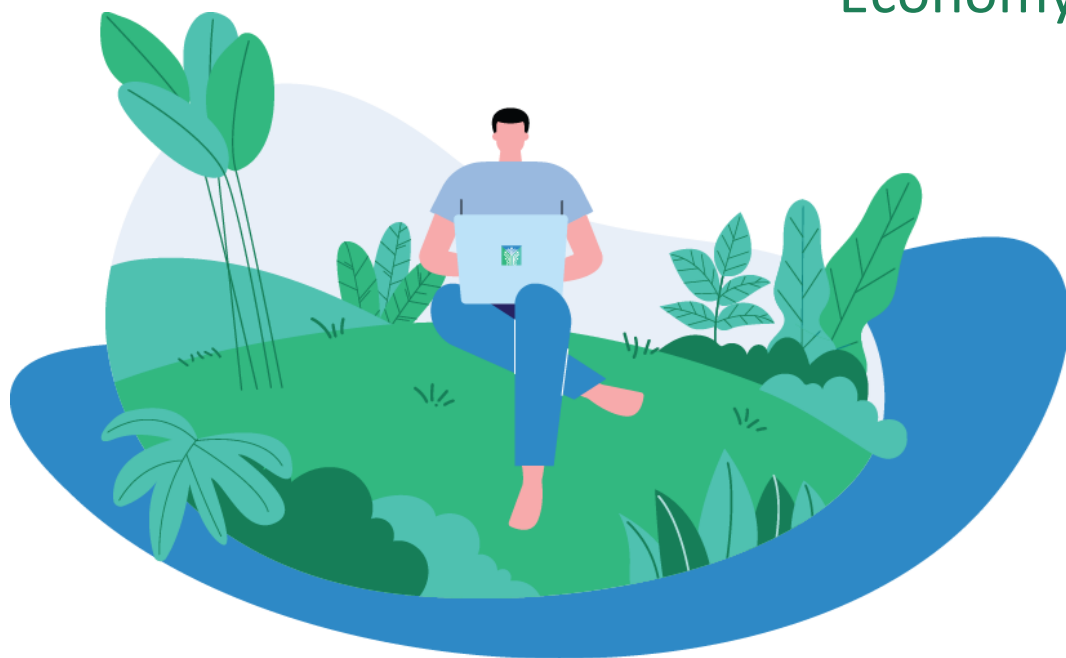




## **Reliable Green –**

Remote work, telework and learning with innovative and accessible educational resources for businesses and labour markets in Europe's Green Economy



## **Project Result 2 - Getting ready to teach and train with technology**

**Using technology to facilitate virtual trainings**

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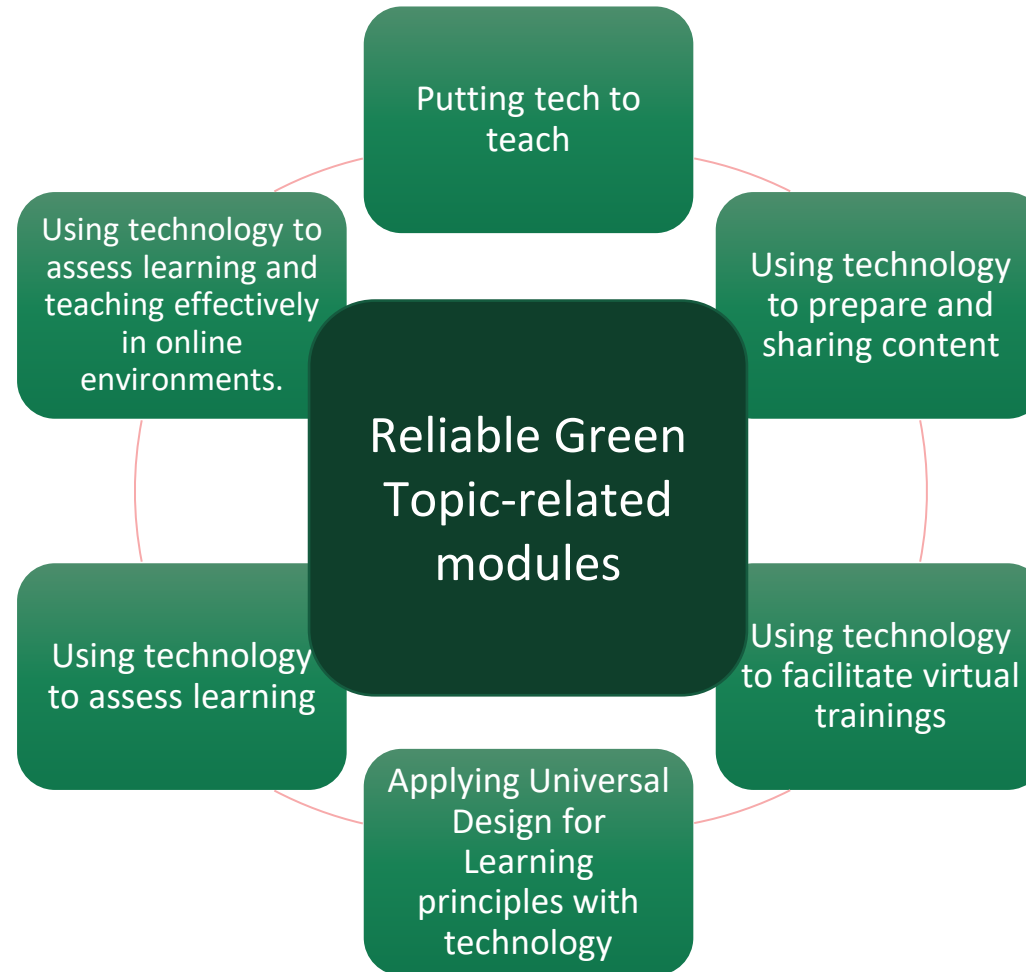
- **Introduction**
- **Using technology to facilitate virtual trainings**
  - Digital tools used in designing virtual trainings
  - Digital tools used in organising virtual trainings
  - SWOT analysis on using digital tools for virtual trainings
  - Tips & tricks for efficient results
  - Peer feedback and practical session

# Introduction



# The six modules of Reliable Green

The learning course consists of 6 modules



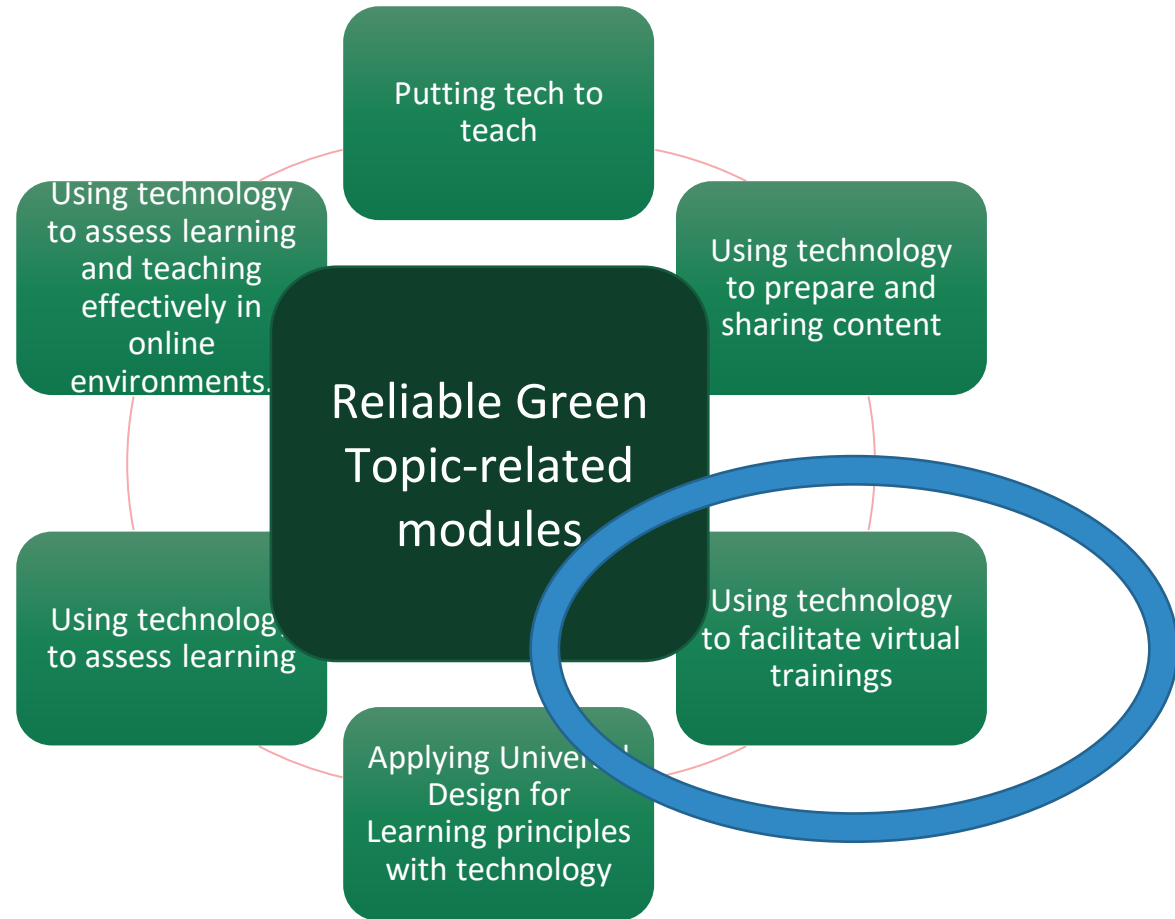
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# The six modules of Reliable Green

Today, we focus on  
**Using technology to facilitate virtual trainings**



# Using technology to facilitate virtual trainings



## Digital tools used in designing virtual trainings



Presentations,  
videos and graphics



Training project  
management



Scheduling



Digital facilitation



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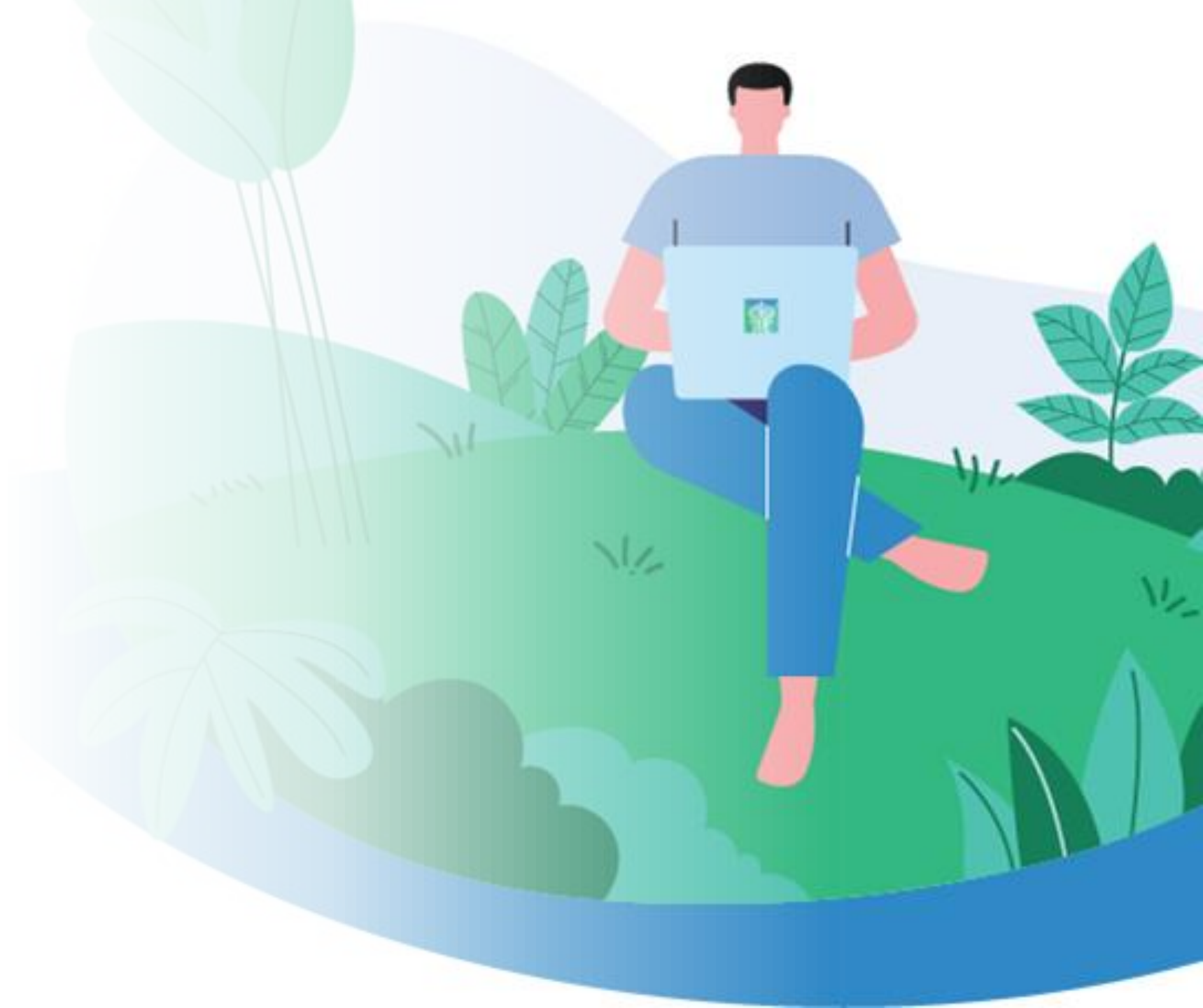
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# Digital tools used in designing virtual trainings

---

- Presentations, videos and graphics





# Digital tools used in designing virtual trainings Presentations, videos and graphics

- Introduction as ice breaker
- Organise yourself
- Keep Your Audience in Mind
- Quality, not quantity
- Be a tech
- Vizualise
- Numbers and data
- Practice makes it perfect
- Audience has something to share for sure
- Time

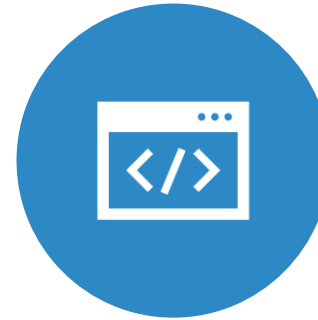


# Padlet

[\\*Click here to find out how it works](#)



a free and simple to use virtual bulletin board for online collaboration.



The UI is enjoyable and simple to use for the artistic process.



On your boards, you can collaborate with an infinite number of contributors.



includes support for a wide range of languages.



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# Conceptboard

[\\*Click here to find out how it works](#)



PROJECT MANAGEMENT AND TEAM COLLABORATION ARE SUPPORTED BY THE VIRTUAL COLLABORATION TOOL CONCEPTBOARD.



YOU MAY START FEEDBACK SESSIONS, MAKE PRESENTATIONS, ARRANGE VIDEO CONFERENCES, AND ENGAGE WITH PEOPLE IN REAL TIME ON CONCEPTBOARD.



DRAFTS CAN BE WRITTEN ON THE BOARD, REVIEWED BY OTHERS, OR PRESENTATIONS CAN BE PREPARED AND DIVIDED INTO "PARTS."



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# Jamboard

[\\*Click here to find out how it works](#)



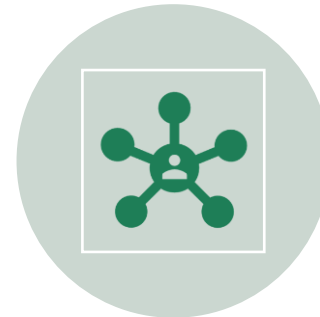
Google created Jamboard, a digital interactive whiteboard, to integrate with Google Workspace.



During meetings, automatic cloud synchronization makes it simpler to share ideas.



You can now have a video conversation inside of a board, enabling real-time collaboration.

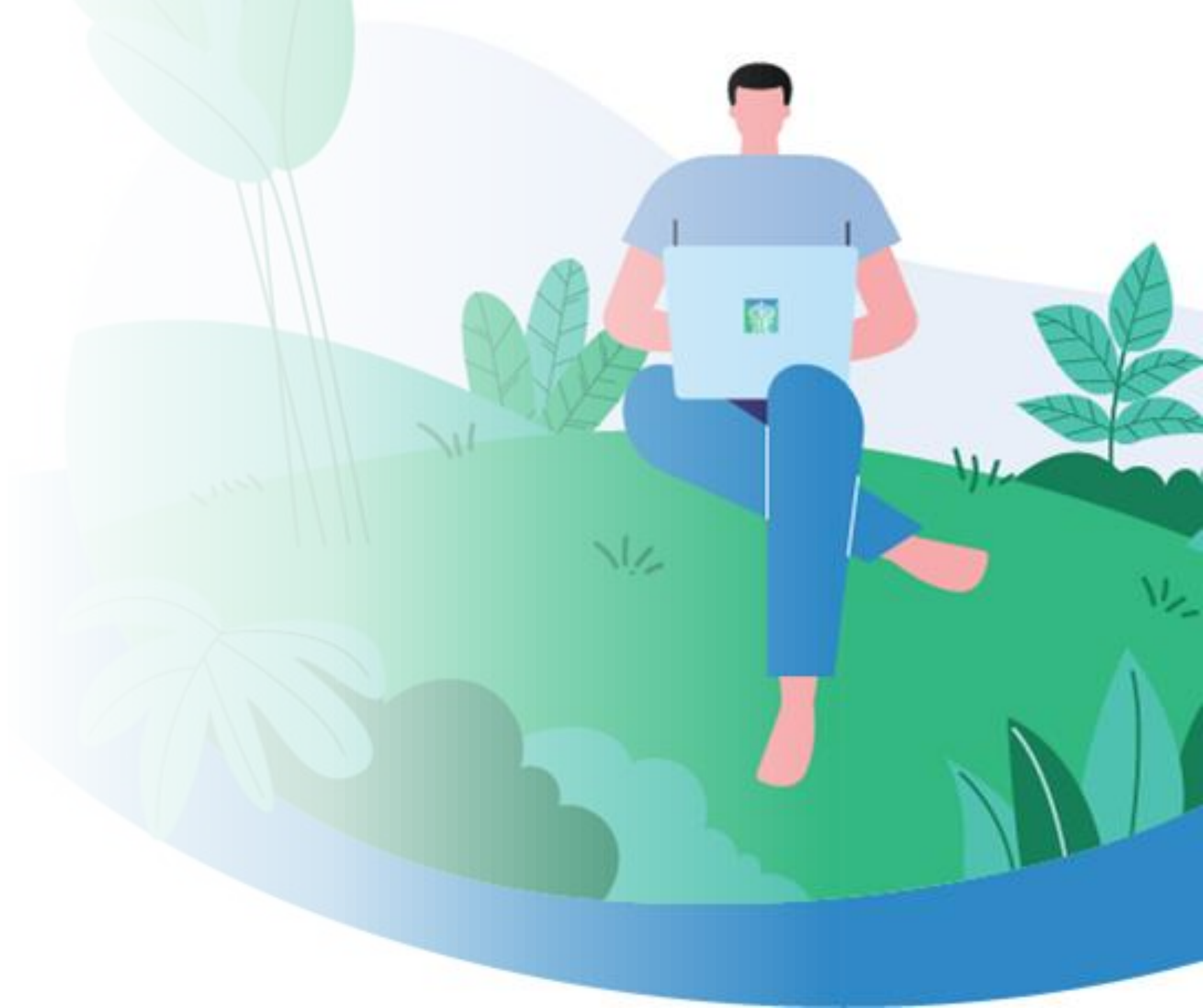


It is obviously fully linked with the Google ecosystem.

# Digital tools used in designing virtual trainings

---

- Training project management

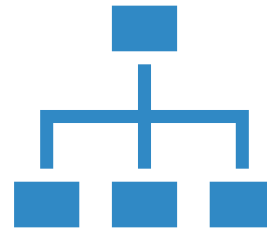


# Asana

[\\*Click here to find out how it works](#)



flexible task management tools



efficient project management, project forecasts, milestone forecasts, and easy creation of custom profiles for project assignment



Customizable dashboards make it easier to track only the desired tracking elements.



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# Trello

[\\*Click here to find out how it works](#)

```
graph LR; A[a tool for cooperation that sets your tasks into cards and boards] --> B[With real-time updates and notifications, responsive and intuitive design may be accessible the same way on a desktop or a mobile device.]; B --> C[For just $25, unlimited users are permitted.]; C --> D[You can connect with additional applications using Power-Ups, Trello's version of integrations, to build a more complete project management solution.];
```

a tool for cooperation that sets your tasks into cards and boards

With real-time updates and notifications, responsive and intuitive design may be accessible the same way on a desktop or a mobile device.

For just \$25, unlimited users are permitted.

You can connect with additional applications using Power-Ups, Trello's version of integrations, to build a more complete project management solution.

# Basecamp

[\\*Click here to find out how it works](#)



Basecamp is a platform for team collaboration and project management.



It stands out because to the abundance of integrated collaboration tools it offers, like team schedules, message boards, group chat, and personalized access options for users.



Basecamp features a live chat capability and can be used as a central location to create messages that the group can see and respond to.



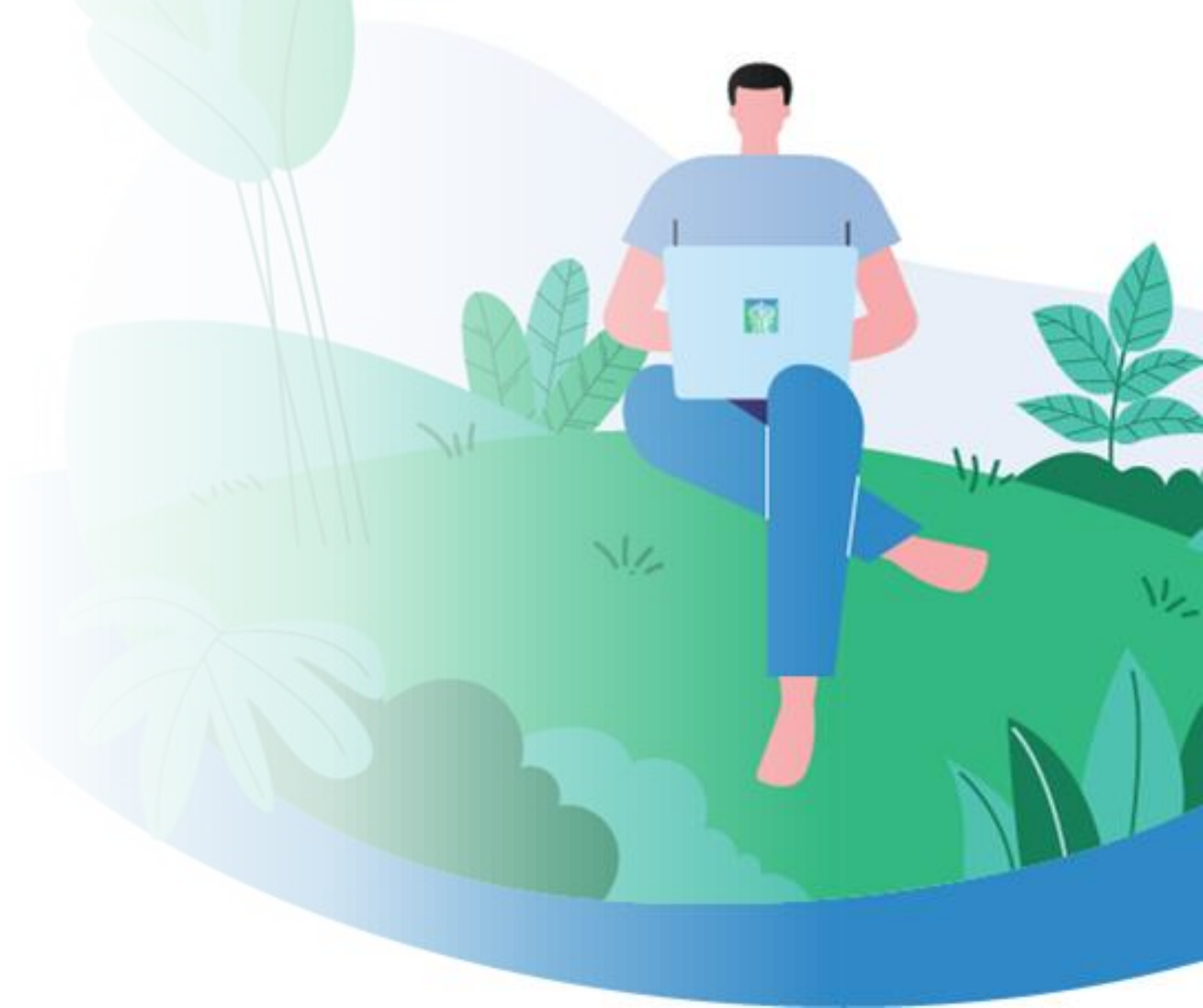
Additionally, it may be used to store files, share documents, and make to-do lists.



# Digital tools used in designing virtual trainings

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- Scheduling

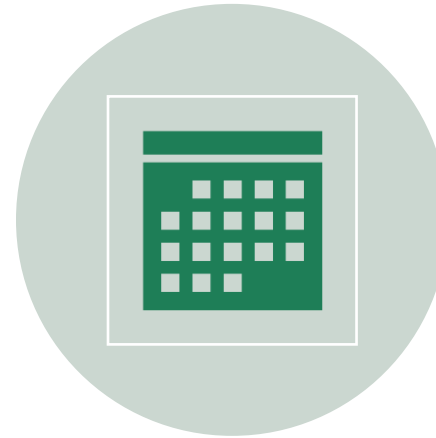


# Calendly

[\\*Click here to find out how it works](#)



ALLOWING OTHERS TO PLAN MEETINGS WITH YOU VIA A MEETING SCHEDULER SOFTWARE.



REPLACES ENDLESS EMAIL CHAINS USED TO ESTABLISH A MUTUALLY AGREEABLE MEETING TIME BY ALLOWING YOU TO SHARE YOUR CALENDAR AND ALLOWING OTHERS TO SCHEDULE MEETINGS DIRECTLY INTO IT.



IT IS INTEGRATED WITH ICLOUD, OFFICE 365, OUTLOOK, GOOGLE CALENDAR, AND OUTLOOK.



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# Doodle

[\\*Click here to find out how it works](#)



ONLINE MEETING PLANNER  
THAT IS FREE.



EVERYONE IN A GROUP CAN  
USE A POLLING FEATURE TO  
INDICATE THEIR  
AVAILABILITY AT VARIOUS  
TIMES.



PROACTIVELY CHECKS TO BE  
SURE YOU DON'T DOUBLE  
BOOK.



SYNCHRONIZES WITH YOUR  
OWN CALENDAR.



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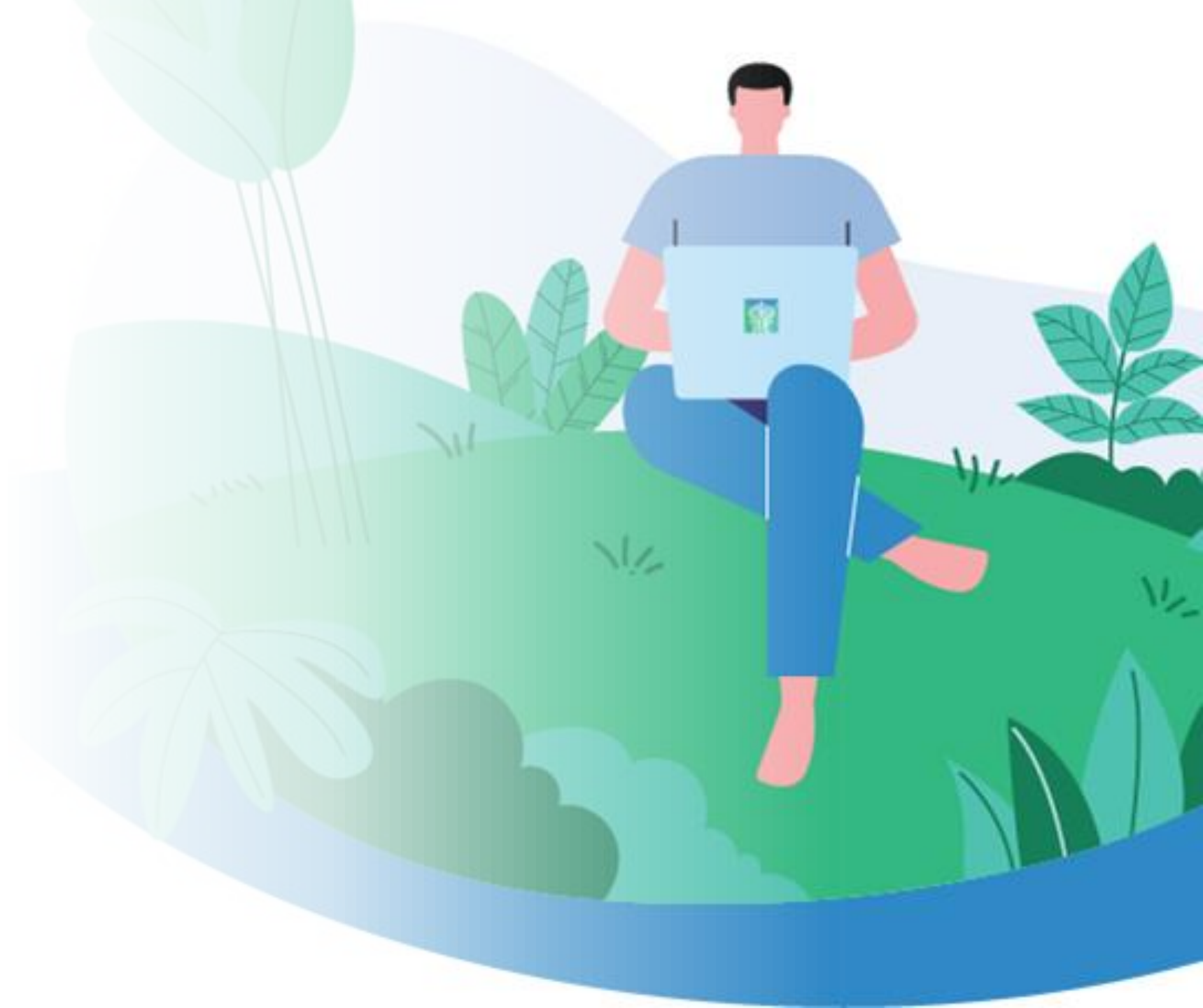
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# Digital tools used in designing virtual trainings

---

- Digital facilitation



# Howspace

[\\*Click here to find out how it works](#)

Create agendas, pre-communication, and activities before engaging

Questions from surveys, polls, pulse checks, and checkpoints

Chat with features tailored to facilitators (anonymize, voting, hide comments, etc.)

Dialogue AI synthesis (theme clustering, summary, word cloud, & sentiment analysis) assignments, tests, and diplomas

Documentation and taking notes

Document sharing and file storage (videos, images, documents) Comment contextually on the material (pictures, pdfs) (annotation and pinning)

A scheduling tool and a timer

Post-engagement via continuous conversations and pursuits



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# Using technology to facilitate virtual trainings

---

Video conference



## Howspace – round 2

[\\*Click here to find out how it works](#)

- Howspace, that is. So you can be sure it's wonderful.
- Your workspace already has the feature; no further downloads, user profiles, or passwords are required.
- Drag and drop the widget into your workspace, then publish it, and you're ready to go.
- No matter where in the world your team is located, feel free to hold informal conversations, sidebar brainstorming sessions, and breakout sessions since you are allowed an infinite number of video chats per page.200 maximum participation (per video chat).
- No more than 24 people can watch a video at once.
- Live widget allows voice to be used by all 200 participants.
- 20 breakout groups are permitted each Live session.





# Zoom

[\\*Click here to find out how it works](#)

A platform for audio and video communication in the cloud is called Zoom.

HD video and audio, the ability to record and summarize any session, screen sharing and co-annotation, chat, and file sharing are all available.

supports up to 1,000 users and connects with Gmail and Outlook.

able to submit pictures for backdrops.





# Microsoft Teams

[\\*Click here to find out how it works](#)

A collaboration and video conferencing tool that is a part of Microsoft Office 365

Video conferencing, instant messaging, file storage, and application integration are all components of a full unified communication and collaboration platform.

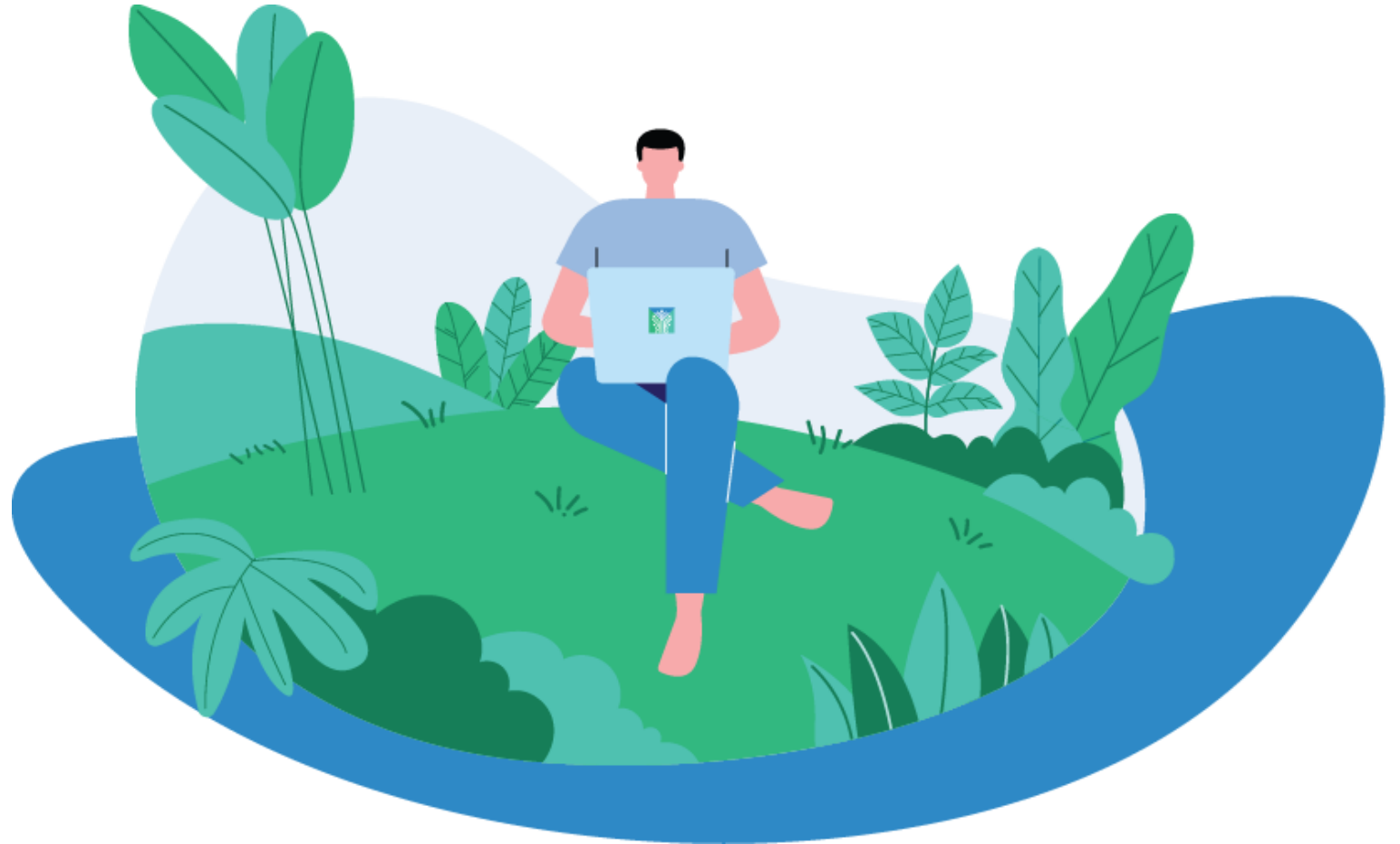
Access to contacts, emails, and shared calendars is made possible by its seamless integration with email.



# Using technology to facilitate virtual trainings

---

Communication



a platform for real-time messaging that centralizes all of your communication.



Easy to use interface, great for one-on-one or small group chats, reduces email inbox overflow and expedites conversations

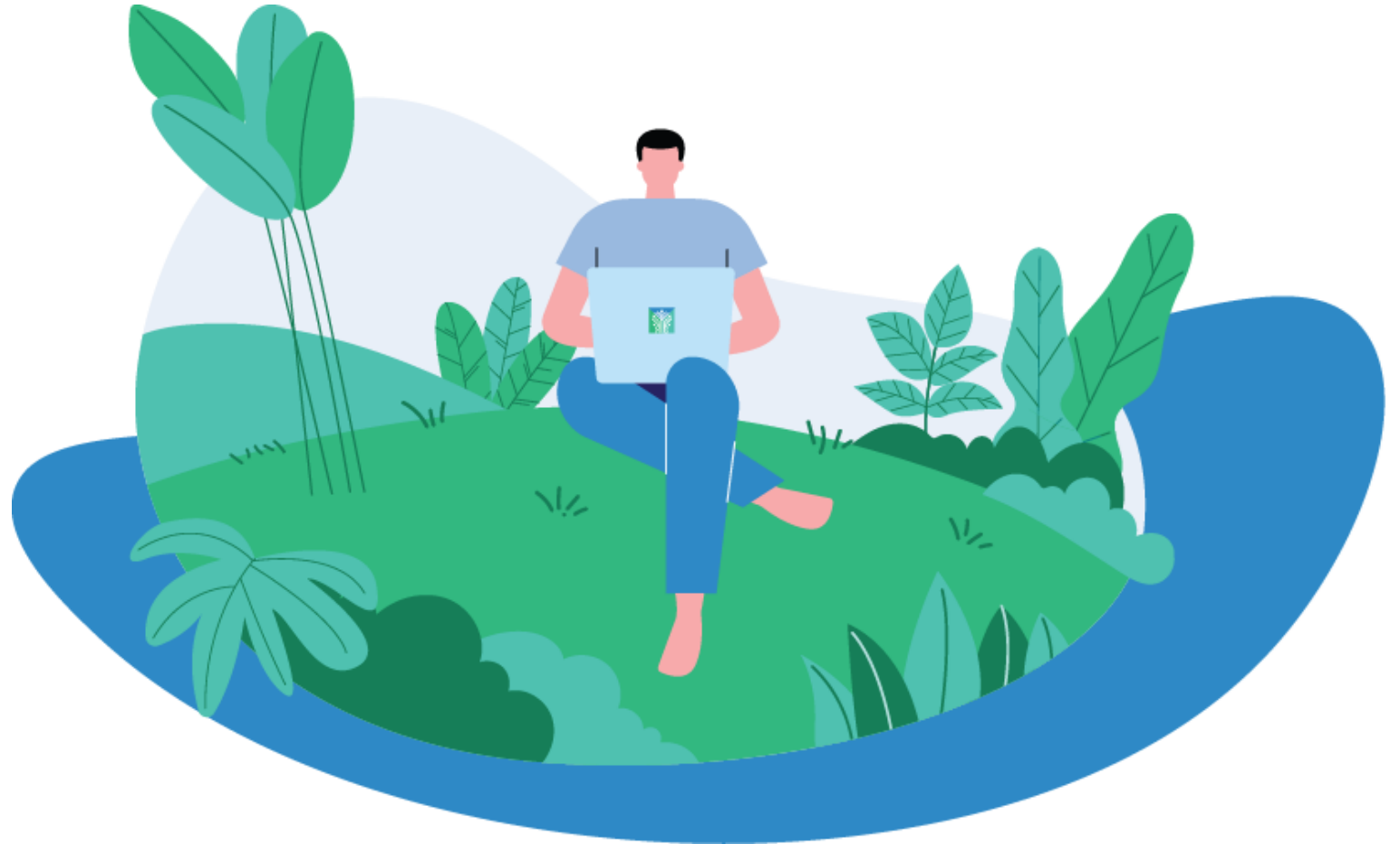


There are over 800 integrations from services like Twitter, Dropbox, Google Docs, Asana, Trello, and GitHub, among many others.

# Using technology to facilitate virtual trainings

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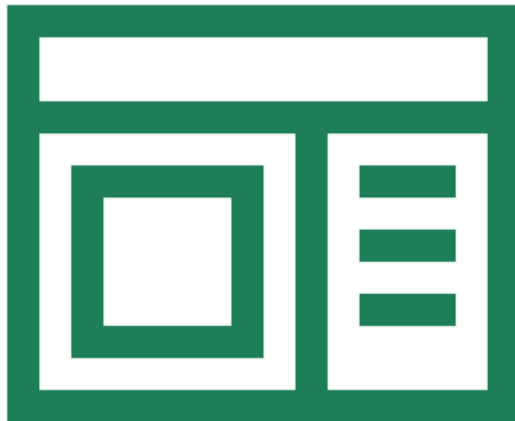
Visual aid



# Miro

[\\*Click here to find out how it works](#)

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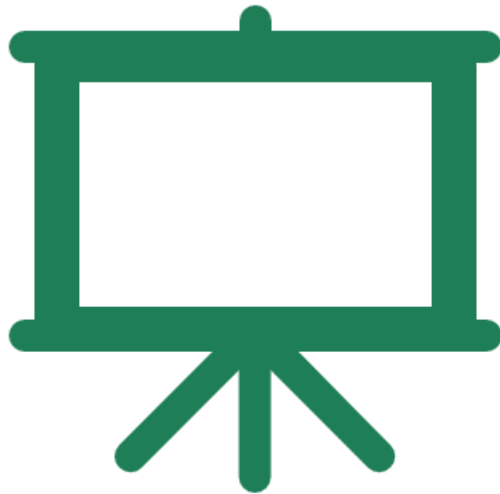


- A collaborative whiteboard application online is called Miro.
- Create ideas, arrange insights, plan flows, and gather feedback instantly.
- a powerful tool for distant teamwork. Virtual post-it notes, text editing, visual effects, and the capacity for multiple users to work in the same area simultaneously are just a few of the many features that make it intuitive, user-friendly, and feature-rich.
- Pre-loaded templates can be saved as a PDF or turned into a presentation.

# Mural

[\\*Click here to find out how it works](#)

---



- A digital workspace for visual collaboration is called Mural.
- Make digital sticky notes that you may arrange in frameworks, procedures, lists, flowcharts, diagrams, and drawings.
- a powerful tool for synchronous and asynchronous work, virtual collaborations, and producing fantastic visual and motion-based experiences.
- There are many templates available, and with a little practice, it's simple to make your own templates in a variety of sizes and orientations.



# Jamboard

[\\*Click here to find out how it works](#)



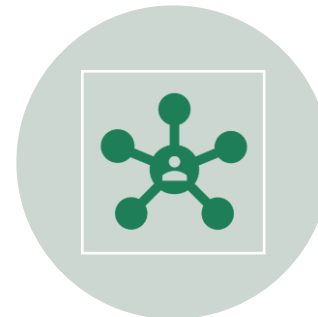
Google created Jamboard, a digital interactive whiteboard, to integrate with Google Workspace.



During meetings, automatic cloud synchronization makes it simpler to share ideas.



You can now have a video conversation inside of a board, enabling real-time collaboration.



It is obviously fully linked with the Google ecosystem.



## Using technology to facilitate virtual trainings

- 
- Surveys and data collection



# Google Forms

[\\*Click here to find out how it works](#)

---

a simple method for making forms.

---

Questions are quick and easy to create and edit.

---

decent response analytics built in.

---

straightforward insertion into the Google ecosystem.



# SurveyMonkey

[\\*Click here to find out how it works](#)

---



- a tool for gathering, analyzing, and asking survey questions.
- a reliable platform that gathers more than 16 million responses daily.
- With admin controls, you can control multiple users and get access to all the data gathered.
- The dashboards are attractive and insightful as well.
- The product is simple to use and intuitive with lots of customization options.

## Using technology to facilitate virtual trainings

- 
- Engagement



# Mentimeter

[\\*Click here to find out how it works](#)

a web-based polling tool for conferences, meetings, and events

Get feedback in real time with interactive polls, tests, word clouds, Q&As, and more.

Presentations may become more entertaining and interactive.

# AhaSlides

[\\*Click here to find out how it works](#)

- a web-based tool that makes it simple to create presentations with interactive components like polls, tests, Q&A sessions, live charts, and more.
- There are no restrictions on the number of questions you can ask during a presentation, and you have limitless access to polls and live quizzes.
- It's simple to use and most of its features are immediately available for free.
- The option to pay for a single use is available (rather than a monthly or annual subscription fee).





# Kahoot

[\\*Click here to find out how it works](#)

- a well-known platform for game-based learning that offers "kahoots," or user-made multiple-choice tests, which may be accessed through a web browser or the Kahoot app.
- enables you to design fascinating quizzes on any subject of your choosing. It's simple to include everyone and add a personal touch to the situation.
- Its design is entertaining and competitive.

## Using technology to facilitate virtual trainings

- 
- Note taking and storage





# Evernote

[\\*Click here to find out how it works](#)

- a central location where you can gather all of your ideas.
- All of your thoughts and ideas, including links, tables, checklists, files, and audio recordings, may be kept in one location.
- You can use the audio recordings to record in-person conversations and afterwards share them with your colleagues within Evernote.
- The program makes it simple for teams to cooperate on projects and do their jobs.



# Notion

[\\*Click here to find out how it works](#)

- Notion is a single workspace that incorporates wikis, project management, notes, and documents.
- It offers a simple user interface that makes it simple to move about the site.
- allows data to be imported from other sources such as Excel, CSV, and Evernote and integrates with key crucial productivity tools and files.
- It has numerous customization options as well as a sizable collection of ready-to-use, editable pre-made templates.

# Dropbox

[\\*Click here to find out how it works](#)

- Dropbox - a simple method for cloud file sharing and storage.
- Your files may be shared, located, and organized very easily.
- Strong security measures that allow for speedy file recovery after deletion and version restoration.





# Google Drive

[\\*Click here to find out how it works](#)

a central location where you can access, edit, and sync all of your documents.

The ability to collaborate in real-time and have unrestricted access to all of your documents is very helpful.

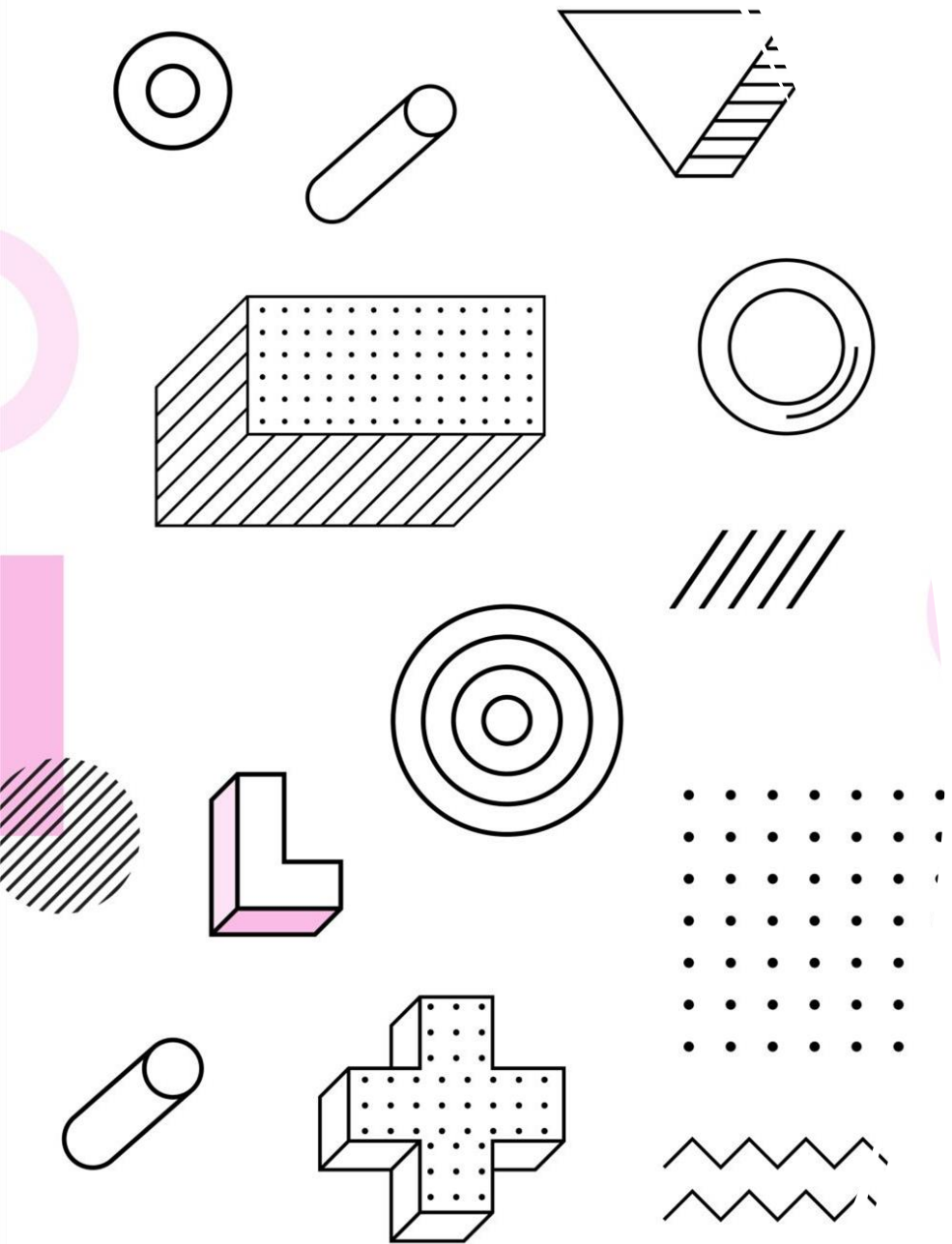
Whether using an Android, Apple, or Windows device, it functions on all platforms and gadgets.



- +
- 

**Theory to application**





# Task 1

---

Using **one** of the presented tools,

perform a **SWOT analysis**

regarding the **use of digital tools** in organizing and conducting **virtual training** activities.

The tool chosen for carrying out the SWOT analysis will be chosen by the students.

Working group - **10 people** (everyone will develop at least **one element** for **each** part of the SWOT analysis)

An abstract graphic design on the left side of the slide. It features a white background with various patterns: a top-left area with a dense grid of small black dots and an orange oval; a large, irregular brown shape with a white dotted pattern; a bottom-left area with a bright pink shape containing a white grid of plus signs; and several small, black, wavy lines scattered across the white background.

# Task 2

---

- In small groups (maximum 4 participants), discuss on the differences between face to face trainings and virtual trainings and analyse the virtual trainings potential.
- Identify the factors that support the use of digital tools for virtual trainings





# Task 3

---

- The entire working group will choose a topic for a virtual training session.
- Based on the previous activities, each learner is invited to select a digital tool and create a short section of training content – max. 6 mins.
- All the sections will be compiled to form 1 hour training activity.
- Any tool can be used.



# References

<https://padlet.com/>  
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<https://www.howspace.com/>  
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<https://evernote.com/>  
<https://www.notion.so/>  
<https://www.dropbox.com/>  
<https://www.drive.google.com/>





Thank you!

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