



ICT Tools for School Administration and Non-Teaching Staff

By Riccardo Manni

Course details

- 🕒 One week course
- € Starting from 480€ (Cultural activities included)*
- 👥 Min. 4 - max. 14 participants
- 📄 Certificate of attendance included (80% of attendance required)
- 📍 Available in Florence, Ghent, Istanbul and Prague

* A 60 € late registration fee will be applied if you register less than 8 weeks before the course start date.

Course description

Erasmus+ encourages non-teaching staff from schools, VET providers, and organizations working in adult education to travel. Yet, most courses focus on the needs of teachers and educators leaving aside those of administrators and managers!

Shouldn't they be offered the same occasion for traveling, too?

The course focuses on the needs of administrators and managers from organizations in the Erasmus+ program of updating their digital skills and understanding of information and communication technologies (ICT).

Participants will have the time to discover and – most importantly! – practice many apps and programs that are useful for the everyday work of school and organization staff not involved in didactics.

The course will thus offer a useful occasion for digital training to participants working in administration within educational organizations.

By the end of the course, participants will expand their competencies in using a variety of apps and programs to support their daily work and feel more confident in dealing with technology in their life.



Learning outcomes

The course will help the participants to:

- Manage projects and online collaboration;
- Gather and brainstorm ideas;
- Share files, presentations, and newsletters;
- Collect feedback with online forms;
- Edit videos and create multimedia content;
- Create leaflets, posters, and flyers;
- Manage a blog.

Tentative schedule

Day 1 – Managing projects and online collaboration

- Introduction to the course, the school, and the external week activities;
- Icebreaker activities;
- Presentations of the participants' schools;
- Our board of communication: Slack;
- Collaborative boards: Trello vs ClickUp.

Day 2 – Gathering and sharing ideas, presentations, and newsletter

- Sharing ideas practically with Miro;
- Managing Google Drive;
- Microsoft SharePoint pt.1: how it works;
- Microsoft SharePoint pt.2: let's build a newsletter page.

Day 3 – Collecting feedback with online forms

- Feedback is important: let's get on Google Forms;
- Sharing notes and alerts with Evernote.

Day 4 – Video-editing? Creating multimedia material and presentations

- Practical video tutorials with OBS;





- How to make simple presentations pt.1 with Prezi;
- How to make simple presentations pt.2 with Sway.

Day 5 – Creating leaflets, posters, and flyers and managing a blog

- Creativity at its finest with Canva: leaflets for our school;
- Your school blog with Edublog.

Day 6 – Course closure and cultural activities

- Course evaluation: round-up of acquired competencies, feedback, and discussion.
- Awarding of the course Certificate of Attendance.
- Excursion and other external cultural activities.

*The schedule describes likely activities but may differ significantly based on the requests of the participants, and the trainer delivering the specific session. Course modifications are subject to the trainer's discretion. If you would like to discuss a specific topic, please indicate it at least 4 weeks in advance.

Our courses usually include two cultural activities. Further information is available on the webpage of each course location.

About the provider

With more than 250 courses available all over Europe and more than 12.000 participants per year, Europass is the largest network of high-quality providers of teacher training courses.

In every Europass Academy, trainers of diverse experiences and backgrounds are ready to foster human and professional connections among educators, all while delivering high-quality, innovative courses.

Furthermore, thanks to the hands-on, collaborative nature of the Europass courses, plenty of opportunities to start new projects and lifelong friendships are given.

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