The Senior Learning Facilitator Training Programme

Guidelines for learners

Contents

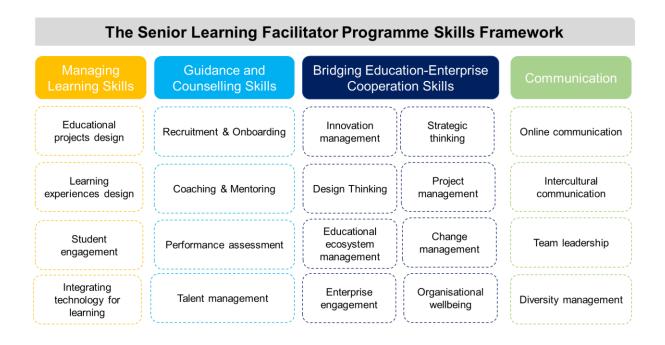# The Senior Learning Facilitator Programme Skills Framework

SEAL -Seniors' Learning Value is an ERASMUS+ KA2 Project aimed at designing and experimenting, with new methods, the recruitment and training of trainers and mentors among senior workers, who can thus develop skills and competences according to a personalized learning pathway and act as a learning facilitator with potential empowered functions in peer and informal learning processes in SME-Small & Medium-sized Enterprises- and in Feedback Loop Systems .

The SEAL project is aimed to emerge the know-how represented by senior workers, that is to say workers with a very advanced levels of technical competences, that can be strategically employed to facilitate and strengthen the processes of in-company training and/or work-based learning for different potential beneficiaries.

The SEAL Consortium integrates six partners with relevant expertise in university social responsibility, community engagement and service learning: Sistemi Formativi Confindustria (IT) - coordinator, University Politehnica of Bucharest (RO), CIS- Business Management School (IT), FH JOANNEUM University of Applied Sciences (AT), ARGO (IT), The Janusz Korzak Pedagogical University of Warsaw (PL) and Formation et Insertion Profesionnelle de L'Academie de Grenoble (FR).

The Programme Skills Framework took shape from needs assessment and exploratory research activities and consultation with various categories of experts in the field of secondary and tertiary education, educators, industry representatives, policymakers and NGOs. The following four categories of skills were developed and then matched with essential skills: managing learning skills; guidance and counselling skills, bridging education-enterprise cooperation skills, and communication skills.

The essential skills are listed in the image below.

The Senior Learning Facilitator Programme Skills Framework

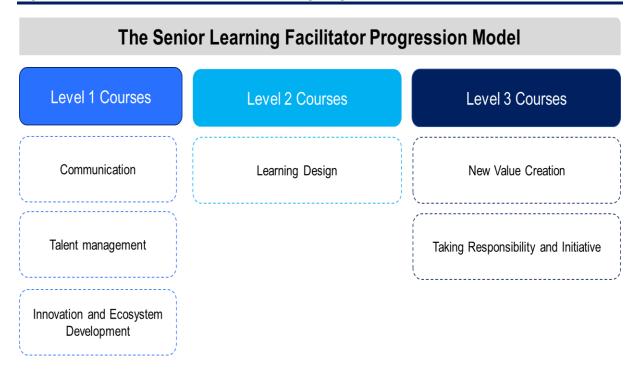| Managing Learning Skills	Guidance and Counselling Skills	Bridging Education-Enterprise Cooperation Skills		Communication
Educational projects design	Recruitment & Onboarding	Innovation management	Strategic thinking	Online communication
Learning experiences design	Coaching & Mentoring	Design Thinking	Project management	Intercultural communication
Student engagement	Performance assessment	Educational ecosystem management	Change management	Team leadership
Integrating technology for learning	Talent management	Enterprise engagement	Organisational wellbeing	Diversity management

Target Audience

This training programme is addressed to teachers, trainers, HR professionals, educational staff, school and education managers, educational and career counsellors, other school staff, other adult education staff, other higher education staff, other non-governmental organization staff, learning designers, public servants, policy makers.

Structure of the programme

Before you start the courses in this training programme, here are some general recommendations to help you make the most of this learning journey.

The training programme includes **6 courses**, organised on **3 levels of proficiency**: level 1 courses, level 2, courses, level 3 courses. Courses are made up of **modules**. The 6 courses comprise **21 modules**. The courses and the respective modules have been developed to help you train to become a **Senior Learning Facilitator (SLF).** You can also use these modules to teach staff from any workplace where SLF's skills are needed. The issues covered in these Modules are areas of concern in many workplaces: schools, universities, companies or NGOs.

Figure 1. The course structure of the SLF Training Programme

The Senior Learning Facilitator Progression Model

Level 1 Courses	Level 2 Courses	Level 3 Courses
Communication	Learning Design	New Value Creation
Talent management		Taking Responsibility and Initiative
Innovation and Ecosystem Development		

Level 1 courses are the fundamental conditions and conduct to core skills, knowledge, attitudes and values that are essential for further learning throughout the entire SLF training process. Level 1 comprises three courses (see **Figure 2**). The courses propose a 'people-and-places' approach. Thus, the approach is people oriented and advances strategic thinking to drive excellence and to build talent. **Courses at this level are compulsory for all learners regardless of previous professional experience and background.**

Communication

Talent Management

Innovation and Ecosystem Development

Level 2 (see Figure 3) guides the learning design process in different environments. In addition, learners will be introduced to the design of learning activities that foster student engagement in entrepreneurship. **The Learning design course consists of 3 modules. You are required to complete at least 1 module of your choice from the three available.**

Figure 3. Level 2 courses

Learning Design

Level 3 courses (**see Figure 4**) are oriented towards challenge management. *Creating new value* means innovating to shape better lives, such as creating new opportunities and services, and developing new knowledge, insights, ideas, techniques, strategies and

solutions, and applying them to problems both old and new. Taking responsibility is connected to SLF self-agency and self-empowerment to thrive, change and connect people and places in innovative ways. **At this level you are required to complete at least one module of each course.**

Figure 4. Level 3 courses

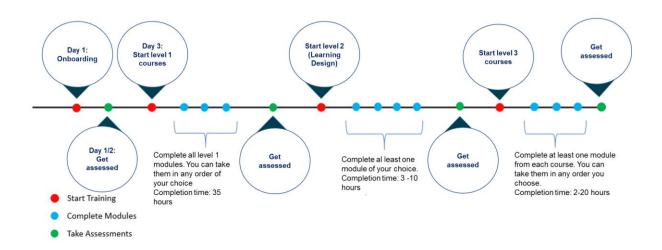Courses are made up of modules. The module structure of this training programme is as follows:

Level	Course	Modules	
L1	Communication	Effective online communication and collaboration	Compulsory modules
		Intercultural Communication	
L1	Talent Management	Managing Talent	
		Agile Teams	
		Resilience for the workplace	
		Exchanging Knowledge and Talent	
		Mentoring	
L1	Innovation and Ecosystem Development	Relationship Management	Compulsory modules
		Community of practice leadership and strategic guidance	
		Education-Enterprise Partnerships	
		International Partnerships	

		Ecosystem co-creation practices	
L2	Learning Design	Learning design	At least 1 module of your choice
		Learning for the 21st century	
		Inspiring Entrepreneurial Thinking in Students	
L3	Taking Responsibility and Initiative	Leadership in Education	At least 1 module of your choice
		Developing resilient and robust organisational strategies	
		Innovation Methods	
L3	Creating New Value	Creating New Value	At least 1 module of your choice
		Student and company engagement	
		Change Management	

Learning Path

The three levels of courses support the progression from a basic level to a higher level of proficiency.

As the level 1 courses are compulsory, you will have to complete them first. As regards the courses in the levels 2 and 3 you have the freedom to personalise your own learning by choosing at least one module of each course.

Format of the courses

The courses are made up of modules. Each module comprises 3 to 5 units. Usually, a unit covers a specific topic and has associated a self-assessment quiz. The completion time of each unit may vary from 30 to 50 minutes. It's important to know that you take them at your own pace.

Figure 5. The structure of the Innovation Methods modules
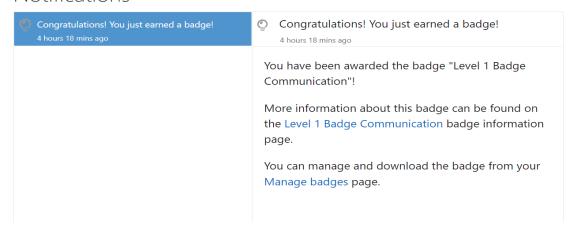

Badges

Each of the 6 courses has an associated **badge**. A badge is a virtual certificate of completion that a learner earns by completing a course or a module.

Upon completion of each course in the level 1, you will earn a badge. Upon completion of any module in the Level 2 and 3 courses, you will earn a badge.

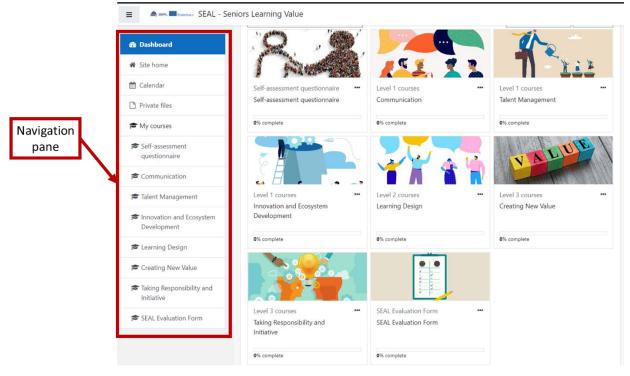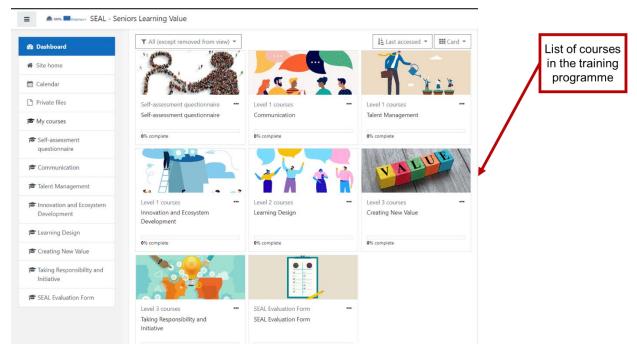Every time you earn a badge, the platform sends you a notification as shown in the picture below:
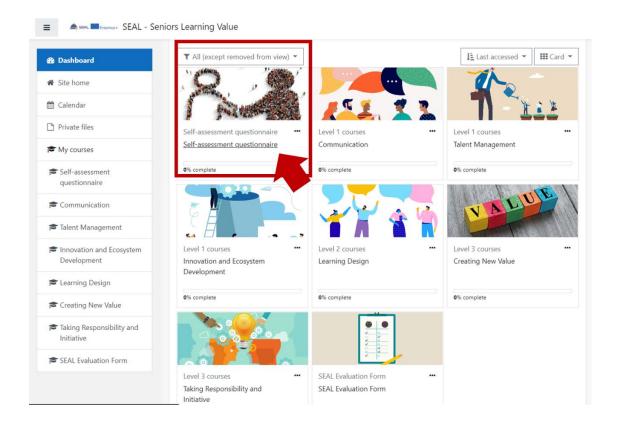
SENIOR LEARNING FACILITATOR
Level 1 - Communication

SEAL

SENIOR LEARNING FACILITATOR
Level 1
Innovation and Ecosystem Development

SEAL

SENIOR LEARNING FACILITATOR
Level 1 - Talent Management

SEAL

SENIOR LEARNING FACILITATOR
Level 2
Learning Design

SEAL

SENIOR LEARNING FACILITATOR
Level 3
Creating New Value

SEAL

SENIOR LEARNING FACILITATOR
Level 3
Taking Responsibility and Initiative

SEAL

Onboarding

Once your local administrator has created your account, you can access the SEAL course platform (https://seal.reu.pub.ro/) . On the left side of the screen is the navigation panel (see the image below).

Courses that are part of the SEAL program are visible on the front page of your account. These can be viewed as icons or a list of courses.

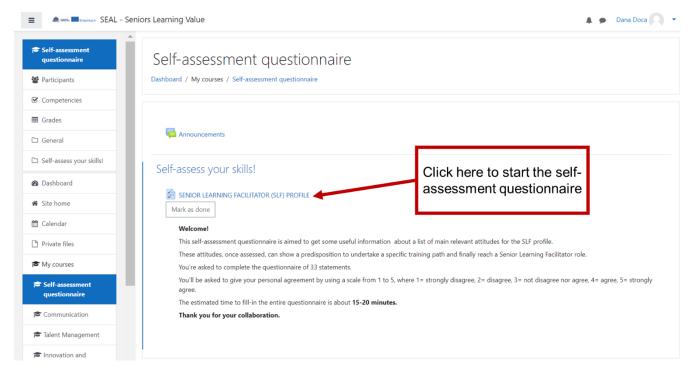Click on the course name to access it (see the image below).
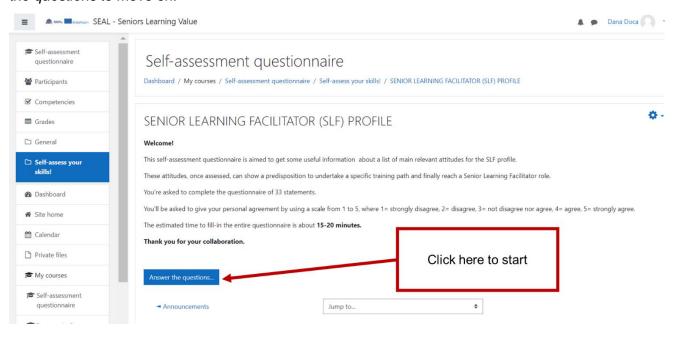
Initial self-assessment

Once you have accessed the platform and the registration process is complete, you will be invited to take a self-assessment questionnaire. This self-assessment questionnaire is aimed to get some useful information about a list of main relevant attitudes for the SLF profile.

These attitudes, once assessed, can show a predisposition to undertake a specific training path and finally reach a Senior Learning Facilitator role. Please note that the questionnaire is not a personality test.

To start the self-assessment, click on the name of the activity, as shown in the image below.

You will then be directed to a page with instructions. Read them carefully and click on *Answer the questions* to move on.
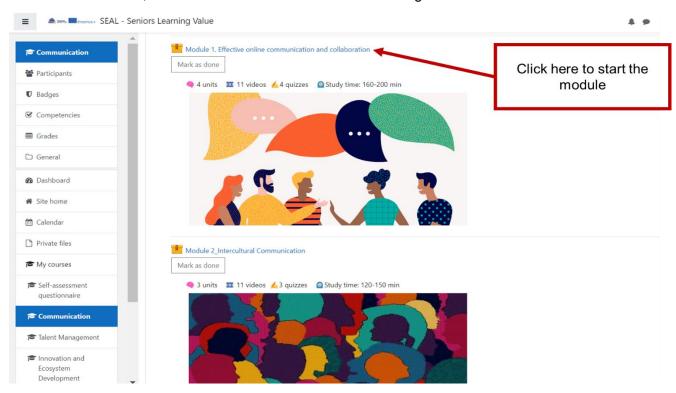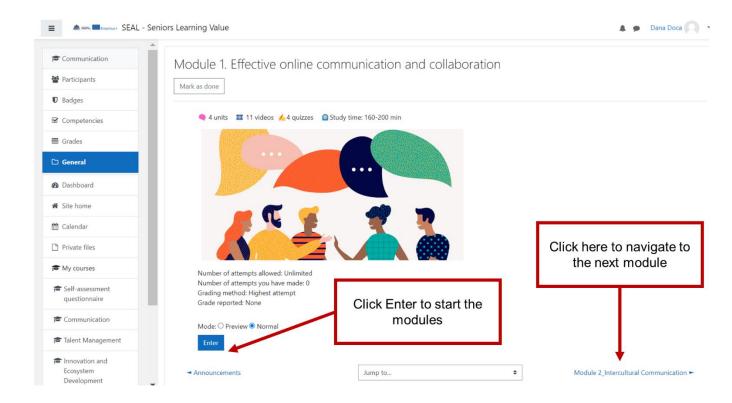

How to navigate the platform

When you access the first course, on the course page you will find a set of instructions and a list of modules included in the course. Review the image below to familiarise yourself with navigating the course platform.

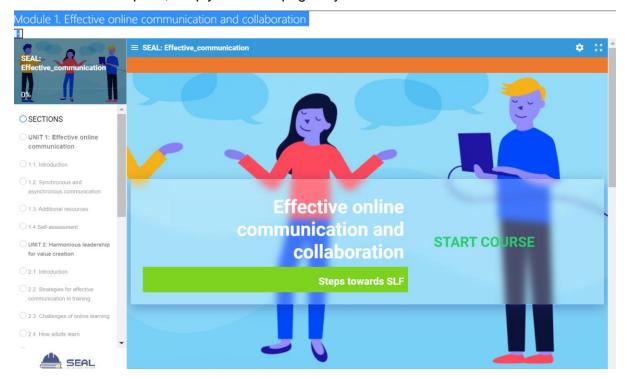To start the modules, click on their names as shown in the images below.

Using the menu at the bottom of the page, you can navigate directly to the next mode.

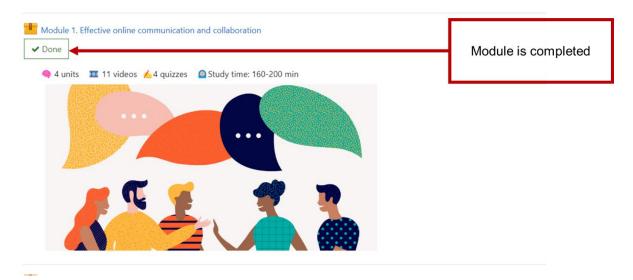Clicking the Enter button will open a new page in your browser where you can browse the module (see the image below).
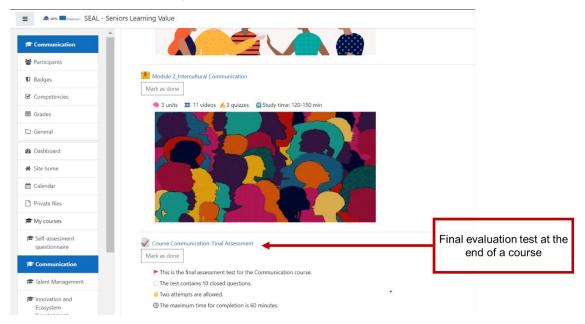
Read the course description and click on *START COURSE* to start the learning session. When the module is complete, simply close the page in your browser.

A completed module will be marked green and the text **Done** appears below its name. You can start the following module.

Module 1. Effective online communication and collaboration

✔ Done

Module is completed

🗨 4 units 📽 11 videos ✏ 4 quizzes ⏲ Study time: 160-200 min

At the end of each course you will find an evaluation test. Click on its name to start the test (

Module 2_Intercultural Communication

Mark as done

🗨 3 units 📽 11 videos ✏ 3 quizzes ⏲ Study time: 120-150 min

Course Communication: Final Assessment

Mark as done

Final evaluation test at the end of a course

⚑ This is the final assessment test for the Communication course.
☐ The test contains 10 closed questions.
👆 Two attempts are allowed.
⏲ The maximum time for completion is 60 minutes.

After completing the learning journey, we invite you to complete the evaluation form. Follow the instructions in the image below. Some of the questions on this form relate to the modules you have completed. If there were modules you did not complete, select NA.

SEAL Evaluation Form

Dashboard / My courses / SEAL Evaluation Form

Evaluation Form

The feedback received will be used to improve the training program!

Answer the questions...

Click here to start