be assessed by collecting and analysing feedback from both the participants and the 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 online or in printed form.

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

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