

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 50 – Browse calendars of interest	
Duration: 60 minutes	
Aim	The main goal of this lesson plan is to provide all the necessary information to students how to browse calendars of interest.
Target Group	Adults (especially women)
Facility/ Equipment	<ul style="list-style-type: none"> • Classroom • Internet access • Projector • White board
Tools/ Materials	
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 browse calendars of interest</p> <p>3.1 Adult educators need to explain to all students how to browse calendars of interest (25 mins)</p> <p>3.2 All students should select the ‘Christian Holidays’ calendar (10 mins)</p> <p>3. Task 3: Understand how to select a Google Calendar</p>

	<p>3.1 Adult educators need to explain to all students how to select a Google Calendar (25 mins)</p> <p>3.2 All students should select the calendar 'FINE2WORK Calendar' (10 mins)</p> <p>4. Task 4: Wrap-up (10 mins)</p>
--	---