AGENDA

2nd Project Learning, Teaching and Training Activity (C2):

PR5A8. Training of Trainers on the Use of the E-EUPA Platform and the Asynchronous Electronic Learning Material

Tuesday-Thursday, 13-15 February 2024 (3 days)

Venue: Volkshochschule im Landkreis Cham e.V. (VHS Cham)
Address: Pfarrer-Seidl-Str. 1, 93413 Cham, Germany
Zoom Link:
https://zoom.us/j/98861854415?pwd=UlNmM2lBNHNQbkpuTWNUNVRuRGNOUT09

Telephone Numbers:
+49 9971 8501 40 (office), +49 173 655 09 04 (mobile) [Aleksandra Sikorska]
+49 9971 8501 36 (office) [Katharina Blattmeier]
E-mail Addresses:
asikorska@vhs-cham.de, kblattmeier@vhs-cham.de

LTTA Objectives:
- To present and review the project's asynchronous e-learning material (core units) on the platform.
- To present the project's e-learning platform.
- To get familiar with the different features of the project's e-learning platform.
    o Be able to add posts in the forum
    o Be able to upload more materials
    o Develop additional quizzes with different types of questions
    o Mark and provide feedback to assignments
    o Upload and download Videos

- o   Customize the platform according to Preferences
- To pilot test the project's e-learning platform and some parts of the project's e-learning material with the use of the platform.
- To provide clarifications on the development of assessment material to be used on the project's e-learning platform.

Day 1	
CET	**Tuesday, 13 February 2024**
10:00-10:30	**Welcome Coffee and Registrations**
10:30-11:00	**Welcome to the LTTA and Presentation of the Programme** • MMC and VHS
11:00-12:00	**Introduction to asynchronous learning- benefits and challenges** • MMC: Presentation • All Partners: Discussion
12:00-12:15	**Coffee break**
12:15-13:00	**Overview of the Training Material Developed and Provision of Useful Information on the Asynchronous Electronic Learning through E-EUPA** • MMC: Presentation • All Partners: Discussion
13:00-14:00	**Lunch break**
14:15-16:45	**Presentation of the Current Version of the E-EUPA Learning Platform and the Learning Options it Offers for Core and Non-Core Units** • MMC: Presentation • All Partners: Discussion
16:45-17:00	**Conclusions of Day 1**

Day 2	
CET	**Wednesday, 14 February 2024**
09:00-09:15	**Welcome Coffee and Registrations**
09:15-10:45	**Presentation of the Core Units and Methodological Tools of LEVEL 2 (on the platform)** • UNINETTUNO: Presentation of Core Unit 2.10 • DIMITRA: Presentation of Core Units 2.3, 2.11 • All Partners: Feedback *Partners will have 30' to present the content of each core unit, focusing on the methodological tools and their adaptation.*
10:45-11:00	**Coffee Break**
11:00-12:30	**Presentation of the Core Units and Methodological Tools of LEVEL 3 (on the platform) (Part A)** • MMC: Presentation of Core Units 3.3, 3.4, 3.13 • All Partners: Questions and Feedback *Partners will have 30' to present the content of each core unit, focusing on the methodological tools and their adaptation.*
12:30-14:00	**Lunch Break** **Venue: Da Virginio**
14:00-14:30	**Presentation of the Core Units and Methodological Tools of LEVEL 3 (on the platform) (Part B)** • MMC: Presentation of Core Unit 3.14 • All Partners: Feedback *Partners will have 30' to present the content of each core unit, focusing on the methodological tools and their adaptation.*

14:30-15:30	**Presentation of the Core Units and Methodological Tools of LEVEL 4 (on the platform)** • RINOVA: Presentation of Core Units 4.5, 4.7 • All Partners: Feedback *Partners will have 30' to present the content of each core unit, focusing on the methodological tools and their adaptation.*
15:30-15:45	**Coffee Break**
15:45-17:15	**Presentation of the Core Presentations and Methodological Tools of LEVEL 5 (on the platform)** • VHS: Presentation of Core Units 5.1, 5.6 • MMC: Presentation of Core Unit 5.7 • All Partners: Feedback *Partners will have 30' to present the content of each core unit, focusing on the methodological tools and their adaptation.*
17:15-17:30	**Conclusions of Day 2** • MMC and All Partners
18:30	**Dinner** **Venue: Wasserwirtschaft**

Day 3
Thursday, 15 February 2024

09:00-09:15	**Welcome Coffee and Registrations**
09:15-10:15	**Discussion and Decisions on How the E-EUPA Methodological Tools will be Provided on the E-EUPA Learning Platform** • MMC: Facilitation • All Partners: Discussion

10:15-11:30	- Uploading Material - Creating Assignments - Setting Deadlines for Assignments - Marking Assignments - Providing Feedback on Assignments - Developing Quizzes with Different Types of Questions - Uploading and Downloading Videos - Chat Tool: Communicating with the Learners - Making Posts on the Forum - Other • MMC: Demonstration • All Partners: Discussion
11:30-12:00	**Coffee Break**
12:00-12:45	**Adaptation of the EUPA_Next Assessment Tools to be Used on the E-EUPA Learning Platform** • MMC and All Partners
12:45-13:15	**Conclusions of Day 3 and Wrap-up** • MMC and All Partners
13:15-14:00	**Lunch break**
14:00-14:45	**Next Steps in the Project: Setting Up an Action Plan** • MMC and All Partners
14:45-15:30	**Conclusions** **Evaluation of the LTTA** • MMC and All Partners
	LTTA Closure