

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

| Module Name: Digital Competences | |
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| Topic 4 Title: Google Calendar & Google Contacts | |
| Lesson Plan 52 – Edit a Google calendar | |
| Duration: 90 minutes | |
| Aim | The main goal of this lesson plan is to provide all the necessary information to students how to create, view and edit events. |
| 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 Handout 2 |
| 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 create events</p> <p>2.1 Start this task with a video https://www.youtube.com/watch?v=SkpUQg0lfvo&ab_channel=LATITTrainer (5 mins)</p> <p>2.2 Adult educators need to explain to all students how to create events (see Handout 1) (25 mins)</p> <p>2.3 All students should create the four events (25 mins)</p> |

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| | <p>3. Task 3: Understand how to view an event</p> <p>3.1 Adult educators need to explain to all students how to view an event (25 mins)</p> <p>4. Task 4: Understand how to edit a Google calendar</p> <p>4.1 Adult educators need to explain to all students how to edit events (see Handout 2) (25 mins)</p> <ul style="list-style-type: none">• Add description• Add location• Add specific time <p>4.2 Adult educators need to apply the changes to their events (25 mins)</p> <p>5. Task 5: Wrap-up (10 mins)</p> |
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HANDOUT 1: Understand how to create events

| Event Number: | Event Title: | Date and Time: |
|---------------|--------------------------|-----------------------|
| 1 | FINE2WORK Training Day 1 | 6.11.2021 All day |
| 2 | FINE2WORK Training Day 2 | 10.11.2021 All day |
| 3 | FINE2WORK Training Day 3 | 12.11.2021 All day |
| 4 | FINE2WORK Training Day 4 | 15.11.2021 All day |

HANDOUT 2: Understand how to edit events

| Event Number: | Event Title: | Date and Time: | Description: | Location: |
|---------------|-----------------------------|-----------------------------|--|-----------------|
| 1 | FINE2WORK Training Day 1 | 6.11.2021 10:00 – 12:00 | This is an event for the FINE2WORK Training Day 1. | Emphasys Centre |
| 2 | FINE2WORK Training Day 2 | 10.11.2021 09:00 – 11:00 | This is an event for the FINE2WORK Training Day 2. | Emphasys Centre |
| 3 | FINE2WORK Training Day 3 | 12.11.2021 10:00 – 12:00 | This is an event for the FINE2WORK Training Day 3. | Emphasys Centre |
| 4 | FINE2WORK Training Day 4 | 15.11.2021 09:00 – 11:00 | This is an event for the FINE2WORK Training Day 4. | Emphasys Centre |