

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

<b>Module Name: Digital Competences</b>	
<b>Topic 4 Title: Google Calendar &amp; Google Contacts</b>	
<b>Lesson Plan 48 – Introduction to Google Calendar and Google Contacts</b>	
<b>Duration: 60 minutes</b>	
<b>Aim</b>	The main goal of this lesson plan is an introduction session about Google Calendar and Google Contacts.
<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>• Projector</li> <li>• White board</li> </ul>
<b>Tools/ Materials</b>	
<b>Main Tasks</b>	<p><b>1. Task 1: Introduction to Google Calendar and Google Contacts</b></p> <p>1.1 Start this task with a video for the learners to understand what Google Calendar is <a href="https://www.youtube.com/watch?v=qnZZInDyrZo&amp;ab_channel=Google">https://www.youtube.com/watch?v=qnZZInDyrZo&amp;ab_channel=Google</a> (3 mins)</p> <p>1.2 Start this task with a video for the learners to understand what Google Contacts is <a href="https://www.youtube.com/watch?v=WCTYrYrCtts&amp;ab_channel=AnsonAlexander">https://www.youtube.com/watch?v=WCTYrYrCtts&amp;ab_channel=AnsonAlexander</a> (3 mins)</p> <p>1.3 Discussion questions for both videos (35 mins)</p> <ul style="list-style-type: none"> <li>• What Google Calendar is</li> <li>• How Google Calendar works</li> <li>• Google Calendar Advantages</li> </ul>

	<ul style="list-style-type: none"><li>• What Google Contacts is</li><li>• How Google Contacts works</li><li>• Google Contacts Advantages</li></ul> <p><b>2. Task 2: Wrap-up (10 mins)</b></p>
--	---