W4F Training Framework Abstract

WORK4FUTURE

Training Framework

Doing smart remote working as fully motivated staff member - Work4Future Erasmus+ Project

- **Over 180 hours** of training materials
- **Over 35** excersises and case studies
- For **self-learning** or **blended** learning

Work4Future Training Framework serves as a roadmap for the development of the Work4Future Training course methodology and manuals: Guide on team management & Guide for coaches.

This Framework is available only in English.

This project has been funded with support from the European Commission under the Erasmus+ Programme. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

Co-funded by the Erasmus+ Programme of the European Union

Before you read the Abstract

A little bit of W4F project concept goes a long way with this Project Result 1 summarised presentation.

Spend 5 min to read more about the Project

A Intro

Some key pieces of information about the W4F project aims:

- elaboration of high quality W4F Training modules and activities that reflects the target groups' needs
- support to SMEs & workforce to implement online, blended and distance team-building techniques and activities
- provision of integral, interactive and comprehensive training in effective organisation of the work-life defined by the new way of working, available to all employed
- to provide necessary tools and Guides with instructions for trainees and trainers in multilingual versions
- to present different international useful case studies/best practices
- high quality digital content on supporting people work-life balance and providing positive psychology techniques and applications that can be put into practice immediately to help them live meaningful life during and out of work
- competences development - employees to communicate more effectively & efficiently in the virtual environment, enabling them to deliver high quality virtual meetings and results being confident in their digital competences.
- strengthened capacity and expand competences of coaches/trainees/facilitators to provide training to companies distantly in the virtual environment.

B Key stakeholders

- Companies, mainly SMEs and their employees, teams of micro & SME personnel, HR experts and managers; in order to establish a long lasting team management & remote teams culture.
- Trainers, VET providers in order to support by ensuring them with a holistic training material in team management.
- Associate partners who support W4F project team during the project results development and implementation of activities.
- All intersted in the topic parties on regional, national and international level, incl. public bodies, training providers, associations, etc.

C Excpected Results

- **Work4Future Training Framework** - Course / curriculum – design and development of project roadmap for training course and didactic methodology for the W4F Guides for team management and for coaches.
- **Guide on team management** - an open / online / digital education – e-learning course with modules, to support all workers on adapting their work and personal life to the new reality created by smart remote working. The Guide will combine in one place different techniques and strategies to support the workers find the best way to work efficiently from home while helping them to stay connected with their colleagues and customers. All training materials to be combined with short stories, case studies, practical examples & tasks to achieve the best results.
- **Work4Future Guide for coaches** - Methodology guidebook for the coaches of the employees, HR expert and managers in micro & SMEs. It will target the course coaches and will provide methodological instruction on how to deliver the training & how to support the trainees to use the platform.
- **Work4Future platform** - E-learning platform, an open learning system, specifically designed and used for the needs of the project. It will have multifold use - to host all materials guides, training tools, exercises and tests; to provide a lot of interactivity between the training materials and other resources.
- **Work4Future short-term staff training in Italy** - to train coaches & experts into Work4Future courses and platform.
- **National promotional conferences in each partners country** in the last months of the project to disseminate the results to larger audience in France, Bulgaria, Italy, Portugal, Greece, Slovakia.

1 Training Framework Abstract

Some key pieces of information about the Project Result 1 Trainig Framework aims:

- to provide the structure, roadmap and the main points of the training process that will lead to achievement of the project goals
- to lead to elaboration of high quality W4F Training modules and activities that reflects the target groups' needs
- to provide the basis of the necessary tools and instructions fo coaches
- to investigate practically useful case studies/best practices, thus W4F project results end-users to get inspiration from
- to reflect the requirements of target groups and key-players to significantly accelerate the shift to digital and the pace of the '4th Industrial Revolution'.

PROJECT

Work4Future

Project Result 1

Training Framework

Project:

Doing smart remote working as fully motivated staff member

Note

All activities were conducted in H1 2022 in all project partners countries: France, Bulgaria, Italy, Portugal, Greece and Slovakia

How we have realized the Project Result 1?

Objectives	Method	Key Findings & Results				
Literature Review & Field Research Analysis	Desktop research - literature review of theoretical models, recent approaches; an analysis of e-learning tools, empirical studies, training offers, types, best practices in all partner countries.	Six National Reports France, Bulgaria, Slovakia, Italy, Portugal and Greece →	Compiled Final Report →	Pictured the existing tools and training approaches to feed target groups and other stakeholders needs in partner countries →	Support the knowledge transfer at a joint capacity building research and data from surveys, conducted among employed people & SMEs; validation of findings with external stakeholders and associate partners →	validation of findings dedicated section to practically useful case studies/best practices from partner's countries, end-users to get inspiration from.
Country analysis	Assessment of needs of the target group via questionnaire	Pictured the needs of target groups and other stakeholders in partner countries →	Over 80 collected responses from different respondents in France (16), Portugal (10), Slovakia (5), Italy (19), Greece (16), and Bulgaria (15) →	Learning structure: online short modular self-study lessons (30 min-1 hour duration), task specific, during working hours. Some prefer to have access to training outside working hours, during the week. →	Learning manners preferences: online or onsite workshops and seminars that combine theoretical and practical units, E-Learning (interactive course), with case studies and self-evaluation tools. →	Outlined training subject areas, subject of interest audience to deep-dive
Associate partners opinion	Feedback collection from 5 associate partners (each country) representatives via questionnaire and interviews	Knowledge transfer at a joint capacity building meetings; research and survey conducted; validation of findings with the associate partners. →	validation of findings dedicated section to practically useful practices from partner's countries associates opinion →	Focus and privilege learner centered approaches →	Structured in small modules (15-20 min) with small tests or open questions. A combination of self-study and group project assignments would be advantageous. →	The platform content with very attractive visual elements: images, instructional videos, storytelling, interactive infographics, dashboard graphics, etc.
Partners' theoretical backgrounds and practical experiences	gathering a country's specific information	validation of findings dedicated sections to country context, methodology aspects and practices from partner's countries to outlined within the Course curriculum →	Six National Reports →	Annex: Compiled Books file →	Annex: E-learning models and tools and on site trainings – compiled file →	Summarised compiled report

Timeline

We are here!

- **H1 2022 (January - June)**: Project Kickoff
- **H2 2022 (July-December)**: Milestone PR1 Final verison
- **H1 2023 (January - June)**: Course Guides Development; Platform Devlopment; Milestone Testing
- **H2 2023 (July - December)**: Final Versions; Training Mobility; Multiplier events

Development Works and W4F PR1 Implementation

Other W4F Project results realisation - Guides, training materials and platform

W4F Project results testing, refinment and finalisation

2 Major conclusions and specifics

Based on the conducted research and surveys the W4F Training framework provides the basis for implementation and skeleton of learning modules and the necessary e-collaboration tools needed, coaches' instructions for minimum requirements that are foreseen to be developed under the project.

Note:

All partners will take part in development of the Training content Guides, based on the PR1 Training Framework!

What do we have?

Those are the necessary ingredients/thematics for the W4F training scope, that we have already investigated (among the respondents desire to deep dive)

1. Practical exercises and gamification for digital upskilling, team management and enhancement of the creativity potential while smart working
2. Strategies and policies in the People management & Team buildings
3. Work-life balance – hints and hacks
4. Work etiquette in the remote working era
5. Communication in the virtual environment
6. Psychology and positive thinking
7. Positive psychology / positive emotions

Most are familiar topics, but some of them are not:
- 80% of respondents have never attended a training course on the work-life balance
- Above 80% have never attended a training course in positive psychology
- Around 10% (aggregate countries data) have ever heard about Digital detox before, 90% are not considered aware of the "Digital detox" concept.

- The respondents' availability for participating in learning activities differs from 1 to 10 hrs per week.
- Most respondent are available on average 4 hours a week for learning activities.
- Above 80% of participants would prefer to receive a Certification of Participation at the end of the training course.

Work4Future E-Learning platform

Note:

These thematics may differ within the W4F final Modules as per the need of granularity of the content, also to avoid duplications and reperititions.

Coach Instructions

What profile, type of learning, resources are expected

Note:

Based on the Training mobility envisaged with trainers and expert and their feedback, the requirements and content of the Guide for coaches may deffer.

- The preferred types of tutor are person with expertise, incl. in blended-learning, HR expert, although university lector and successful entrepreneur are considered good options, depends on the subject/purposes.
- Regarding learning, the topics that were considered less important were: "Existence of informative glossary, library with additional materials" and "Online support/Tutor support".
- Highest number of respondents prefers the combination of exercises at the end of each module, with group exercises at the end of the whole course, being the combination of other suggestions another valid option.
- The preferred form of assessment is through individual projects/practical personal assignments, the participants expressed their preferences in favour of online based exam with/or without supervision.

What is expected from the E-learning platform ?

Necessary functionalities of the W4F project platform

- Considered most important:
  - "Easy to use and intuitive interface – one-stop-shop with a single click",
  - Overall functionality,
  - "Responsive navigation (less bugs and stoppers)"
  - Attractive visual design/layout.
- Free access to all the course modules during the whole course duration, instead restrictions and sequentially modules.
- Prefered online or onsite workshops and seminars that combine theoretical and practical units,
- Online learning (interactive course), with case studies and self-evaluation tools.
- An app must include short-term training, specific tasks, with short self-tests, interactive elements, as well as Information and reading material (for reading is no separate app [pdf-reader] essential), additional information (best practice projects), Up- and downloads.
- Contents must be compatible with phones/tablets.
- The survey outlined different level of computer literacy from "good" to "very good".

What could block us?

What blocks might we run in to so we can be prepared for them?

Technical bugs → Delays in the timeframe → Lack of target group involvement

3 Enhancement on the W4F Training framework

During the following stages of project implementation, the PR1 may need some modifications to be introduced, based on the W4F project roadmap changes.

In the last project stage the PR1 will be presented to wider audience via Abstract upload online and during the disseminational conferences in partner's countries.

	Stages
Pilot Testing	Pilot testing will be organised in each partners country to seek for relevant feedback by the target group, regarding the quality of the training materials and platform funtionalities. Recommendations for modifications are welcomed, those relevant will be outlined.
Peer Review	Partners will set an internal peer review process of all the materials; Some changes in structure, lenght, duration of content, wording, formatting, in tasks & excersises may be required and subject of modifications; Relevant modifications will be outlined for enhancement and final versions of all PRs will be created
Validation	All materials will be communicated for final feedback and fine-tuning with project associated partners and other relevant stakeholders, involved in the project activities and all stages of materials development.
Informed	In the last project months the PR1 will be presented to wider audience via Abstract upload online. All partners will organise disseminational conferences in their countries to inform stakeholders about the realisation of project results.

Pilot Testing → **Peer Review** → **Associates Stakeholders** → **Dissemination**

Piloting sessions

Such sessions will be held in each partners country with representatives of target groups - employees, trainers, etc.

National conferences

During the final event in each partner's country the PR1 Abstract will be presented online as final project outcome.

Thank you for the Work4Future involvement!

Following up on the project will allow you to stay up-to-date with project progress and will allow you access to the training materials and all envisaged project results!

Next add-ons

A Check W4F Project Web page for updates

Once all results are delivered, the project partnership will upload online on W4F page all materials, as well as link to the eLearning platform with 24/7 access, free of charge.

B Enroll to the W4F Online training course

We encourage you to enroll to the Work4Future project Training course for continued success, expected in the next steps, and to explore opportunities of this project.

Keep moving forward

Find out more about the W4F Training Framework

Request a full version of the Framework from your local W4F contact.

Open the template →

Get in touch with the W4F Partnership

Create alignment and expand your network by reaching W4F project Team members

Open the template →

Address us to join Pilot Testing phase!

Use this framework Abstract to plan and motivate yourself to work with us across the entire project lifespan. Contact us with interest to join the piloting sessions in partnership countries - France, Bulgaria, Portugal, Greece, Slovakia, Italy! We will appreciate your input and feedback to enhance the developed products!

The W4F Project Team!

All partners Logos