

BLENDED LEARNING BEST PRACTICES

Training Adults Online (TAO) – Handbook for teachers of learners 50+ (Erasmus+ KA2)	
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Element	Guiding questions
Type of document	PDF Handbook http://tao.eu.com.pl/products/the-guide/
Publisher	English Unlimited Sp. z o.o. (Poland) edEUcation ltd (United Kingdom) Wisamar Bildungsgesellschaft gemeinnützige GmbH (Germany) WBS TRAINING AG (Germany)
Target audience	Teachers in adult education who train the group of people aged 50 or older (50+)
Field	Adult education
Objective	The aim of this handbook is to provide teachers and trainers in adult education with the target group of learners aged 50+ with an ample collection of tools and methods for e-learning that they can use in their lessons. Learners 50+ shall get to know online tools and the use of digital media and teachers shall be enabled to conduct online classes perfectly designed for the target group.
Location /geographical coverage	It has been used within the frame of the pilot testing in the participating countries UK, Germany and Poland. It is also available online in the partner languages. So everyone who speaks English, German or Polish can make use of the guide.
Introduction	The group of 50+ is a very mixed group. There are people that are still working or are seeking for a job between 50 and 65 but also retirees (65+). This group of learners is also very heterogeneous in relation to cognitive skills, digital skills and motivation. Additionally there is not much training material for this group and many digital tools are designed for the younger target group of digital natives. Besides, the mere number of different digital

	<p>tools and options makes it more and more complicated to find adequate ones for a specific target group.</p> <p>The aim of TAO project therefore was to foster digital learning for elderly by giving teachers the necessary skills and knowledge for using the method of blended learning when they deal with this target group.</p> <p>The TAO project was carried out between 2017 and 2019. During this period the handbook was developed and tested at different stages.</p>
Stakeholders and Partners	<p>The target group of this good practice are teachers and trainers who train people of the age of 50 and older. They shall use the handbook to broaden their portfolio of education offers to make more use of the blended learning offers and to be able to target their lessons to the needs of the elderly.</p>
Financing Body	<p>The project and therefore the handbook was funded by the European Commission in the framework of an Erasmus+ KA2 strategic partnership. No additional funding took place.</p>
Context	<p>The project coordinator identified the needs for such an approach in her direct personal surroundings as well as in her language school where she is a teacher. She wanted to carry the project out in an international field to reach more possible beneficiaries and to include the expertise of different organisations from different countries.</p>
The main objectives	<p>As explained above, the aim is to educate educators for the target group of people of 50 years or older to give them important tools and expertise for blended and e-learning.</p>
The description of the practice	<p>The handbook is divided into four parts:</p> <ul style="list-style-type: none"> Part A Focus on senior learners and elements of the learning process Part B Focus on teaching various competences online Part C Focus on teaching languages online and online tools for language teaching Part D Focus on modern online learning tools suitable for adult learners <p>Every part is subdivided and provides the reader/user with the necessary background knowledge to enable him/her to find the right teaching strategy and to use the adequate tools. Many different tools for blended learning and e-learning are presented with their features and links so that the reader can try out and get familiar with their handling. He/she can then pick out the perfect tools for the respective teaching content and the opportunities of the learners.</p>
Outcomes of the practice	<p>The publication of the handbook was disseminated in all partner countries through newsletters, posts and flyer. Numerous people could be reached with these measures.</p> <p>Educators could experience different parts of the handbook during different trainings so that they had the opportunity to directly ask questions and to get used to the tools and platforms. The feedback was overall positive and the</p>

	majority stated that they would make use of the newly acquired knowledge in their future work life.
Success Factors	The handbook can be used by every adult educator who works with the target group of learners aged 50+. The access to electronic devices of teachers and learners should be given of course as it is true for any blended or e-learning concept.
Constraints	The challenge might be to select the suitable tools and methods from the handbooks that fits best to the respective learners group. For the handbook itself, an important aspect was which tools should be integrated in the handbook. The partners took the international training of trainers within the project as opportunity to collect trainer feedback on the usefulness of different tools for the target group of people aged 50+ to make the necessary pre-selection. According to the feedback they finally inserted some tools and left out some others from the handbook.
Lessons learned	In view of the very heterogenous groups of learners it is important for the teachers and trainers to carefully select appropriate tools and methods for an effective lesson for blended learning. There are numerous tools that can be used but the handling should fit for the learners and the aims of the lessons.
Sustainability	The handbook can be simply downloaded by every interested teacher or trainer. No costs occur. When the teachers have gained the knowledge they can also spread the information among their colleagues.
Development of the practice	The project was finalized in 2019 and no further developments are planned.
Conclusion	The handbook will help interested teachers and trainers to successfully include different tools in their blended or e-learning approaches. Although nowadays people who are active in teaching usually already know different tools, there can be found new ones all the time. The handbook might be the perfect supplement.
Related resources that have been developed	There is the project website available: http://tao.eu.com.pl On the website links are available to the project app and the training programme.
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