

27490

## KP-LAB

# Knowledge Practices Laboratory

Integrated Project

Information Society Technologies

### D12.1 Training plan

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<b>CO</b>	Confidential, only for members of the consortium (including the Commission Services)	

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# Training plan

## 1.1 Introduction

The objectives of training activities as stated in the DoW are;

1. to organize training within the project for the participants to learn to use the necessary tools
2. to support training activities of the partners when they deliver and take in use the tools and practices during extended pilots

The approach with regards to the first point is that partners may need training not only for the tools, but also to better understand the methodologies and theories behind KP-lab. Basically the training within the project can span most aspects needed to secure good results.

The second point also gives room for training material that can be used outside and after the project, if deemed suitable.

A first deliverable from WP12 is this training plan, which will describe more in detail the methods used to reach the objectives. The method is based around three main ingredients, *joint training sessions, guidelines and examples*. These ingredients are used by the partners to create training material as well, so that training can take place not only through simultaneous workshops but also through self studies. This means that training material can be used and reused by the partners and users/pilots as they wish.

### 1.1.1 Positioning of the training plan

The training plan is a very early deliverable and is meant to be a starting point for the training activities based on the general project activities from the first working months. Therefore it is not supposed to be overly detailed since the main organising of training and creation of training guidelines and material will start in task T12.2.

### 1.1.2 Description of work

In the DoW the training is described in the following way.

*Internal training together with the relevant WPs.* Pedagogical and technological workpackages organize training together with and supported by special training activities. These training activities will be organized mainly during the two first years of the project, and the target groups are the pedagogical and technical developers. Some of the training will be organised in joint training sessions, some in small (national) groups. About 2-10 participants / partner will participate in the training sessions, altogether about 800-1200 participants.

*Training as supporting dissemination among other organisations.* The project relies in the partner organisations in small scale training: partners conduct e.g. short presentations within organisations closely related to dissemination activities (see the plan for dissemination). We will support partners in their training activities and will create a plan for training. The target group is the participants of the extended pilots, especially educators because of their importance in disseminating the ideas and practices. For this reason training will be conducted especially in various teacher training departments (UH, HUJI, ELTE) and teacher training organisations (Skeria) but also in EVTEK. These training activities will concentrate in the third and fourth year of the project when the extended pilots will be carried on. The exact amount of participants is yet impossible to estimate, but it will be several hundreds.

*Planning and evaluation.* The partners participating in training activities will together create a plan for the training activities, they will share training material and collect examples and best practices. Partners will also jointly evaluate the training activities to revise support for users, and to give feedback for the tool & practices development activities.

Based on these statements a proposed workflow for the training activities has been designed.

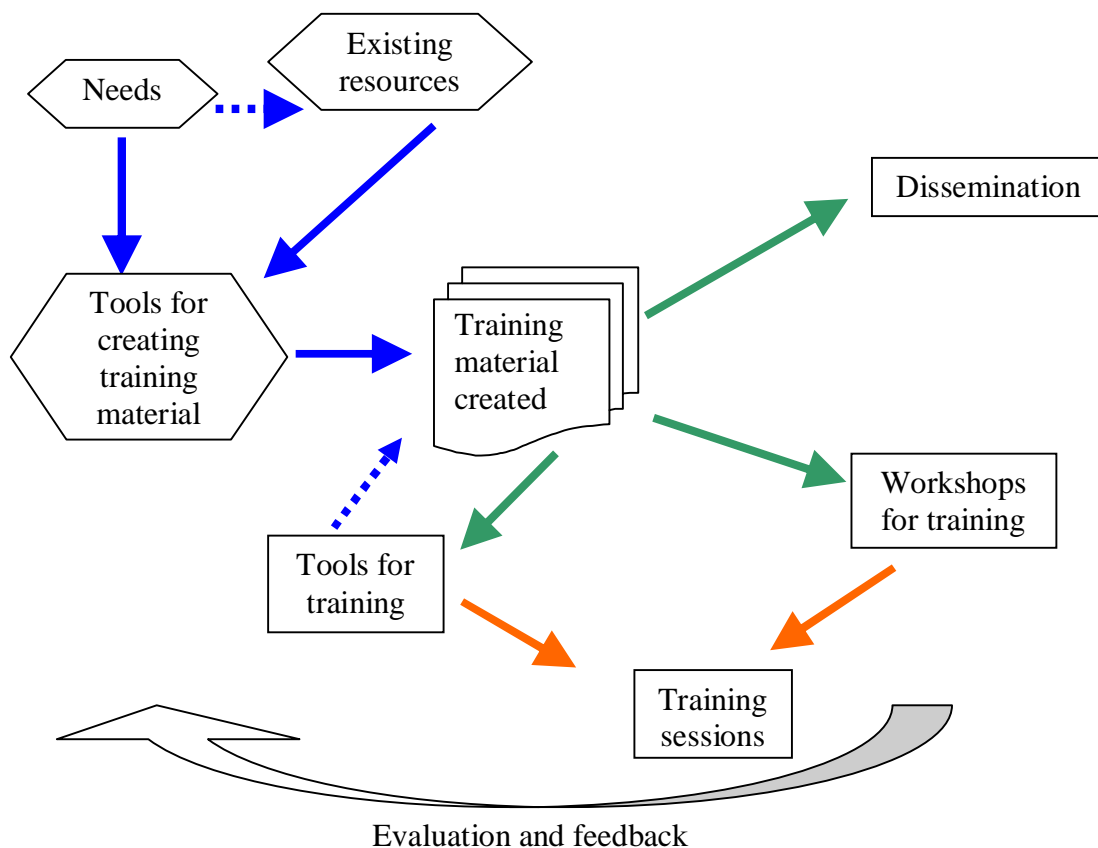


Figure 1 Suggested work flow for training

## 1.2 The needs for internal training – what do the partners want?

To give a first base for the planning of training activities the needs of the partners have been investigated. During the kick-off meeting general opinions were collected and afterwards a short survey was made to give all partners the chance to express their needs.

Topics for training that were mentioned are:

- Unified Process
- UML – Unified Modelling Language
- Vocabularies and word lists – to ensure we use common language
- New technologies such as Blogs, WIKI's – how can these be used as tools to achieve an objective?
- “What is software development” – basic information for pedagogical partners to better understand the development process for software
- “What is pedagogical development” – basic information for technological partners to better understand the pedagogical development process
- Instructions or guidelines on how to write pedagogical and professional “scenarios”
- Using the concept of “minimal instructional texts” to create learning objects

More topics have been added through the ongoing discussion on the Intranet.

Based on the discussions and work during the first months it has also become very evident that there is need for training concerning the use of the Intranet and its Plone platform. Since most of the cooperation should be supported by the Intranet (or performed through the Intranet) it is vital that the partners can use it.

To test the training functions it was decided to start with objects concerning the use of Plone, which serves dual purposes, both for training the project staff in using Plone but also to test the training methods and tools. It is also a good demonstration of training.

### ***1.3 The existing resources for internal training – what do the partners have?***

In the same manner as for the needs, a short survey of what partners already have that can be suitable as training material (with minor adjustments if necessary) was made. Suitable material is available on the project intranet and more is added as the project goes along.

Presentations and results from the kickoff meeting are also available as training material on the intranet. Several of them have been converted into simple learning objects with the purpose to try out different methods for use in the project. Based on the trials we can suggest the most efficient methods and at the same time we have produced workable learning objects. Since these objects are more internal in nature they are suitable for “piloting” inside the project group.

### ***1.4 Methodology for internal training***

Internal training must be done in ways that suit the respective partners. Therefore the plan is to make training available in different formats. Face-to-face training sessions during workshops etc. will be performed but the main focus will be to prepare for training that can be performed “at home”, to save travel costs etc. and to make training available to more people.

The physical workshops will be complemented by on-line training sessions through distance spanning technology such as video conferencing and collaborative tools.

The largest volume of training however is anticipated to be done asynchronously, through learning material that can be downloaded or run from the project intranet. The proposal to the partners is to take an approach from general E-learning, by using “learning objects” that can be put together to form simple “courses”.

When using this approach we need to give partners an idea on how to proceed and prepare for training. This can be done by giving examples of “good practice”, both when it comes to tools for training, and tools for creating training material. Sometimes the tools chosen for training defines what kind of material can be used; sometimes a given material can be used by different tools.

Detailed descriptions of the proposed methodology should be developed in task T12.2 Organising training and creating guidelines for training.

### ***1.5 Tools for training***

In order to make the training available easily to as many as possible the main aim is to use commonly available tools for the training. That means that the training material should be accessible through common software such as HTML-browsers, Power Point (or viewers) or other generic formats whenever possible.

Generally speaking all these formats can be used in learning management systems if need be, as long as some metadata is specified. The intent is to use metadata so that the objects conform to standards such as IEEE LTSC LOM (SCORM specification).

With the basic material accessible training itself can be formed in a number of ways. WP12 will provide guidelines for how the users can put material together to form a useful “course”, for different users. For example, one possible “course” is “Software development for pedagogics”, an introduction to how software development is done so that persons with little understanding or experience of the topic still can provide useful input with regards to user demands etc.

The focus however is on making the building blocks for training (learning objects) available and thus make it possible to create a large number of user-specific “training paths”. Each user can probably find objects that are useful to them even though their backgrounds and experiences differ. If too strict “courses” were defined chances are they would only suit a limited number of persons.

### 1.5.1 Technical demands in order to use the Intranet for training

In general the project Intranet is suitable for distributing training material and supporting training. There are good reasons to have the training facilities inside the Intranet (or on the KP-Lab website) instead of using a stand-alone learning management system. The main reason is simplicity for the users, the training is here to support all other work and it is important that it’s easily accessible. If the users have to log into another portal or website (such as a learning management system) and familiarize with that user interface as well, the risk is that the added complexity puts the user off.

In order to publish training material the intranet should support multiple file upload and upload of folders and structures, if possible. A compromise might be to use a stand-alone server or system like WebDAV. It would also be nice to be able to show Flash animations and perhaps Power Point or similar presentations “inline” with the portal, without the need to separately download and execute a file.

## 1.6 Tools for creating training material

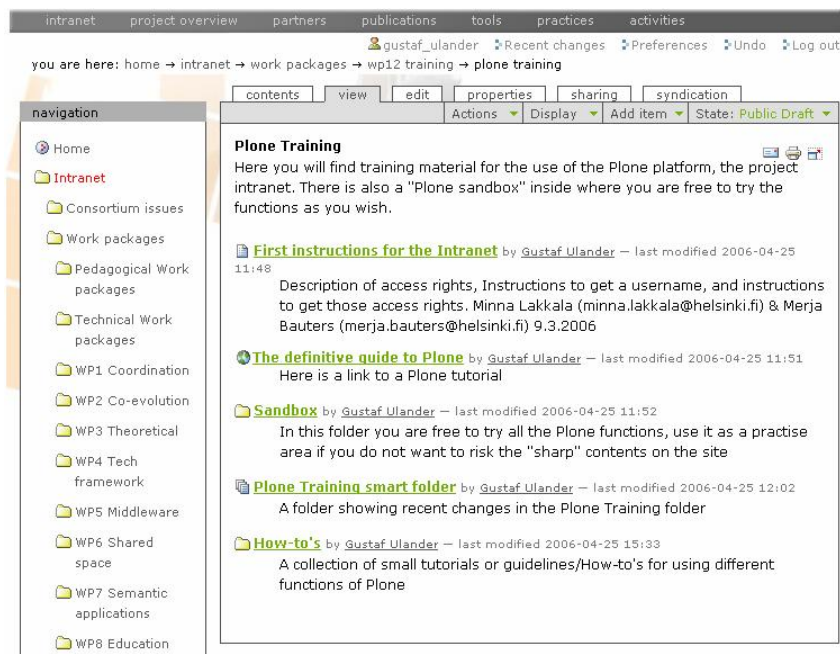
There are numerous tools for creating training material, building blocks or learning objects. If we stick to the term learning objects, almost any tool can be used. Digital objects will be the focus here and the most common formats will be text documents, HTML documents, slide presentations (Power Point) and possibly videos.

Since the partners in the project themselves are supposed to create the training material it is important to work with effective and easy to learn tools. Mainly “standard” office tools such as Microsoft Word and Power Point will be recommended. With very little work (from the WP coordination or the partner themselves) these can be made to work very well as training material.

There will be guidance notes developed describing how the different tools can be used to create learning objects, and to convert existing material into learning objects. The guidance notes themselves will be shaped as simple learning objects and that means that they will serve dual purposes. They will teach the user how to create learning objects and at the same time work as examples.

## 1.7 Training so far

So far some training material has been produced and published. Most of it is related to the use of Plone, and consists both of material produced by the partners and by the Plone group.



The training area of the Intranet is beginning to take shape with general guides and more detailed “how-to’s” to help the project participants getting started with the intranet. There is also a test area, called the “sandbox”, where users can test and try Plone function without risking the “sharp” contents on the site.

Figure 2 Plone Training area on Intranet

## **1.8 Relation between training and dissemination – possible external use of training material**

Training material will by its nature be explaining very much about the project and the project results, and thus may be very well suited for use as dissemination material as well. Each training material will be subject to an assessment to see if it is suitable for dissemination purposes. Care needs to be taken to ensure that no material of internal nature is disseminated in the shape of training material.

## **1.9 Training workshops**

Face-to-face training workshops are mainly planned in correlation with consortium meetings or WP2 workshops. The first one will take place in M6, and the next one in M12. Virtual workshops may be planned in between when deemed necessary.

The workshops will focus on the creation of training material to start with. Examples of good practice will be discussed and available project publications (such as presentations, reports) or subjects of internal work practice (such as the use of Intranet) will be used to form sample learning material and learning objects during the workshops.

The planned outputs from the training workshops are;

- Agreed methods for training (methodology, tools etc.)
- Training material (in draft form or finalised)
- Raised knowledge and awareness on training

## **1.10 Training sessions**

Training sessions are planned sessions where a group of people together work with one or several learning objects, or groups of them. The sessions can be face-to-face but also using distance spanning technologies. Later on the tools developed in the project can also be used in these sessions.

The planned outputs from the training sessions are;

- Raised knowledge and awareness of the topics covered by the learning objects subject to the session
- Feedback on training methods (methodology, tools, content)
- Ideas for more training material
- Ideas for the co-evolution and development of the project

## **1.11 “Training on demand”**

By making the training material available on the intranet, and having good guidelines on how to use them, the project participants can perform their own training “on demand”. This gives good flexibility and the guidelines should help the users to take advantage of the training in an effective way.

The training material available on the intranet makes it possible for co-workers who did not attend a training session to take advantage of the material.

### **1.12 Training time frames**

<b>What</b>	<b>When</b>
Training session 1	M4, virtual
Training workshop 1	M6, Toulouse
Guidelines for training	M8
Training session 2	M8
Training session 3	M10
Training workshop 2	M12
Evaluation	M14
Asynchronous training	M8-

### **1.13 The next step ahead**

The following task is T12.2 Organising training and creating guidelines for training, where guidelines will be developed and training will be organised. This is where the main part of the partners in WP12 will be involved in shaping the training procedures to suit the different aspects of the project.

This is also where the main producing of training material will start. It is however important to remember that training material should be added continuously during the project.