



The Senior Learning Facilitator Training Programme

Guidelines for learners

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The Senior Learning Facilitator Programme Skills Framework

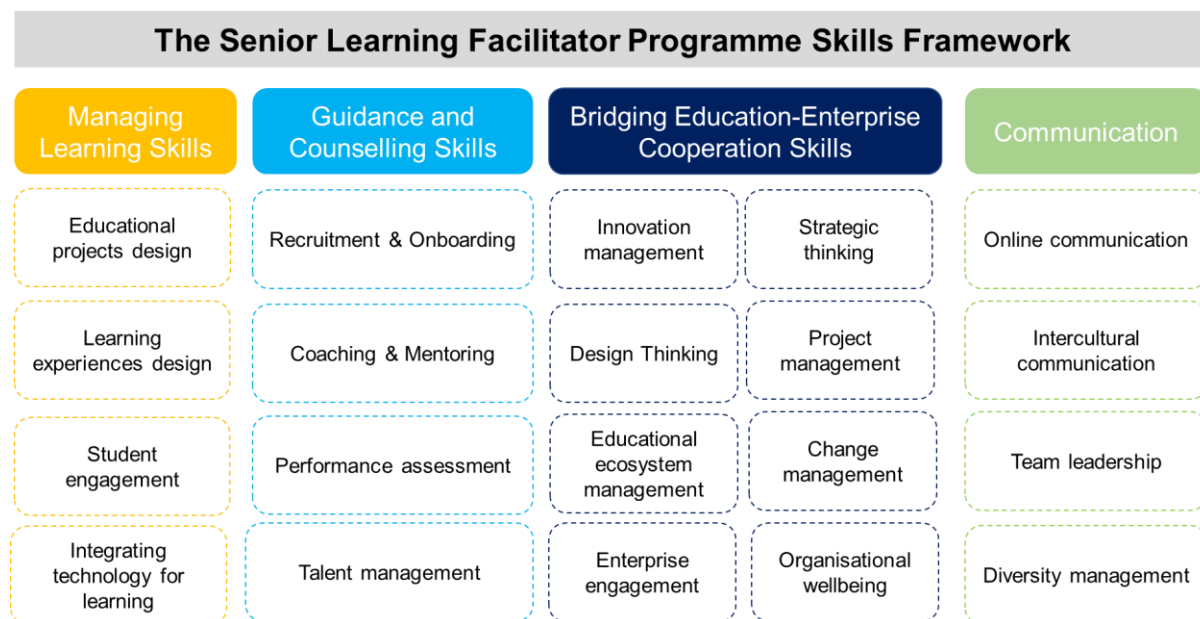
SEAL -Seniors’ Learning Value is an ERASMUS+ KA2 Project aimed at designing and experimenting, with new methods, the recruitment and training of trainers and mentors among senior workers, who can thus develop skills and competences according to a personalized learning pathway and act as a learning facilitator with potential empowered functions in peer and informal learning processes in SME-Small & Medium-sized Enterprises- and in Feedback Loop Systems .

The SEAL project is aimed to emerge the know-how represented by senior workers, that is to say workers with a very advanced levels of technical competences, that can be strategically employed to facilitate and strengthen the processes of in-company training and/or work-based learning for different potential beneficiaries.

The SEAL Consortium integrates six partners with relevant expertise in university social responsibility, community engagement and service learning: [Sistemi Formativi Confindustria \(IT\)](#) - coordinator, [University Politehnica of Bucharest \(RO\)](#), [CIS- Business Management School \(IT\)](#), [FH JOANNEUM University of Applied Sciences \(AT\)](#), [ARGO \(IT\)](#), [The Janusz Korzak Pedagogical University of Warsaw \(PL\)](#) and [Formation et Insertion Professionnelle de L'Academie de Grenoble \(FR\)](#).

The Programme Skills Framework took shape from needs assessment and exploratory research activities and consultation with various categories of experts in the field of secondary and tertiary education, educators, industry representatives, policymakers and NGOs. The following four categories of skills were developed and then matched with essential skills: managing learning skills; guidance and counselling skills, bridging education-enterprise cooperation skills, and communication skills.

The essential skills are listed in the image below.



Target Audience

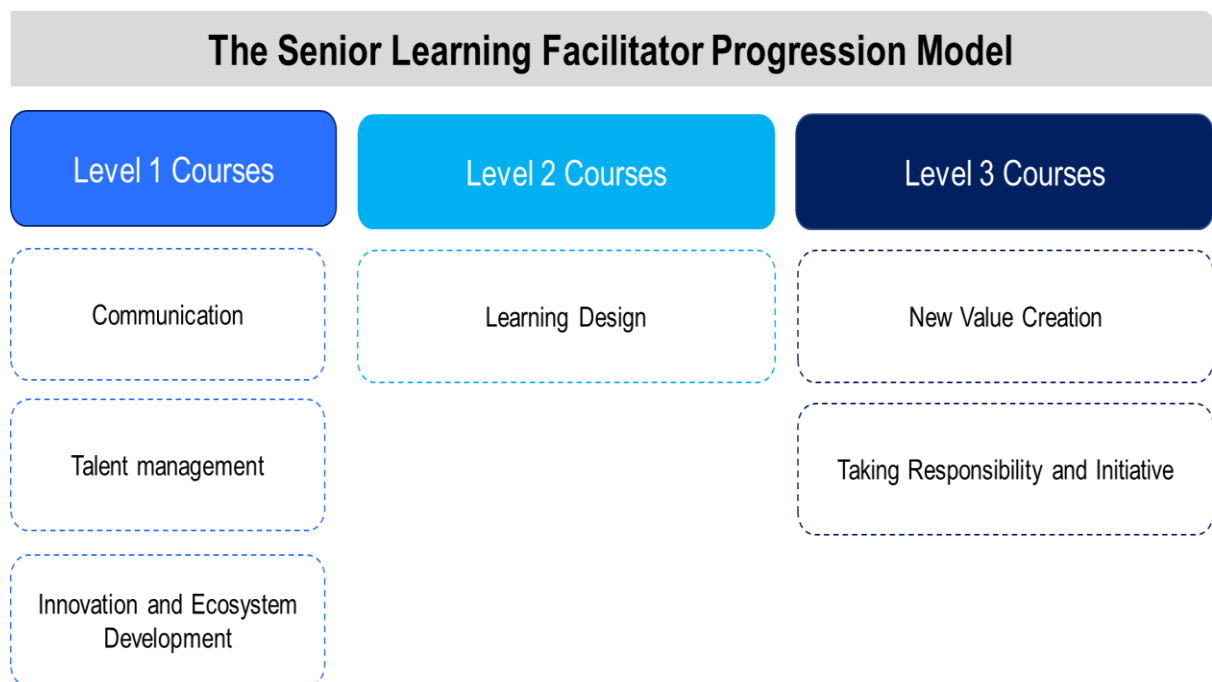
This training programme is addressed to teachers, trainers, HR professionals, educational staff, school and education managers, educational and career counsellors, other school staff, other adult education staff, other higher education staff, other non-governmental organization staff, learning designers, public servants, policy makers.

Structure of the programme

Before you start the courses in this training programme, here are some general recommendations to help you make the most of this learning journey.

The training programme includes **6 courses**, organised on **3 levels of proficiency**: level 1 courses, level 2, courses, level 3 courses. Courses are made up of **modules**. The 6 courses comprise **21 modules**. The courses and the respective modules have been developed to help you train to become a **Senior Learning Facilitator (SLF)**. You can also use these modules to teach staff from any workplace where SLF's skills are needed. The issues covered in these Modules are areas of concern in many workplaces: schools, universities, companies or NGOs.

Figure 1. The course structure of the SLF Training Programme



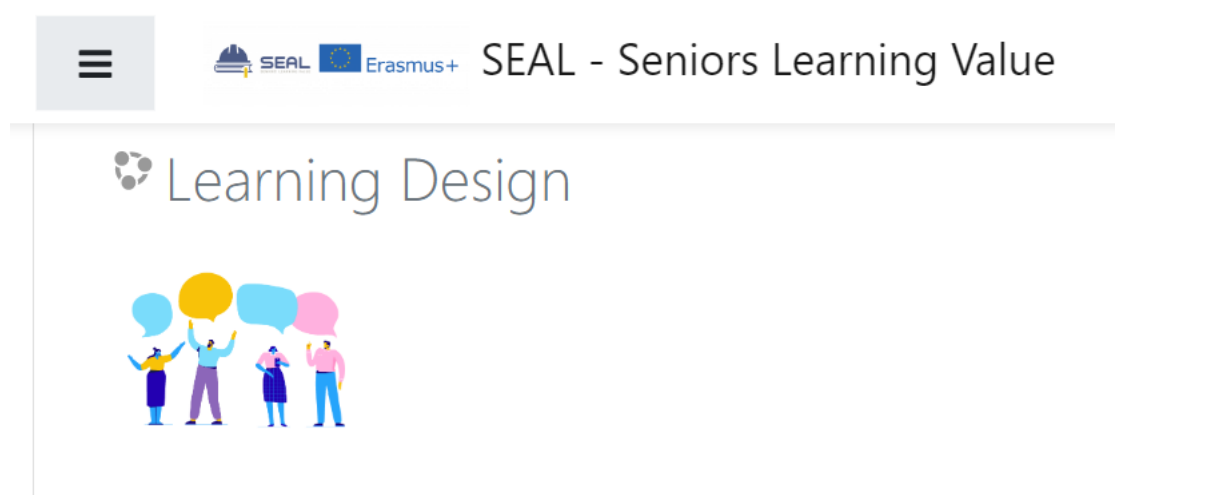
Level 1 courses are the fundamental conditions and conduct to core skills, knowledge, attitudes and values that are essential for further learning throughout the entire SLF training process. Level 1 comprises three courses (see **Figure 2**). The courses propose a 'people-and-places' approach. Thus, the approach is people oriented and advances strategic thinking to drive excellence and to build talent. **Courses at this level are compulsory for all learners regardless of previous professional experience and background.**

Figure 2. Level 1 courses



Level 2 (see Figure 3) guides the learning design process in different environments. In addition, learners will be introduced to the design of learning activities that foster student engagement in entrepreneurship. **The Learning design course consists of 3 modules. You are required to complete at least 1 module of your choice from the three available.**

Figure 3. Level 2 courses



Level 3 courses (see Figure 4) are oriented towards challenge management. *Creating new value* means innovating to shape better lives, such as creating new opportunities and services, and developing new knowledge, insights, ideas, techniques, strategies and

solutions, and applying them to problems both old and new. Taking responsibility is connected to SLF self-agency and self-empowerment to thrive, change and connect people and places in innovative ways. **At this level you are required to complete at least one module of each course.**

Figure 4. Level 3 courses



Courses are made up of modules. The module structure of this training programme is as follows:

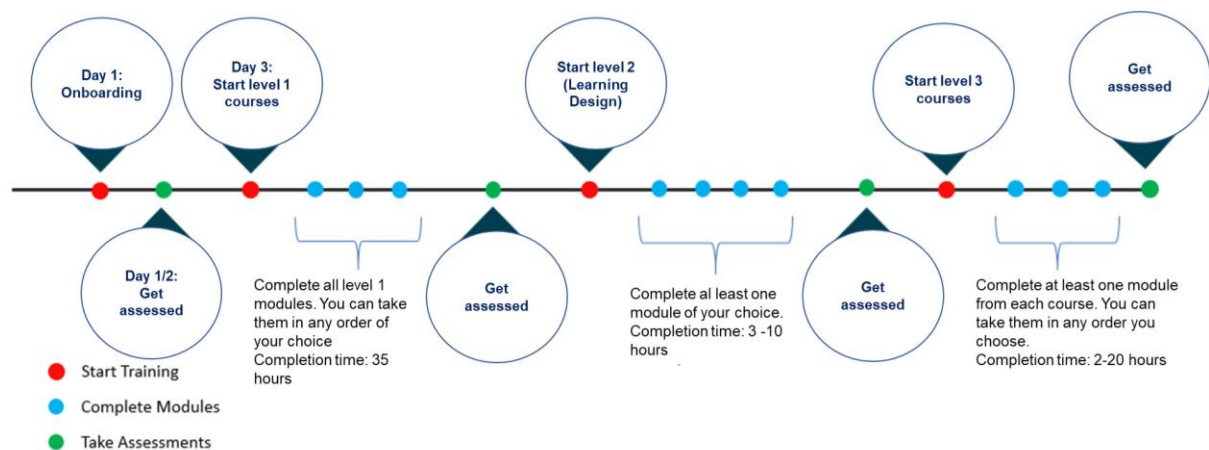
Level	Course	Modules	
L1	Communication	Effective online communication and collaboration	Compulsory modules
		Intercultural Communication	
L1	Talent Management	Managing Talent	Compulsory modules
		Agile Teams	
		Resilience for the workplace	
		Exchanging Knowledge and Talent	
		Mentoring	
L1	Innovation and Ecosystem Development	Relationship Management	Compulsory modules
		Community of practice leadership and strategic guidance	
		Education-Enterprise Partnerships	
		International Partnerships	

		Ecosystem co-creation practices	
L2	Learning Design	Learning design	At least 1 module of your choice
		Learning for the 21st century	
		Inspiring Entrepreneurial Thinking in Students	
L3	Taking Responsibility and Initiative	Leadership in Education	At least 1 module of your choice
		Developing resilient and robust organisational strategies	
		Innovation Methods	
L3	Creating New Value	Creating New Value	At least 1 module of your choice
		Student and company engagement	
		Change Management	

Learning Path

The three levels of courses support the progression from a basic level to a higher level of proficiency.

As the level 1 courses are compulsory, you will have to complete them first. As regards the courses in the levels 2 and 3 you have the freedom to personalise your own learning by choosing at least one module of each course.



Format of the courses

The courses are made up of modules. Each module comprises 3 to 5 units. Usually, a unit covers a specific topic and has associated a self-assessment quiz. The completion time of each unit may vary from 30 to 50 minutes. It's important to know that you take them at your own pace.

Figure 5. The structure of the Innovation Methods modules



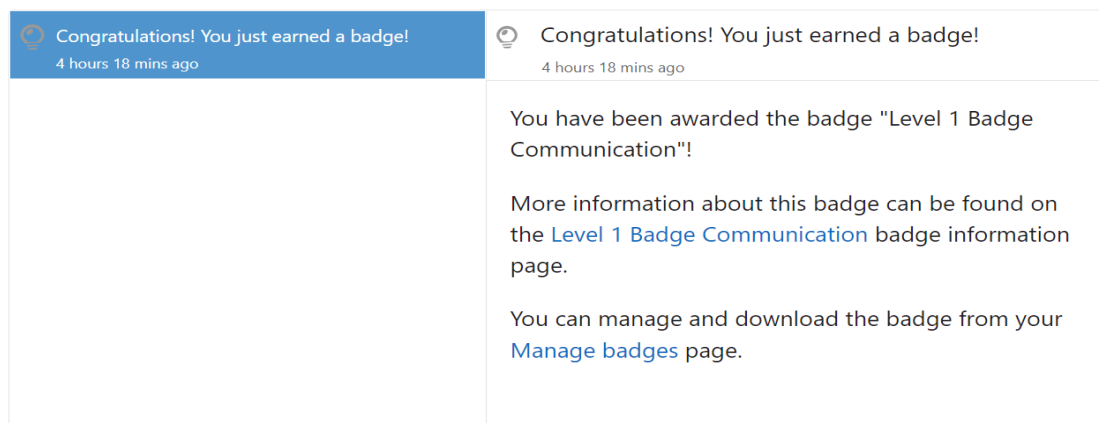
Badges

Each of the 6 courses has an associated **badge**. A badge is a virtual certificate of completion that a learner earns by completing a course or a module.

Upon completion of each course in the level 1, you will earn a badge. Upon completion of any module in the Level 2 and 3 courses, you will earn a badge.

Every time you earn a badge, the platform sends you a notification as shown in the picture below:

Notifications

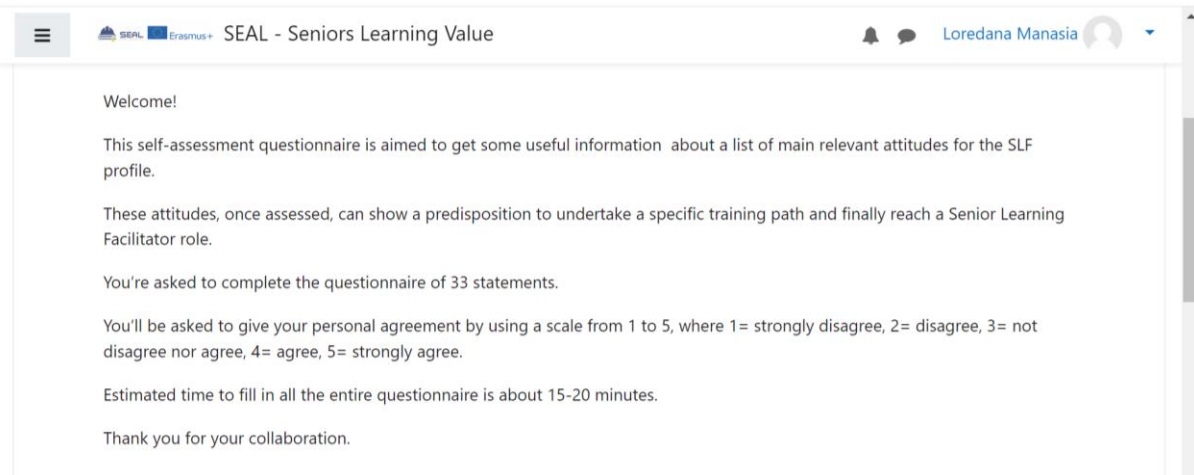




Initial self-assessment

Once you have accessed the platform and the registration process is complete, you will be invited to take a self-assessment questionnaire. This self-assessment questionnaire is aimed to get some useful information about a list of main relevant attitudes for the SLF profile.

These attitudes, once assessed, can show a predisposition to undertake a specific training path and finally reach a Senior Learning Facilitator role. Please note that the questionnaire is not a personality test.



The screenshot shows a web interface for the 'SEAL - Seniors Learning Value' self-assessment. The header includes the SEAL logo, the Erasmus+ logo, and the text 'SEAL - Seniors Learning Value'. On the right, there is a notification bell, a chat bubble, and the user's name 'Loredana Manasia' with a profile picture and a dropdown arrow. The main content area contains the following text:

Welcome!

This self-assessment questionnaire is aimed to get some useful information about a list of main relevant attitudes for the SLF profile.

These attitudes, once assessed, can show a predisposition to undertake a specific training path and finally reach a Senior Learning Facilitator role.

You're asked to complete the questionnaire of 33 statements.

You'll be asked to give your personal agreement by using a scale from 1 to 5, where 1= strongly disagree, 2= disagree, 3= not disagree nor agree, 4= agree, 5= strongly agree.

Estimated time to fill in all the entire questionnaire is about 15-20 minutes.

Thank you for your collaboration.