

ERASMUS+ PROJECT

COMTRAIN – COMPUTER SERVICE TRAINING FOR PERSONAL AND PROFESSIONAL DEVELOPMENT

NEWSLETTER 2

Progress of the project

The aim of the second newsletter is to keep you informed about the project. The COMTRAIN project is in progress – partners have met on the second transnational meeting, they have completed the first output (Report on best practices in the computer service training) and are close to implement the second output (Training program). Now the partners prepare for transnational training event and organizing the training on local level.

Meeting in Lancaster

The second meeting in the framework of the project COMTRAIN – Computer Service Training for Personal and Professional Development took place in Lancaster (United Kingdom) on 12th-13th June 2017. The meeting has been hosted by Lancaster&Morecambe College, British partner in the project.

The meeting started with discussing the first and the second output of the project. The final version of IO1 has been presented on the meeting.



Photo 1 – Our team during the second project meeting in Lancaster, UK

The training program – IO2 - has been discussed on the meeting. It was agreed that it will contain modules with deliverable resources and visual guides. The basic handbook will contain also links to video/interactive content to compliment. The first step will be development of template, then partners will add content and exercises. Training program will be compiled by British partner and shared with partners. After receiving feedback final version will be completed and distributed. Partners have discussed also the training event which will take place in Trim (Ireland), Dissemination Plan and Evaluation Plan. The British partner organized also a tour presenting Lancaster&Morecambe College.

Training event and next meeting

The training event is planned on 1st-6th October in Trim (Ireland). During this training event, trainers from partner organizations will be acknowledged with the model of training developed in the framework of COMTRAIN project, so they can use it for conducting computer service training courses on local level. The training event will be attended by two participants from each partner.

The next meeting is planned on 15-16th February in Madrid (Spain). During this meeting the partners will discuss further activities of the project, dissemination, evaluation and monitoring. It will be a good opportunity to evaluate and discuss the training on the local level.



Photo 1 – The training program will be tested during the training on local level



Intellectual Output 1 – Research and Report

The first output has been completed and it is now available for download on the project website for everyone interested in the subject. The output is useful for everyone interested in the conducting computer training courses – it describes good practices and examples of computer service training from each partner country involved in the project.

Intellectual Output 2 – Training Program

The partners are finishing the second output – the Training Program. The handbook has been developed and it will be complemented by the short educational videos.

The handbook will contain following chapters: Presenting Yourself, Active Online and E-Safety.

The chapter "Presenting Yourself" contains CV, cover letter, Facebook profile, other social media and blogging, presentations and dealing with images.

The chapter "Active Online" contains online banking, real time communication, budgeting, shopping online, job search and e-mail.

The chapter "E-Safety" contains viruses/ransomware, e-Responsibility, e-Footprint, e-mail and spam.

To find further articles related to our project, we invite you to visit the following links:

<http://comtrainproject.eu/>

<https://www.facebook.com/ProjectCOMTRAIN/?fref=ts>

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