

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 49 – Google Calendar Navigation and create a calendar	
Duration: 60 minutes	
Aim	The main goal of this lesson plan is to provide all the necessary information to students how to navigate into Google Calendar and how to create a calendar.
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 Calendar</p> <p>2.1 Adult educators need to explain to all students how to navigate into the Google Calendar (25 mins):</p> <ul style="list-style-type: none"> Google Calendar Homepage Calendar view (month/day/week) My calendars Available calendars <p>3. Task 3: Understand how to create a Google calendar</p>

	<p>3.1 Adult educators need to provide to students (see Handout 1) details about the calendar to be created (25 mins)</p> <p>3.2 All students should create the calendar named 'FINE2WORK Calendar' (25 mins)</p> <p>4. Task 4: Wrap-up (10 mins)</p>
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HANDOUT 1: Understand how to create a Google calendar

- **Calendar Name: FINE2WORK calendar**
- **Description: This is the FINE2WORK calendar for the training schedule**
- **Time zone: N/A**