The COOL Planning Pattern Result 2.3

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Introduction

This planning and documentation template refers to your open training/learning offers and project.

It is a toolbox for Planning and Documentation.

The first part refers to the planning activities. It describes the teaching/learning project that you delivered, first in a conceptual way (target group, contents, objectives, methods) and secondly as learning pathway of your learners.

The second part of the toolbox comes with an experience report which will document:

1. the evolvement of your learning course and the experiences you made with the development (e.g., what was the most successful part of it, what was challenging).

2. You should draw conclusions from your first launch: what will remain in the next round, what do you want to improve.

3. It is also interesting to know what you have learnt (as trainers). What was new for you and what will you use in future?

In the third part you should provide your experiences in an easy-to-read **story** about your COOL project.

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1. The learning project description

Please describe the learning project that you developed and delivered during the COOL project along the following pattern.

1.1. COOL Project Draft

- Summary

Please give a short summary of your project topic, the background of the project (why did you choose it), the objectives (what should be done and what were the learners supposed to learn), and the final results.

- Target group

Please give a short description of your target group: age, what kind of educational/professional background …

- Themes (content area)

Please list the themes/content areas that you worked on with your learners.

- Learning objectives (for final beneficiaries)
  - **Knowledge:** *Please describe the knowledge that learners were supposed to acquire during the project.*
  - **Skills:** *Please describe the skills that learners were supposed to acquire during the project*
  - **Attitudes:** *Please describe which attitudes learners were supposed to develop during the project.*

- Methods/Activities

Which teaching methods did you use? Which activities did you carry out with your learners?

- Resources and materials

Which resources/materials did you need/use to carry out your project? Please note if you developed the material, bought it, borrowed it, …

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1.2.   COOL Learning pathway

Please describe the learning pathway of your learning project. Learning pathways are sequences of learning steps or learning units. To fill in the table you need to break down your learning project in chronicle steps/units.

Step No.	Title	Content	Learning objective	Method Activity	Media	Assignment	Learning time
1	##			*INTERDISCIPLINARITY* *COOPERATIVE LEARNING* *LECTURE*	SLIDES VIDEO PRESENTATION		2h
2	##			LIVE WORKSHOP	Gathertown Video		2h
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2. Your Experience Report

Please write an experience report from your **trainers' perspective** (min 1 page) about

1. Development process

   o   The development and realisation of your learning course concept (sum up of the most important things here)

   o   The experiences you made with the development (e.g., what was the most successful part of it, what was challenging)

2. Contents:

   o   Which contents related to Digital Literacy did you tackle?

   o   How could you embed it in other programmes?

3. Methodology

   o   Could you transfer the concept of COL&V as we planned it?

   o   Did you apply Design thinking and how did that work out?

4. Outcomes

   o   Could you see competence developments of your learners?

   o   Did your learners develop something like products/prototypes?

5. Impact

   o   In how far was the concept innovative (in contrast to other learning offers)?

   o   Were your learners satisfied? How was the feedback?

6. Perspective

   o   You should draw conclusions from your first launch: what would remain in a next round in your programme, what would you want to improve.

7. Professional Development

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o   It is also interesting to know what you yourself has learnt (as trainers). What was new for you and what will you use in future, maybe also in other courses?

* of course, you can add other points that are important for you!!

3. Your COOL Project Story

The Narrative Project Report

Please consider the following points as supportive structure and guiding questions. You should tell a story (if you like in the journey metaphor but you can also use any other storyline). Please do not exceed 2 pages and please add photos). You may use a simple journey metaphor according to the following sequence:

- Starting Point / Setting the Scene
- Start of the Journey:
- Milestones
- On the Way:
- On Arrival:

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