

Lesson Plans for adult educators/teachers/trainers which will be used for the FINE2WORK EDUCATIONAL PACK.

Module Name: Digital Competences	
Topic 4 Title: Google Calendar & Google Contacts	
Lesson Plan 53 – Google Contacts Navigation and create new contacts	
Duration: 90 minutes	
Aim	The main goal of this lesson plan is to provide all the necessary information to students how to navigate into Google Contacts and how to create new contacts.
Target Group	Adults (especially women)
Facility/ Equipment	<ul style="list-style-type: none"> • Classroom • Internet access • Projector • White board
Tools/ Materials	<ul style="list-style-type: none"> • Handout 1
Main Tasks	<p>1. Task 1: Log in to the Google account</p> <p>1.1 All students should log in to the Google account (15 mins)</p> <p>2. Task 2: Understand how to navigate into Google Contacts</p> <p>2.1 Adult educators need to explain to all students how to navigate into the Google Contacts (25 mins):</p> <ul style="list-style-type: none"> • Google Contacts Homepage • Create new contacts button • Frequently contacted label • Create labels button • Import/Export/Print contacts • Trash

	<p>3. Task 3: Understand how to create new contacts</p> <p>3.1 Adult educators need to provide to students <u>(see Handout 1)</u> details how to create new contacts (25 mins)</p> <p>3.2 All students should create four contacts (25 mins)</p> <p>4. Task 4: Wrap-up (15 mins)</p>
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HANDOUT 1: Understand how to create new contacts

Contact Number:	First Name:	Last Name:	Company:	Email:	Phone Number:
1	Chrystalla	Thrasyvoulou	Emphasys Centre	Chrystalla@emphasyscentre.com	+357 99212935
2	Maria	Georgiou	PwC	Maria_geo@gmail.com	+357 99807090
3	Irene	Antoniou	PwC	Irene_antoniou90@gmail.com	+357 99556099
4	John	Michael	PwC	Johnmichael_85@gmail.com	+357 99224560

