



<b>Name of the workshop</b>	<b>On-line tools for all generations</b>
<b>Organization</b>	Klub personalistů Moravy a Slezska
<b>Form</b>	On-line
<b>The goal of intergenerational transfer of experience</b>	A program where the younger ones pass on their knowledge and experience to the older generation
<b>Training targets</b>	
<b>For older generation</b>	To show older generations how it is possible to easily use online tools to effectively communicate and pass on experience
<b>For younger generation</b>	How is it possible to help set up modern communication methods for the older generation and thus reduce their isolation thanks to the use of online tools.
<b>Topics covered by workshop</b>	<ul style="list-style-type: none"> <li>✓ Storytelling</li> <li>✓ Transfer of experience and knowledge</li> <li>✓ Knowledge verification</li> </ul>
<b>Activities:</b>	<p><u>Before the workshop:</u></p> <ul style="list-style-type: none"> <li>✓ The lecturer will prepare a presentation video about the possibilities of using the online tool directly using this tool, so that the participants can see a practical demonstration.</li> <li>✓ The lecturer prepares a sample infographic with specific content related to the transfer of knowledge or information</li> <li>✓ With the help of the tool, the lecturer prepares a fun quiz (on the topic discussed at the workshop) to show how information can be verified</li> <li>✓ Participant activity before the workshop is not necessary</li> </ul> <p><u>During the workshop:</u></p> <ul style="list-style-type: none"> <li>✓ The lecturer welcomes the participants, introduces himself and briefly outlines the objective of the workshop. He asks the participants in a group discussion about their experience with using and using online tools</li> <li>✓ The lecturer plays a presentation video so that the participants have the opportunity to see in what ways the tool can be used as part of the initial introduction to the tool</li> <li>✓ After watching the video, the lecturer guides the participants through the individual functions and options of the online tool with the help of screen sharing, and continuously answers the questions of the participants who write to him in the chat.</li> <li>✓ As part of a practical demonstration of the tool's functionalities, the lecturer will use a prepared interactive infographic to practically demonstrate the individual functions to the participants</li> </ul>



	<ul style="list-style-type: none"> <li>✓ At the end, the lecturer will ask evaluation questions, answer any other questions of the participants. Subsequently, he informs about the quiz and asks the participants to complete it and send the results as part of a practical tested tool.</li> </ul> <p><u>After the workshop</u></p> <ul style="list-style-type: none"> <li>✓ The lecturer will share with the participants a link to a fun quiz related to the workshop and will collect emails from the participants with a certificate confirming the passing of the test.</li> <li>✓ Those who do not deliver the certificate will send a reminder link again</li> </ul>
<b>Methods</b>	Presentation, video watching, group discussion, work with infographics
<b>Gadgets</b>	<ul style="list-style-type: none"> <li>✓ Computer</li> <li>✓ Video camera</li> <li>✓ Microphone</li> <li>✓ Learning software (online tool)</li> <li>✓ Platform for workshop implementation (Teams, Whereby, Google meet, etc...)</li> </ul>
<b>Evaluation questions</b>	<ul style="list-style-type: none"> <li>✓ Can you think of a way in which you can use this online tool for your personal needs?</li> <li>✓ Is the use of the basic functions of the online tool understandable to you?</li> <li>✓ Do you think that the free version contains enough functionality and options?</li> </ul>
<b>Length of the workshop</b>	45 minutes
<b>Number of participants</b>	At least 2, the maximum number is not specified, the recommended number is a maximum of 20 people due to the possibility of online interactions during the workshop
<b>Notes about the lessons</b>	
<p><u>Participant group profile:</u>          Zero prior knowledge of the topic/tool is assumed          Participants of different ages and genders (25-60 years)          Workshop related to an Erasmus + project Solving the intergenerational puzzle INTER-PUZZLE</p>	