

Digital Teaching and Learning Fundamentals

Sample Course 2: E-Learning in Practice

The participants will get a basic introduction on state-of-the-art digital technologies / applications for teaching and learning and how to use them. The practical-oriented training emphasises advanced collaboration and productivity suites and easy-to-use applications. It focusses on how to implement digital media in TVET teaching and learning fast and result-oriented.

- **Content, elements, format and duration can be customized to the respective needs**

Learning outcomes

On completion of the training, participants

- describe different scenarios, formats and applications of digital teaching and learning
- use digital productivity and communication tools
- develop digital teaching and learning material
- communicate with students online
- plan, conduct and evaluate teaching-learning activities with digital media
- teach students on digital literacy

Contents

- Digital media tools and applications, e.g. Google Apps, Microsoft 365 (Teams), Social Media
- ICT hardware
- Media design and production: text, presentations, images and videos
- Online communication techniques
- Data security and copyright
- Netiquette
- Tipps and tricks, do's and don'ts

Formats

Virtual format implemented with following main digital media (e-learning) elements:

- Lectures/presentations via video stream (live or on demand)
- Collaboration and productivity software like MS 365 (Teams, Office) or Google Apps
- Group and one-on-one video calls for mentoring and discussion
- Text-based communication chat, group chat, e-mail and message boards (e.g. MS Teams channels)
- Learning Management Systems (on demand)

The practical approach includes group and project work.

Optional:

- *Instead of a full online course, a blended learning or a classroom training can be organised*
- *Exams can be conducted on request*

Language

- English
- German
- Upon request: other languages with interpreters

Target groups

- TVET teachers and In-company trainers
- TVET experts

from all occupational fields and business sectors

Participation requirements

- Basic ICT / computer skills
- at least 3 years of professional experience in TVET college, institute, agency, university or company

Duration

- 60 hrs (40 hrs + 20 hrs self-learning) recommended

Certificate

The participants will receive a certificate of participation after successful completion of the course.

Your contact

TVET Academy

Academy for International Cooperation
Deutsche Gesellschaft für Internationale
Zusammenarbeit (GIZ) GmbH

E tvvet-academy@giz.de

I www.giz.de/tvvet-academy

I <https://tvvet-academy.de>