

## LearnersMot

2017-1-ES01-KA204-038414 - ERASMUS Plus KA2 – Strategic Partnership

*Third Transnational Meeting Nicosia, Cyprus*

*7<sup>th</sup> - 8<sup>th</sup> February 2019*

### Meeting Notes

Topic	Decisions
<p><b>Project Progress</b></p>	<p>Review of the project activities made so far, emphasizing the strong points and the points that need to be improved.</p> <p><b>Communication</b></p> <p>Partners agree that to make work easier in the future, we should set more clear guidelines before starting to develop a new intellectual output.</p> <p>Partners should also avoid sending too many emails with different versions of a document. Only the last version should be shared with all the partners.</p> <p>If two partners are dealing with an issue, there is no need to send an email to all the partners. This causes confusion.</p> <p><b>Deadlines</b></p> <p>Partners agree that it is important to meet the deadlines. In case that a partner has a problem to meet a particular deadline, he/she should inform the leading partner of the activity and the project coordinator to look for a solution.</p> <p><b>Quality of the Intellectual Outputs</b></p> <p>Partners are satisfied with the quality of the intellectual outputs in general. It was some confusion with the handbook, but in the future clearer setlines will be established before the developing of an intellectual output.</p> <p><b>Quality Assessment</b></p> <p>Eurosucces will do the next questionnaire online to make it more confidential.</p> <p>No problems detected in project management, dissemination and cooperation.</p>

<p><b>IO<sub>3</sub> / A<sub>1</sub></b></p> <p><b>Blended course for adult educators:</b></p> <p>Definition of the learning objectives and expected learning outcomes</p>	<p><b>Presentation of the IO<sub>3</sub> / A<sub>1</sub>. Blended course for adult educators:</b></p> <p>Definition of the learning objectives and expected learning outcomes</p> <p>The course is addressed to adult educators. It should make clear to them what are the problems that functional illiterate have and how to address them.</p> <p>It has to be based on the already developed handbook (IO<sub>2</sub>/A<sub>4</sub>), but adding practical examples. The objectives should match with the chapters of the handbook.</p> <p>Skill to be addressed:</p> <ul style="list-style-type: none"> <li>• Basic Skills (interpersonal, communication, problem-solving)</li> <li>• Literacy (basic literacy, abstract thinking)</li> <li>• Motivation</li> </ul> <p>Real life and the basic requirements of the company's needs should be taken into consideration when addressing low-skilled and low-qualified students.</p> <p>U<sub>3</sub>A has already provided a document with the learning objectives and expected outputs. You can access this document on Google Drive:</p> <p><a href="https://drive.google.com/open?id=1TJtbhgZUmurT5As9Z-1cg50uv1T7v5rl">https://drive.google.com/open?id=1TJtbhgZUmurT5As9Z-1cg50uv1T7v5rl</a></p>
<p><b>IO<sub>3</sub> / A<sub>2</sub></b></p> <p><b>Blended course for adult educators:</b></p> <p>Development of curriculum and learning materials for blended course</p>	<p>Presentation of IO<sub>3</sub> / A<sub>2</sub>: Development of curriculum and learning materials for blended course.</p> <p>The duration of the course will be about 30 hours.</p> <p>The structure of the course will be following:</p> <ol style="list-style-type: none"> <li>1. <b>Module 1.</b> Duration: 1 hour. Responsible Partner: Eurocrea.             <ol style="list-style-type: none"> <li>a) Introduction to LearnersMot Project</li> <li>b) Definition and concepts (based on Module 1 of the handbook)</li> </ol> </li> <li>2. <b>Module 2.</b> Responsible partners: Edensol and Eurocrea.             <ol style="list-style-type: none"> <li>a) Characteristics of functional illiterate and low-educated people and how to identify them (based on modules 2 and 3 of the handbook). (Duration 5 hours)</li> <li>b) How to approach functional illiterate and how to deal with their difficulties. 2 practical examples from educators (based on module 4 of the handbook). (Duration 5 hours)</li> <li>c) Development of basic skills (Practical examples / exercises): Each partner will provide 1 practical example. (Duration 5 hours/ each practical example 1 hour)</li> </ol> </li> </ol>

- Problem-solving skills
- Interpersonal skills
- Communication skills (UPI)
- Literacy skills (Edensol)
- IT skills (Eurosucces)

Edensol proposes that partners provide lesson plans only for this part with links to existing resources, like YouTube videos. When partners translate de course, the links have to be replaced by others in partner languages.

3. **Module 3.** Duration 5 hours. Responsible partner: U3A.

Animating / Motivational Strategies (based on modules 5 and 6 of the handbook).

4. **Module 4.** Duration 5 hours. Responsible partner: UPI.

Organising the learning process (based on modules 7 and 9 of the handbook).

5. **Module 5.** Duration 5 hours. Responsible partner: Eurosucces.

Learning how to learn (based on module 8 of the handbook).

- A power Point with the content of the lesson in a schematic way.
- A pdf with the text of the power point to download.
- Comprehension 10 questions:

1. Yes/No questions
2. Multiple choice
3. Fill in the gap

- Edensol will provide the template for the Power Point
- UPI will provide the template of the lesson plan that will be used for the practical activities

**Main deadlines:**

- ✓ UPI and Endensol will provide the templates by 19 February
- ✓ Partners upload the developed units in English to GoogleDrive by 15 April
- ✓ UPI together with Edensol will review the quality and consistent of the developed material by 30 April
- ✓ Partners will do the proposed changes by 10 May.

	<p>Partners agree to have an online meeting to discuss about the blended course on 29th March - 11:30 CET.</p>
<p><b>IO 2 / A4 Interactive Handbook</b></p>	<p>IO2 / A4: Interactive handbook of existing motivational strategies used by adult educators working with low-educated learners.</p> <p>Partners agree on the pending task to finish the handbook:</p> <ul style="list-style-type: none"> <li>• The Italian version of the handbook is uploaded to Google Drive by <b>8th February</b>.</li> <li>• Literature and references will be modified to follow the APA quotation system.</li> <li>• Partners agree to review the translated handbook, check if the necessary changes after the proof-reading have been done and do them, if necessary.</li> <li>• Partners will have to copy the final version of the handbook in their language to the provided template and generate a PDF.</li> <li>• Partners will have to merge the 3 PDFs: cover in partner language + translated version of the handbook + back page. Partners can use following website to merge the PDFs: <a href="https://smallpdf.com/">https://smallpdf.com/</a></li> </ul> <p>For the handbook partners have to take into consideration that:</p> <ul style="list-style-type: none"> <li>• Check if the page number is correct in the index</li> <li>• We have the answer keys at the end of the handbook</li> <li>• The answers of the questions at the end of each module are not in bold</li> <li>• Each chapter begins in a new page</li> <li>• Paragraphs are correctly separated</li> <li>• Convert the table in chapter 7 in "grouped as an image"</li> <li>• The glossary is in alphabetical order in partner language</li> <li>• That literature and references are completed (APA). For literature and references partners can use following website: <a href="http://www.citethisforme.com/citation-generator">http://www.citethisforme.com/citation-generator</a></li> </ul> <p>Edensol has uploaded to Google Drive:</p> <ul style="list-style-type: none"> <li>• A folder with pictures that can used for the web version of the handbook (one picture per unit) If a partner want to use one this pictures, he/she will rename it. Partners that want to use other pictures, have to upload them to this folder:</li> <li>• Cover (in partner languages) and back page for the handbook.</li> </ul>

	<ul style="list-style-type: none"> <li>• The PDF English version of the handbook, which can be used as a model for the PDF versions in partner languages. Partners will have to copy the final version of the handbook in their language to this template and generate a PDF.</li> <li>• Templates with logo and disclaimer in partner languages.</li> <li>• The final version of literature and references.</li> </ul> <p><a href="https://drive.google.com/open?id=1miGnBwofU87KzxHe6qMzMnMy5dWwNLO6">https://drive.google.com/open?id=1miGnBwofU87KzxHe6qMzMnMy5dWwNLO6</a></p> <p><b>Main deadlines:</b></p> <ul style="list-style-type: none"> <li>• Edensol uploads all the info to the Google Driven by 11th February.</li> <li>• Partner upload the final versions of the handbook to Google Drive and choose/upload the pictures for the handbook in the provided folder by 18th February.</li> <li>• The handbook has to be completely finished (web and PDF version) by 25th February.</li> </ul>
<p><b>IO3/A3</b></p> <p>Organisation of 3 webinars in English for adult educators in English.</p>	<p>3 webinars will be developed by the partners as part of the blended course for educators.</p> <p>Eurosucces will develop the template that the rest of the partners have to follow.</p> <p>The webinars will take place in 3 consecutive weeks. Partners propose that each webinar is on a different hour to reach better the different target groups and that the webinars will be recorded to allow the interested people to download them.</p> <p>Each webinar will last for 1 hour. In each webinar there will be 3 different topics addressed (15 minutes each) and there will be 15 minutes left for discussion.</p> <p>The topics will be discussed after the blended course has been developed. Partners will send a list to Eurosucces with 2 topics that they want to share in the webinar (topic, estimated time and if there are interactive activities related to this topic) by 30th April.</p> <p>Eurosucces will prepare the agendas of the 3 webinars by 15th May.</p> <p>Partners will have about 3 weeks to do dissemination of the webinar.</p> <p>Edensol will check if there is a minimum requirement of participants per webinar.</p> <p>Eurocrea has confirmed that Gotomeeting can be used for the webinars.</p>

	Partners agree on a online meeting to discuss the agenda and the dates of the webinars on 17th May 11:30 CET.
<p><b>IO3/A4</b></p> <p><b>Face-to-face training for adult educators in English.</b></p>	<p>Partners agree that the face-to-face training will take part in Ljubljana the 1st, 2nd and 3rd of July 2019.</p> <p>U3A will provide methodology and guidelines for face-to-face training and the selection of the educators (participants of the training). This document will contain following information:</p> <p>Aims of the face-to-face course</p> <p>Participants profile and selection criteria:</p> <ul style="list-style-type: none"> <li>• experience and motivation of the educators</li> <li>• required level of English (B1 minimum)</li> <li>• Dissemination proposal.</li> <li>• Evaluations tools</li> <li>• Certification (Europass and/or certificate of the project)</li> <li>• Preliminary agenda</li> </ul> <p>U3A strongly recommends to book the plane tickets and specially the hotel as soon as possible. The recommended accommodation is Atticus hotel, which is in the same building than U3A.</p>
<p><b>Quality Assessment and monitoring</b></p>	<p>Eurosuccess will send the summative report by 11th February.</p> <p>Eurosuccess will prepare the quality assessment report for the period from February 2019 until August 2019 and send it by 15th September.</p> <p>Partners will have two week to make comments until 30th September.</p> <p>The next quality assessment reports will be online to allow confidentiality.</p>
	Partners agree that the topics for the next newsletter will be:

<p><b>Dissemination</b></p>	<ul style="list-style-type: none"> <li>• the 3rd Transnational Meeting</li> <li>• Interactive pack for educators (with links to the resources in the website of the project)</li> <li>• Handbook</li> <li>• In the section next steps: the face-to-face training for educators</li> </ul> <p>Eurocrea will provide:</p> <ul style="list-style-type: none"> <li>• a template for a poster for dissemination</li> <li>• an invitation for the webinars, that include the links to Gotomeeting and the registrations form.</li> </ul> <p>Eurocrea confirms that it is possible to use the platform Gotomeeting for the webinars and has to confirm the number of people that can be connected simultaneously.</p>
<p><b>Summary of the main deadlines</b></p>	<p><b>Main deadlines:</b></p> <p><b><u>Online Course</u></b></p> <p>UPI and Endensol will provide the templates by 19 February</p> <p>Partners upload the developed units in English to GoogleDrive by 15 April</p> <p>UPI together with Edensol will review the quality and consistent of the developed material by 30 April</p> <p>Partners will do the proposed changes by 10 May.</p> <p>Online meeting to discuss about the blended course on 29th March - 11:30 CET.</p> <p><b><u>Handbook</u></b></p> <p>Edensol uploads all the info to the Google Driven by 11th February.</p> <p>Partner upload the final versions of the handbook to Google Drive and choose/upload the pictures for the handbook in the provided folder by 18th February.</p> <p>The handbook has to be completely finished (web and PDF version) by 25th February.</p> <p><b><u>Webinars</u></b></p> <p>Partners send a list to Eurosuccess with 2 topics that they want to share in the webinar (topic, estimated time and if there are interactive activities related to this topic) by 30th April.</p> <p>Eurosuccess will prepare the agendas of the 3 webinars by 15th May.</p> <p>Online meeting to discuss the agenda and the dates of the webinars on 17th May 11:30 CET.</p>

	<p><b><u>Face-to-face training</u></b></p> <p>Partners agree that the face-to-face training will take part in Ljubljana the <b>1st, 2nd and 3rd of July 2019.</b></p> <p><b><u>Others</u></b></p> <p>Eurosucces will send the summative report by <b>11th February.</b></p>
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