



Blueprint for advanced skills
& trainings in the social economy

Training Catalogue

Use digital tools to optimise
collaboration, communication,
community and engagement
inside and outside the SEO



Area
Digital

Level
Foundation

EQF
4

EU frameworks

DigiComp 2.2

Area 2: Communication and collaboration

Area 4: Safety

Area 5: Problem Solving

Duration
8 hours



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TITLE: Use digital tools to optimise collaboration, communication, community and engagement inside and outside the SEO	
Duration / Notional workload	8 hours
Who is this course for	<p>According to the baSE Occupational Profiles classification, the course is targeting at workers, enablers, supporters involved in day-to-day tasks and in planning the activities within Social Economy organisation.</p> <p>Even though this course is devoted to intermediate workers, managers can also learn from it.</p> <p>The course aims to help participants to discover digital tools for collaborating and communicating within and outside the SEO, and to enable them to use those tools.</p>
Skill Gap Area	The Skill GAP refers to the SocioComp Area “Digital Transition”, competence “Enhancing SE performance through digital deployment”.
Related standards	<p>The European competencies’ frameworks related standards are:</p> <p>DigiComp 2.2.</p> <ul style="list-style-type: none"> >Area 2. Communication and collaboration, competencies -2.1: Interacting through digital technologies -2.4: Collaborating through digital technologies - 2.4: Collaborating through digital technologies >Area 4 Safety, competence 4.4: Protecting the environment >Area 5 Problem Solving, competence 5.3: Creatively using digital technologies
EQF Level	EQF 4 FOUNDATION
Learning Outcomes	<p>Participants, on completion of the learning process, can</p> <ul style="list-style-type: none"> - Identify the existing channels of collaboration of the organisation - Discover different types of digital collaboration tools (emails, collaborative platforms, task planificator, etc.) - Be able to choose the appropriate digital tools for the organisation - Understand the role and benefits of open-source digital platforms for AI development and Machine Learning in SEOs.

<p>Contents</p>	<p>LU01 Mapping the internal and external stakeholders of the organisation, and their interactions (2 hrs)</p> <ul style="list-style-type: none"> - Definition of collaboration, communication, community and engagement - Diagnostic of existing stakeholders - Identify the connections between the stakeholders and between the stakeholders and the organisation - Identify the existing channels of collaboration with the stakeholders <p>LU02 Digital tools fostering collaboration within the organisation (2 hrs)</p> <ul style="list-style-type: none"> - Overview of existing digital tools and organisational processes digitalization (databases, cloud services and data analytics) - Criteria's to choose the digital tools, fit for internal stakeholders <p>LU03 Digital tools fostering collaboration outside the organisation (2 hrs)</p> <ul style="list-style-type: none"> - Overview of existing digital tools (for communication, collaboration and marketing) - Criteria to choose the digital tools, fit for external stakeholders <p>LU04 Open digital tools and AI (2 hrs)</p> <ul style="list-style-type: none"> - Overview of Digital open-source platforms and tools - How Artificial Intelligence and Machine Learning could be used in SE activity.
<p>Learning methodologies</p>	<p>The most effective teaching methods with adult learners are active methodologies, combined with a hands-on approach, encouraging critical thinking and real-world application. These methods include interactive lectures, group discussions, case studies, role-playing exercises, and decision-making activities to ensure active participation and engagement from the participants.</p> <p>Blended training can be offered, using the MOOC platform to integrate more traditional face-to-face training.</p>
<p>Learning materials</p>	<p>Complementary learning materials are:</p> <ul style="list-style-type: none"> - ad hoc handouts; - practical exercises with tools and digital solutions with AI open-source tools - learning materials and publications on the topic in English or the participants' languages

	<p>- Lecture notes on Key concepts of Digital transformation in SEOs.</p> <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 workers, managers, supporters or enablers in Social Economy Organisations.</p> <p>Preliminary participation in the course:</p> <ul style="list-style-type: none"> - "Support change management to achieve the triple transition – Green, Digital, Inclusive – within the SEO" (at least LU01 for practitioners, and LU02 for the others) is strongly recommended.
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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