



Blueprint for advanced skills
& trainings in the social economy

Training Catalogue

Use Digital Project Management Tools for Success



Area
Digital

Level
Intermediate

EQF
5

EU frameworks
DigiComp 2.2
Area 5: Problem Solving

Duration
14 hours



Co-funded by
the European Union

TITLE: Use Digital Project Management Tools for Success	
Duration / Notional workload	14 hours (0,5 ECTS) The suggested structure implies: <ul style="list-style-type: none"> - 10 hours of online trainings (asynchronous/recordings) - 2 hours of autonomous hands-on activities, including the preparation for the final exam - 2 hours of live sessions for implementation, questions and networking.
Who is this course for	This course is for any managers, coordinators and supervisors working in a Social Economy Organisation managing a short-term or long-term project. According to the baSE Occupational Profiles classification, the course is for OP2 Social Economy Enabler. This course aims to enhance project management skills using digital tools and services to effectively lead and manage projects towards a successful outcome.
Skill Gap Area	The Skill GAP refers to the SocioComp Area “Digital Transition”, competencies: “Enhancing SE performance through digital deployment” and “Leading digital innovation and strategy”.
Related standards	The European competencies’ frameworks related standards are: DigiComp 2.2. -Area 2 Communication and Collaboration, competencies 2.1 Interacting through digital technologies and 2.4 Collaborating through digital technologies -Area 5 Problem Solving, competencies 5.3 Creatively using digital technology and 5.4: Identifying digital competence gaps
EQF Level	EQF 5 INTERMEDIATE
Learning Outcomes	Participants, on completion of the learning process, can <ul style="list-style-type: none"> - Develop a successful project plan using digital tools - Design a productive time management strategy using digital tools - Apply an effective cost management strategy through digital tools - Use relevant digital tools to implement an effective internal communication strategy - Define the importance of data management when using digital tools - Identify the best digital tools to use for each step of project

	management
Contents	<p>LU01 - Project Planning</p> <ul style="list-style-type: none"> - First step of project management: an introduction to successful project planning [recorded webinar part 1] - How to create an effective project plan for your project [recorded webinar part 2] - What digital tools to use to create your project plan recorded webinar part 3] <p>LU02 - Schedule Management</p> <ul style="list-style-type: none"> - Why is good time management important for your project [recorded webinar part 1] - How to create a scheduling/time management strategy [recorded webinar part 2] - What digital tools to use for time management [recorded webinar part 3] - Networking, breakout rooms and Q&A [live session] - MS Teams tutorials on Tasks and Planner [self-directed learning] <p>LU03 - Communication & Collaboration through MS Teams</p> <ul style="list-style-type: none"> - Why is a good communication strategy important for your project [recorded webinar part 1] - How to create an effective communication strategy [recorded webinar part 2] - What digital tools to use to communicate with your project team [recorded webinar part 3] - Networking, breakout rooms and Q&A [live session] - MS Teams tutorials on Chat and Channels and Outlook [self-directed learning] <p>LU04 - Data & Finance Management</p> <ul style="list-style-type: none"> - Why is Data Management important for your project - Introduction to EU Data legislation/policy - Basics of project budget management - What digital tools to use to manage your project's data and finances - Networking, breakout rooms and Q&A [live session] - Your country's Data policy and legislation [self-directed learning through research]
Learning methodologies	The most effective teaching methods with adult learners are active methodologies, combined with a hands-on approach,

	<p>encouraging critical thinking and real-world application. We suggest</p> <ul style="list-style-type: none"> - Recorded webinar - Live sessions for Q&A, best practices and networking - Tutorial video of MS Teams and other MS Office apps - Mockup activity using the digital tools introduced during the course - Extra resources such as blog articles and podcasts <p>Blended training can be offered, using the MOOC platform to integrate more traditional face-to-face training.</p>
Learning materials	<p>Complementary learning materials are:</p> <ul style="list-style-type: none"> - Audio-visual aids: Videos, Video recordings - Activity sheets - Podcasts - Written material such as blog articles. <p>These learning materials can be tailored to suit the participants' needs, ensuring they are engaging, interactive, and effective. The course trainers will provide the bibliography and website references.</p>
Entrance requirements	<p>There are no formal prerequisites to participate in the course, except being SE enablers/project managers.</p>
Assessment & Certification Schemes	<p>The assessment process will evaluate the learning outcomes outlined in the prototype and will follow established procedures. Grading criteria, levels, and assessment location will be communicated to learners before the baSE pilot phase, with authentication required.</p> <p>The Certification Schemes will follow the standards defined by EuroCert.</p> <p>Upon request, it will be possible to have (for MOOCs only) the recognition of micro-credentials.</p>

Disclaimer

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