

B.E.YOU PROJECT

E-LEARNING

CURRICULA



VALUEME

fundació
gentis

Prepared for

**B.E.YOU'S PROJECT
TRAINING**



Co-funded by
the European Union



16 HOURS



Divided into 4 blocks of 4 hours each

MATERIAL



Computer with internet connection, headphones or speakers to listen to videos

OBJECTIVES



Developing essential interpersonal and intrapersonal skills to improve communication, teamwork, tolerance to frustration and conflict resolution



E-LEARNING COURSE

BLOCK 1: TRANSVERSAL AND SOFT-SKILLS (4H)



OBJECTIVES



- Know what transversal competences are and understand their importance
- Analyze transversal competences and create strategies for their enhancement
- Self-identify transversal competencies
- Know and develop digital tools that improve employability

CONTENTS

1. GETTING TO KNOW THE WORLD OF COMPETENCES (10 min)

- a. What are transversal competencies
- b. What are they for
- c. How many types of transversal skills there are
- d. **Format:** theoretical

2. COMMUNICATION (50 min)

- a. **What is COMMUNICATION? Elements involved in communication (10 min)**
 - i. **Format:** PPT presentation
- b. **Viewing of a video of different types of communication and how they can effect our real life (10 min)**
 - i. Show different examples of communicative situations and the reaction they provoke in the receiver (assertive, passive, aggressive communication)
 - ii. **Format:** video + discussion
- c. **Appropriate ways to communicate (10 min)**
 - i. Communication barriers and how to deal with them
 - ii. **Format:** theoretical PPT presentation
- d. **Exercise: watch the video and identify the wrong ways of communicating. Propose a new way (10 min)**
 - i. The participant is offered a delivery of what he/she has learnt previously, where he/she has to identify the type of communication, the barriers and propose a solution in different communicative situations. Recommendation: between 3 and 5 situations
 - ii. **Format:** video + handout



CONTENTS

3. TEAMWORK (1H)

* WHAT IS TEAMWORK AND WHAT DOES IT INVOLVE (20 MIN)

Benefits of teamwork. **Format:** PPT presentation.

* EXERCISE - WATCHING A VIDEO AND REFLECTION (20 MIN)

Do the attitudes of the different characters make it easier to work together? **Format:** video + discussion (forum, virtual campus)

* FUNDAMENTAL ASPECTS (20 MIN)

Cooperation, collaborating with others, sharing knowledge.

Participation and acceptance of decisions

Communication and supporting the team

Questionnaire: typical teamwork situations are posed, and the participant must indicate the correct attitude or attitudes towards the situation presented

Format: PPT presentation + questionnaires

4. ANALYSIS AND PROBLEM SOLVING (1H)

a. Presentation of cases. Visualisation of a video

(<https://www.youtube.com/watch?v=5sbBuCDPZeU> , from minute 1:10 to 5:56).

Reflection questions (20 min)

- Do you think the 'pink panther' has correctly identified its problem, and why?
- What do you think are the main elements that define her problem?
- Why do you think he does not solve his problem, and what do you think he should do?

Format: video + discussion (write in the forum)



CONTENTS

b. Fundamental aspects of problem solving (40 min)

- i. Identifying problems. Attitude matters. How does the search for information help you understand it?
- ii. Find and evaluate solutions. Unlock your creativity: how to decide on the best solution and how not to procrastinate
- iii. Applying solutions: implementing the solution. What is performance evaluation? How do we celebrate our achievements?
- iv. Questionnaire: a typical situations are posed, and the participant must indicate the correct attitude or attitudes towards the situation presented
- v. **Format:** PPT presentation + questionnaire

5. TOLERANCE TO FRUSTRATION (1H)

a. What is frustration tolerance (10 min)

- i. **Format:** PPT presentation

b. Viewing of a video reflecting frustration tolerance (20 min)

- i. How do you think people might have felt when they fell before reaching their intended target? What do they do to cope and overcome the situation? And you... What would you have done?

Format: video + discussion (write in the forum)

c. Fundamental aspects of tolerance to frustration (30 min)

- Keeping your composure and emotional balance. Is it that important? Consider alternatives, you can overcome it
- Maintaining good performance. Can you work in difficult circumstances? Can you always be at 100%?
- Questionnaire: a typical situation is posed, and the participant must indicate the correct attitude or attitudes towards the situation presented
- **Format:** PPT presentation + questionnaire

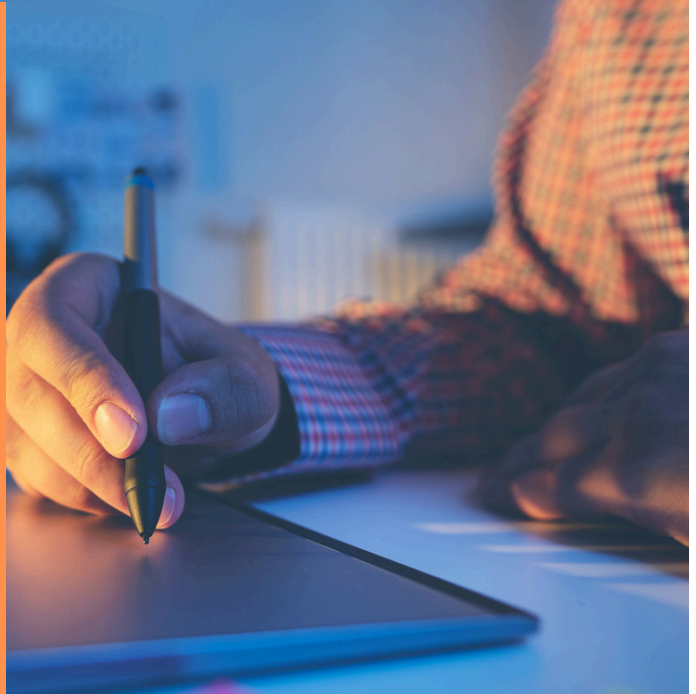


BLOCK 2: BASIC DIGITAL SKILLS (4H)

OBJECTIVES



- Understanding about digital concepts
- Knowledge in digital tools
- Knowledge on how to communicate and collaborate online
- Ability to utilize digital skills for business growth and community development



CONTENTS

1. DIGITAL WORLD (40 min)

a. Introduction to the digital world

- i. Viewing of a video explaining that we live in a digital world (videos between 1:30-2 min)

b. The digital evolution

- i. Video on how the world has changed, and the digital evolution (from paper to digital). Videos between 1:30-2 min

c. The digital impact

- i. People
- ii. Society
- iii. Employment

d. Format: PPT presentation + videos



CONTENTS

2. CREATING DOCUMENTS (1h)

a. Word processor (15 min)

- i. Which ones
- ii. Utilities
- iii. Types
- iv. **Format:** practical video

b. Collaborative tools (15 min)

- i. What are they
- ii. Google Apps
- iii. What do you need to use them
- iv. Why use them
- v. **Format:** practical video

c. Google Documents (30 min)

- i. What is it?
- ii. How to access
- iii. How to create a document
- iv. How to share a document
- v. Now try it: the participant has to make a document with a short description (a tale, a story,...) and share it with the teacher
- vi. **Format:** practical video + handout



3. THE NETS AND SOCIAL NETWORKS (1:20H)

a. First steps to navigate and how to find information (20 min)

- i. How did we search for information before and how do we do it now
- ii. Basic kit for browsing the Internet
 - 1. The navigator: what navigators are there?
 - 2. The browser: what browsers are there?
- iii. The search process: search optimisation
- iv. **Format:** practical video + presentation

b. Safe browsing (20 min)

- i. My digital identity
 - 1. My digital image
 - 2. Privacy on the web
 - 3. Types of information (public, sensitive, confidential)
 - 4. Terms and conditions
- ii. Hackers
 - 1. Who are we looking for
 - 2. How do they attack
 - 3. Phishing
- iii. Fingerprint
 - 1. My digital footprint
 - 2. Security tips
- iv. **Format:** practical video + presentation



c. Sign up for social networking. Express yourself! (20 min)

- i. What is a social network?
 - 1. The most popular social networks
 - 2. Types of social networks and their objectives
- ii. The power of social networking
- iii. Benefits
- iv. Risks
- v. Mobilisation of people
- vi. **Format:** practical video + presentation

d. How do they work (20 min)

- i. Basic functions
- ii. **Format:** practical video + presentation

4. EMPLOYMENT ON THE NET (1h)

a. Looking for a job (20 min)

- i. Before digital transformation
- ii. With digital impact
- iii. The network's benefits

b. How do I look for a job

- i. Prepare my search
- ii. Where to look
- iii. Get found

c. Register

- i. Digital job portals
- ii. How to apply
- iii. **Format:** practical video + presentation

d. How to make your CV (40 min)

- i. I make myself known
- ii. What is a CV
- iii. Objectives of the CV
- iv. Importance of having a good CV
- v. Current selection processes
- vi. What is currently valued
- vii. My digital CV

e. Means at my disposal

- i. Resources that I have (apps to create a CV)
- ii. Social networks
- iii. Job portals
- iv. Company portals



f. My CV

- i. Personalise my CV
- ii. My CV in Canva
- iii. **Format:** practical video/presentation + the participant will have to hand the CV with canva to the teacher

FINAL TEST WITH A 75% PASSING SCORE TO RECEIVE A CERTIFICATE



BLOCK 3: LOCAL MARKET OPPORTUNITIES

OBJECTIVES

- Identify the characteristics of the productive activity in a specific environment and for a specific professional sector
- Identify the role of companies as production units and employment supply in the territory
- Interpret the functioning of the labor market in the immediate environment by analyzing the companies of the professional sector
- Identify the general regulatory framework in which labor relations are inscribed
- Identify the characteristics and components of wages and payrolls
- Recognize and value the basic safety, hygiene and environmental rules to prevent accidents and care for the environment
- Know the commitments of the labor relationship for active participation at work, adopting a responsible, supportive, cooperative and dialoguing attitude



CONTENTS

1. Labour market (30 min)

- a. What is the labour market?
- b. Basic concepts and labour law
- c. Labour relation and labour rights
- d. Active and employed population
- e. Volunteering
- f. Salary and payroll
- g. **Format:** video + theory + online play

2. The economy and enterprises (45 min)

- a. Economics and production
- b. Trade and consumption
- c. Factors of production
- d. Economic sectors
- e. Classification of enterprises: by size, ownership of capital and legal form
- f. **Format:** video + theory + online play

3. The sale (20 min)

- a. Basic documents
- b. The transactions
- c. **Format:** video + theory

4. Globalisation (20 min)

- a. What is it
- b. How does it affect our daily lives
- c. **Format:** video + online questionnaire

5. Professional profiles (30 min)

- a. **Format:** video + theory + online play

6. My work environment (1:35h)

- a. What companies are in my city, area... classification by sector (50 min)
 - i. **Format:** theory + handout + Internet search
- b. How to find my career goal (45 min)
 - i. **Format:** video + theory + handout



BLOCK 4: ENTREPRENEURSHIP AND SELF-EMPLOYMENT (4H)



OBJECTIVES



- Promote self-employment and entrepreneurship
- Know the concept of cooperatives and social economy

CONTENTS

1. Self-employment (40 min)

- a. Fundamental aspects
- b. Benefits
- c. How to be your own boss
- d. **Format:** video + theory + online play

2. Business start-ups (1h)

- a. Refine your idea
- b. Write a business plan
- c. Market research
- d. Choosing your business structure
- e. Register your company
- f. Obtain a federal tax identification number
- g. Obtain a business license
- h. Finance your new start-up company
- i. Design your company. Pitch elevator (CREATE A VIDEO) (1:10h)
- j. **Format:** video + theory + handout

3. Social cooperatives (30 min)

- a. Values of cooperativism
- b. What are they and how do they work
- c. **Format:** video + theory + online play

CONTACT US



B.E.YOU PROJECT CONTACTS

B.E.YOU project

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