



DEMIR

CONSULTING & PROJECTS
COURSE & TRAINING

Project Title: Improving Competences of Adult Education Professionals [ICAEP]

Project Dates: 2019-09-02 - 2021-03-01

Applicant Organisation: FUNDACJA INSTYTUT BADAN I INNOWACJI W EDUKACJI

Web page of the project: <http://icaep.inbie.pl/>

Training Course:

“Adult education and training policies in Europe”

31.08.2020 -04.09.2020

Target Group

Educators and educational staff; teachers, professors, mentors, educational managers... active in the field of adult education working especially with disadvantaged groups such as immigrants, early school leavers, unemployed, adults with special needs, adults with literacy and low basic skills, and adult learners at risk of exclusive

Available resources

- Human resources: course trainers, tutors
- Course equipment: computers, speaker, overhead projectors, Internet connection
- Learning materials: in paper and digital format (open educational resource)
- Stationery: paper, pens, markers, etc.

Evaluation

The training course is designed for a non-formal setting and, correspondingly, non-formal evaluation methods are used, such as questionnaires and interviews with the course participants, observation, small group meetings / reflections, self-evaluation checklist. The course evaluation is based on the continuous assessment.

Course

It is a training to deepen the understanding of adult education and training policies in Europe, to share experiences and good practices among participants, and to increase the knowledge of adult education experts about the European Union. There will be discussions and working groups within the scope of the training. The participants will have the opportunity to meet with the representatives of European institutions to discuss the latest developments in this area.

During the five-day training, the participants will have the opportunity to learn about

Demir Consulting & Project

Rue des Palais 44, 1030 Bruxelles

Phone: +32488396219

Info@demirconsulting.be

www.demirconsulting.be

adult education, which is managed by experienced, accredited staff of DEMIR Consulting & Projects. It will be possible to participate in sessions with the participation of representatives of European institutions and representatives of non-governmental organizations in Brussels.

Following all sessions, participants will participate in practical workshops, which have the opportunity to put into practice the ideas discussed and to associate them with their work at national, regional or local level. This training will be a starting point for adult education professionals, offering them the opportunity to establish new contacts and partnerships.

Course Objectives

- Learn about the diversity of policy and practice in adult education in Europe by comparing their professional experiences and national challenges
- Be familiar with the main challenges in European adult education sector and the role of European civil society
- Gain a basic understanding of regional differences in the definition and traditions of adult education in Europe
- Be able to identify major EU policy frameworks in the field of adult education
- Be familiar with the main methods that can be used for advocacy
- Be familiar with the concept of life skills and its use

Program

Date : 31.08.2020 - 04.09.2020	Proje No: 2019-09-02 - 2021-03-01
Sunday	Participants to the course should arrive Brussels visiting :
DAY 1: Monday 9:00 - 12:00: training [Theory] 12:00 – 13:00 lunch 13:00 – 16:00 training [workshop] 16:00-16:15 coffee break 16:15 -17:00 Conclusion / self-evaluation	· Course introduction: Presentation of the programme, training materials, methods and tools to be used · Presentation of organisations taking part in the training course · Initial Self-Assessment · Situation concerning education and training of adult learners with special needs and from difficult backgrounds in different European countries: from theory to practice. · Characteristics of adult learners and their ways of learning. Types of adult learners and functional illiteracy. · Day conclusions, reflections and self-evaluation
DAY 2: Monday 9:00 - 12:00: training [Theory] 12:00 – 13:00 lunch 13:00 – 16:00 training [workshop]	· Motivation of adult learners to start and continue studying, motivational elements and effective motivational strategies. · Adult educator: a teacher, a coach, a mentor, a facilitator. Coaching and mentoring in adult education. · Effective learning techniques through digital tools and applications: learning how to learn.



<p>16:00-16:15 coffee brake 16:15 -17:00 Conclusion / self-evaluation</p>	<ul style="list-style-type: none"> · Group work as a teaching and social method. Group processes. · Individualisation of the learning process. · Day conclusions, reflections and self-evaluation.
<p>DAY 3: Wednesday 9:00 - 12:00: training [Theory] 12:00 – 13:00 lunch 13:00 – 16:00 training [workshop] 16:00-16:15 coffee brake 16:15 -17:00 Conclusion / self-evaluation</p>	<p>Building Inclusive Communities</p> <ul style="list-style-type: none"> · Educational Project Design: Identifying and Sequencing Tasks, Action Plan · Importance of effective dialogue between educators, family members of learners with disabilities and society in general · Round table with teachers, coaches, and mentors working with adults about the use of ICT tools in adult education · Day conclusions, reflections and self-evaluation. · Intercultural evening
<p>DAY 4: Thursday 9:00 - 12:00: training [Theory] 12:00 – 13:00 lunch 13:00 – 16:00 training [workshop] 16:00-16:15 coffee brake 16:15 -17:00 Conclusion / self-evaluation</p>	<p>Non-traditional methods in education and training of adults with low skills Innovative teaching methods in adult education: Blended learning. Characteristics of groups dynamics and collective learning. Creative and Cultural narratives as a collective and community learning method: creation of digital books. Workshop: development, design and presentation of a digital story.</p> <ul style="list-style-type: none"> · Tips for preparing a professional presentation. Effective public speaking. · Development of an educational offer for adult learners with low skills or special needs: identification of educational needs of learners and teaching methods and tools matching them · Planning, delivery and evaluation of trainings for adult learners with special needs. How to develop an effective lesson plan.
<p>DAY 5: Friday 9:00 - 12:00: training [Theory] 12:00 – 13:00 lunch 13:00 – 16:00 training [workshop] 16:00-16:15 coffee brake 16:15 -17:00 Conclusion / self-evaluation</p>	<ul style="list-style-type: none"> · Guidelines to prepare a fragment of a training for adult learners with special needs and difficult backgrounds · Free time allowed to prepare the fragment of a training individually. · Work on small groups to evaluate and improve the fragment of the training developed the previous day. Each group chooses one and presents it in the whole group. · Day conclusions, reflections and self-evaluation. <p>Workshop: presentations of each group with the chosen fragments of the training.</p>

	<ul style="list-style-type: none">· Group feedback, positive aspects and improvement ideas.· Course conclusions. Discussion, review and evaluation. Questions and suggestions.· Quality Assessment Questionnaire· Delivery of the certificates
--	---



DEMIR
Consulting & Projects

Demir Consulting & Project
Rue des Palais 44, 1030 Bruxelles
Phone: +32488396219
Info@demirconsulting.be
www.demirconsulting.be



DEMIR

CONSULTING & PROJECTS
COURSE & TRAINING

Program

Date		Proje No:
Sunday	Participants to the course should arrive Brussels visiting :	
DAY 1: Monday 9:00 - 12:00: training [Theory] 12:00 – 13:00 lunch 13:00 – 16:00 training [workshop] 16:00-16:15 coffee brake 16:15 -17:00 Conclusion / self- evaluation	<ul style="list-style-type: none"> · Course introduction: Presentation of the programme, training materials, methods and tools to be used · Presentation of organisations taking part in the training course · Initial Self-Assessment · Situation concerning education and training of adult learners with special needs and from difficult backgrounds in different European countries: from theory to practice. · Characteristics of adult learners and their ways of learning. Types of adult learners and functional illiteracy. · Day conclusions, reflections and self-evaluation 	
DAY 2: Monday 9:00 - 12:00: training [Theory] 12:00 – 13:00 lunch 13:00 – 16:00 training [workshop] 16:00-16:15 coffee brake 16:15 -17:00 Conclusion / self- evaluation	<ul style="list-style-type: none"> · Motivation of adult learners to start and continue studying, motivational elements and effective motivational strategies. · Adult educator: a teacher, a coach, a mentor, a facilitator. Coaching and mentoring in adult education. · Effective learning techniques through digital tools and applications: learning how to learn. · Group work as a teaching and social method. Group processes. · Individualisation of the learning process. · Day conclusions, reflections and self-evaluation. 	
DAY 3: Wednesday 9:00 - 12:00: training	Building Inclusive Communities <ul style="list-style-type: none"> · Educational Project Design: Identifying and Sequencing Tasks, Action Plan · Importance of effective dialogue between educators, 	

Demir Consulting & Project
 Rue des Palais 44, 1030 Bruxelles
 Phone: +32488396219
 Info@demirconsulting.be
 www.demirconsulting.be

<p>[Theory] 12:00 – 13:00 lunch 13:00 – 16:00 training [workshop] 16:00-16:15 coffee brake 16:15 -17:00 Conclusion / self- evaluation</p>	<p>family members of learners with disabilities and society in general · Round table with teachers, coaches, and mentors working with adults about the use of ICT tools in adult education · Day conclusions, reflections and self-evaluation. · Intercultural evening</p>
<p>DAY 4: Thursday 9:00 - 12:00: training [Theory] 12:00 – 13:00 lunch 13:00 – 16:00 training [workshop] 16:00-16:15 coffee brake 16:15 -17:00 Conclusion / self- evaluation</p>	<p>Non-traditional methods in education and training of adults with low skills Innovative teaching methods in adult education: Blended learning. Characteristics of groups dynamics and collective learning. Creative and Cultural narratives as a collective and community learning method: creation of digital books. Workshop: development, design and presentation of a digital story. · Tips for preparing a professional presentation. Effective public speaking. · Development of an educational offer for adult learners with low skills or special needs: identification of educational needs of learners and teaching methods and tools matching them · Planning, delivery and evaluation of trainings for adult learners with special needs. How to develop an effective lesson plan.</p>
<p>DAY 5: Friday 9:00 - 12:00: training [Theory] 12:00 – 13:00 lunch 13:00 – 16:00 training [workshop] 16:00-16:15 coffee brake 16:15 -17:00 Conclusion / self- evaluation</p>	<p>· Guidelines to prepare a fragment of a training for adult learners with special needs and difficult backgrounds · Free time allowed to prepare the fragment of a training individually. · Work on small groups to evaluate & improve the fragment of the training developed the previous day. Each group chooses one and presents it in the whole group. · Day conclusions, reflections and self-evaluation. Workshop: presentations of each group with the chosen fragments of the training. · Group feedback, positive aspects and improvement ideas. · Course conclusions. Discussion, review and evaluation. Questions and suggestions. · Quality Assessment Questionnaire · Delivery of the certificates</p>