

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

<b>Module Name: Entrepreneurial competences</b>	
<b>Topic Title: Taking the initiative (Planning and management)</b>	
<b>Lesson Plan 13 – Managing a team online</b>	
<b>Duration: 55 minutes</b>	
<b>Aim</b>	This lesson will provide information about a field of activities that grew exponentially because of the global pandemic in 2020 - managing and working in teams online.
<b>Target Group</b>	Adults (especially women)
<b>Facility/ Equipment</b>	<ul style="list-style-type: none"> <li>● Classroom</li> <li>● Internet access</li> <li>● Personal device with internet access</li> <li>● Powerpoint presentation</li> <li>● White board</li> </ul>
<b>Tools/ Materials</b>	<ul style="list-style-type: none"> <li>● Handout 1</li> </ul>
<b>Main Tasks</b>	<ol style="list-style-type: none"> <li><b>1. Task 1: Introduction to some useful communication systems (20 mins)</b></li> <li><b>2. Task 2: Presentation of important aspects of the virtual teams (see Handout 1) (15 mins)</b></li> </ol> <p>2.1 Discussion: How different do you think is teamwork online, compared to face to face? What are the strong and weak sides? (10 mins)</p> <ol style="list-style-type: none"> <li><b>3. Task 3: Wrap-up (10 mins)</b></li> </ol>



## HANDOUT 1: Simple scheme for team management online

When managing team, you can follow some simple rules. You can even print the following scheme and hang it in a visible place around your workstation 😊

