



**PROJECT: ENTRE4ALL COMMUNITY SUPPORT CENTRES:  
AN INNOVATIVE OUTREACH PROGRAMME TO EQUIP  
ADULTS WITH DISABILITIES WITH KEY COMPETENCES  
(SOCIAL ENTREPRENEURIAL AND DIGITAL)  
OUTPUT 2 – EDUCATIONAL KIT: Training Techniques & Handouts**

TEMPLATE A1: Training Techniques and handouts for adult educators/teachers/trainers,  
which will be used for the ENTRE4ALL EDUCATIONAL PACK

**Partner: RIC Novo mesto**

**Date: October 2020**

Module	2. Digital competences
<b>Activity Number</b>	M2-T3-A1
<b>Topic</b>	SOCIAL MEDIA
<b>Learning Outcomes</b>	<p><b>Level 3 - 4:</b></p> <ul style="list-style-type: none"> <li>- To learn proper ways of conducting in social environments</li> <li>- Learn ways to check data integrity of social profiles</li> <li>- To be able to create social media presence</li> </ul>
<b>Learning approach</b>	<input checked="" type="checkbox"/> <b>Blended-learning opportunities</b> <input checked="" type="checkbox"/> <b>F2F training</b> <input checked="" type="checkbox"/> <b>Individual e-learning</b> <input checked="" type="checkbox"/> <b>Open-distance learning</b> <input checked="" type="checkbox"/> <b>Work-based learning</b> <input type="checkbox"/> <b>Community work</b> <input type="checkbox"/> <b>other (please specify)</b>
<b>Training Technique</b>	Lecture
<b>Duration</b>	45 MINUTES
<b>Facility/ Equipment</b>	Classroom with computers, projector, pen, whiteboard, tables, chairs, personal computers
<b>Participants will need:</b>	A pen, notebooks
<b>Attached worksheets</b>	I.1-1_1 Example of the learning outcome
<b>Main Tasks / Procedure</b>	<p><b>TASK 1:</b> Adjust the lecture according to attendees' disabilities.</p> <p>Start the lesson with the introduction of the lecture, allow the participants to introduce themselves and their background.</p> <p><b>Step 1.</b> Continue with the projection of the Power Point presentation of the Teaching material. Discuss with students the questions on <b>slide 35</b>. Write their answers on a whiteboard (suggestion: use a table):</p> <ul style="list-style-type: none"> <li>• What social media platforms do you know?</li> <li>• List them and try to determine their main aim.</li> <li>• What is the difference between social media and forums?</li> </ul> <p><b>Step 2. Slide nr. 36:</b> Ask the students if they've ever heard of Netiquette. Continue with explanation using the PowerPoint presentation. Discuss the proper ways to behave on-line using the table produced in <b>Step 1</b>.</p>

	<p><b>Step 3</b> Using <b>Slide nr. 42</b> Discuss with participants the importance of personal information safety. The <b>goal</b> is to make them aware of the possible threats. Continue with slideshow.</p> <p><b>Step 4. Slide nr. 44</b> Discuss with participants about possibilities of using social media for business promotion. Answer the questions supplied on slide 44 and write them down on the existing table from <b>Steps 1&amp;2</b></p> <p><b>Step 5</b> Wrap it up (5 mins)</p>
<p><b>Useful Resources referenced to DATABANK (IO2-A2)</b></p>	<p>Resource: ENTRE4ALL teaching material PowerPoint presentation; <a href="https://www.consumer.ftc.gov/articles/0272-how-keep-your-personal-information-secure">https://www.consumer.ftc.gov/articles/0272-how-keep-your-personal-information-secure</a></p>
<p><b>Tips</b></p>	<p><b>Level 5:</b></p> <p>KNOWLEDGE</p> <ul style="list-style-type: none"> <li>• Safety in online environments</li> </ul> <p>SKILLS</p> <ul style="list-style-type: none"> <li>• Creation of social media business pages</li> <li>• Safety online / data security</li> </ul> <p>COMPETENCE</p> <ul style="list-style-type: none"> <li>• Setting up business pages on social media</li> <li>• Ensuring online safety and protection of data in social environments</li> <li>• Knowledge of copyright laws and information protection on social media</li> </ul> <p><b>Level 6:</b></p> <p>KNOWLEDGE</p> <ul style="list-style-type: none"> <li>• E-business through social media</li> </ul> <p>SKILLS</p> <ul style="list-style-type: none"> <li>• Setting up an E-business</li> <li>• Collaboration through social media</li> </ul> <p>COMPETENCE</p> <ul style="list-style-type: none"> <li>• Setting up an E-business in a safe way on social media pages</li> <li>• Searching and establishing partnerships through social media</li> <li>• Data protection and copyright laws on business pages</li> </ul>

## Worksheet 1 – Example of the learning outcome

### I.1-1 Social media

Social media platforms	Purpose	Acceptable behaviour
LinkedIn	Business networking	Professional
Facebook	Social networking	Friendly, Socialising, selling, introducing company
Instagram	Picture interaction, <b>HASHTAGS</b>	Short texts