

TRAINING COURSE FOR 21ST CENTURY SOFT SKILLS

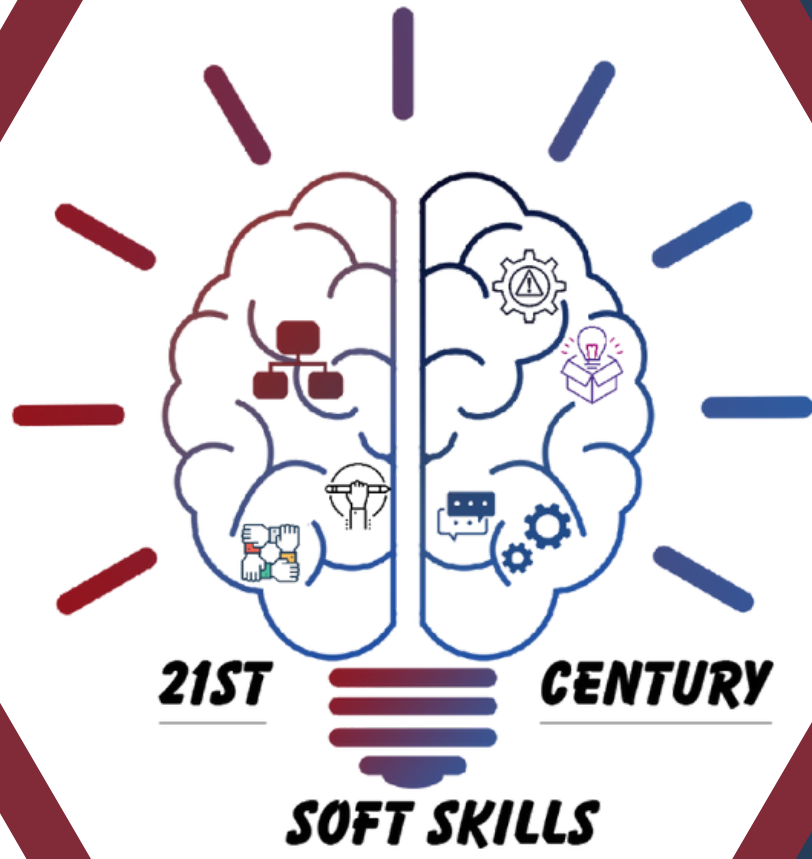
No. 2020-1-LV01-KA202-077561



Co-funded by the
Erasmus+ Programme
of the European Union



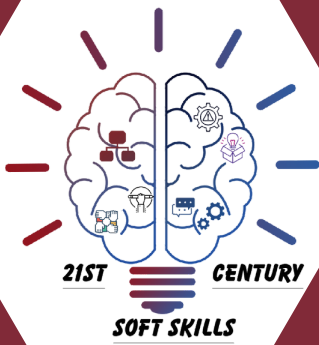
Co-funded by the
Erasmus+ Programme
of the European Union



Collaboration

 **International
Academy
Tenerife**

No. 2020-1-LV01-KA202-077561



Collaboration

Icebreaking Activity

TWO TRUTHS AND A LIE

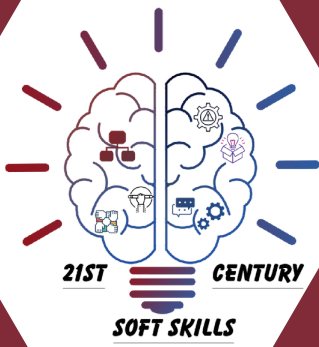
We love to start the training course with an icebreaking activity. People are more open to sharing their opinion and their experiences when they know each other a little bit.

Each person has to think two truthful statements about themselves and one lie. These can be about anything such as things they like, things they've done and so on.

You will then go around one by one, each person saying the statements aloud. Once the person has made the three statements in a random order, the rest of the group will try to guess which one is the lie.

Reflection: Ask questions about how they made a guess about the statement. Was it the facial expression? Or the voice intonation of the person telling the statement? Maybe they knew each other before? Or they listened to each other's guesses? Ask to tell more about the chosen statement – why give exactly this fact and information about him/herself to others? Depending on the statement, maybe there are more interesting facts to share. Encourage them to share more.

Tip: If you have too many participants and/or time pressure, you can tell them only 1 truth and 1 lie, or you can divide the big group into smaller groups.



Collaboration

Introduction

Definition: collaboration is the situation of two or more people working together to create or achieve a common outcome

- A group of two or more people (team)
- Work together (processes)
- In pursuit of common goals (purpose)

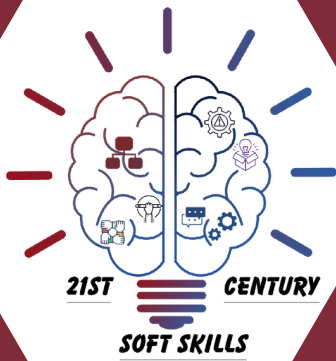
Tip: Ask the participants: How would you rate collaboration in your classroom? What are the general challenges when you want to implement collaboration?

Collaboration in class

Collaboration is a genuine joint activity between students by pooling their resources, knowledge, and skills.

- Team - students
- Purpose - solving a problem, completing a task
- Process - pooling their resources, knowledge, and skills

Tip: Ask for examples from their classrooms.



6 Steps to Boost Collaboration in the Classroom

Step 1: Communicate your expectations clearly

Clear expectations and consistency in your daily routines set the stage to engage. The students will understand which direction to go and how to get there. A team that knows their individual -- as well as collective -- goals help to reduce silos and keep everyone productive.



Tipp: Ask the participants to think about one collaboration activity and describe it throughout the steps that we will explain.

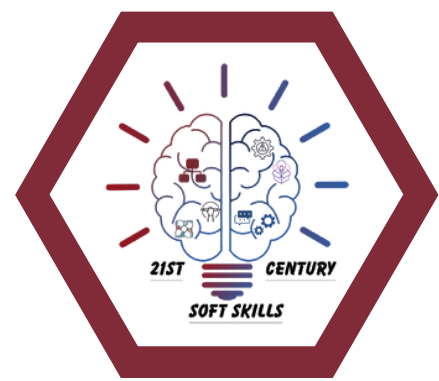
Step 2: Give space for discussions

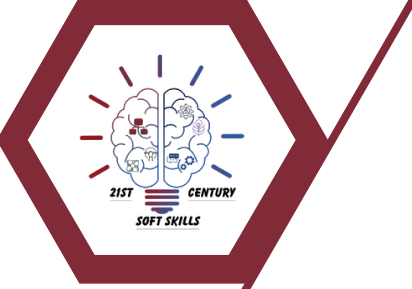
Many children struggle to be active listeners. An easy way to keep them involved is to assign each student a “talking partner.” Pause during lessons or after giving directions for an assignment to say, “Ones explain to the twos what the instructions are” or “Twos tell the ones, in your own words, what I just said.”



Step 3: Hands-On and Real- Life Activities

To answer, “When I will use this” type of question, implement anecdotes, case studies, and real-life examples from outside the classroom to root your teaching in “the real world”. Using hands-on materials not only helps children to better understand what they are learning, it also gives them something to do physically and keep their attention alive.





Step 4: Form Small Groups

When working in a small group situation, I have rarely seen a child look disinterested. Small groups allow for more personal attention. Students are able to interact with you on a more personal level. The activities tend to be more customized and designed for the individual students.

Step 5: Find each members' strengths

Many people discount their strengths and are all-too-familiar with their weaknesses. To turn that view upside down and promote successful collaboration. Show them that they can achieve better results faster and with fewer efforts when they work together.

Step 6: Ask for and provide feedback

Giving students a regular opportunity to share their thoughts and demonstrate learning in front of their peers drives engagement in two ways:

- it makes students accountable
- it lets them hear from someone other than their teacher.

Tipp: Now we will show you one of our collaboration activity, we call it Mission Impossible.



Case Study: Mission Impossible

Our example

You can learn more about this activity on our learning platform:

<https://softskills.erasmusplustenerife.com/index.php/topic/mission-impossible/>

We ask the participants to create a similar one for their classrooms! We give them 30 minutes to think about the tasks and then we all present the outcomes.

Mission Impossible

2. Tell your group of students to complete the challenges in a limited amount of time. Put some time pressure on them, so they are forced to divide the tasks

 21st Century Soft Skills for Teachers in VET / Sep 27, 2021

What is Project Based Learning?

PBL increases student engagement and achievement, and helps students develop the 21st-century skills they need to succeed in their future careers.

PBL is an instructional methodology encouraging students to learn by applying knowledge and skills through an engaging experience.

Examples

Identification of a Problem or an Opportunity

The question that will launch a PBL lesson must be one that will engage your students. It is greater than the task at hand. It is open ended. It will pose a problem or a situation they can tackle, knowing that there is no one answer or solution.

This problem can be related to the curriculum and may be affecting the school, community, city or a country.

Project Planning

Involve the students in planning; they will feel ownership of the project when they are actively involved in decision making.

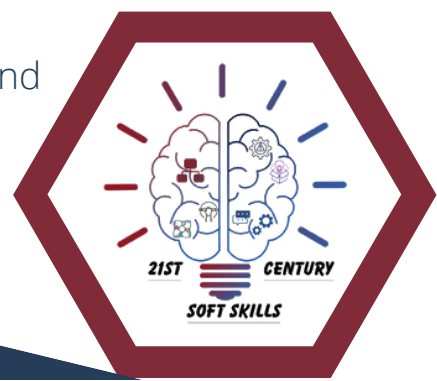
Select activities that support the question and utilize the curriculum, thus fueling the process. Integrate as many subjects as possible into the project. Be prepared to delve deeper into new topics and new issues that arise.

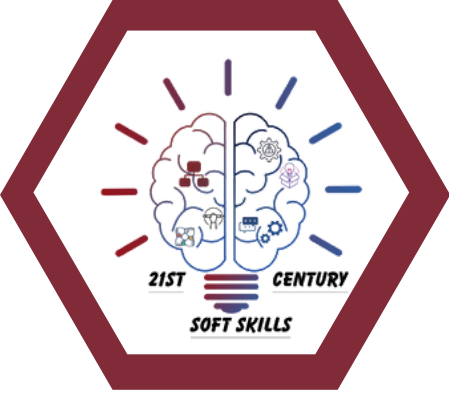
Schedule

Design a timeline for project components. Realize that changes to the schedule will happen. Be flexible, but help the students when it is needed.

Select activities that support the question and utilize the curriculum. Integrate as many subjects as possible into the project.

Be prepared to delve deeper into new topics and new issues that arise.





Monitor the Progress

- Teach the students how to work collaboratively.
- Designate roles for group members.
- Have students choose their primary roles, but assume responsibility and interactivity for all group roles.
- Remind them that every part of the process belongs to each individual.
- Provide resources and guidance

Assessment

- provides diagnostic feedback.
- helps educators set standards.
- allows one to evaluate progress and relate that progress to others.
- gives students feedback on how well they understand the information and on what they need to improve.
- helps the teacher design instruction to teach more effectively.

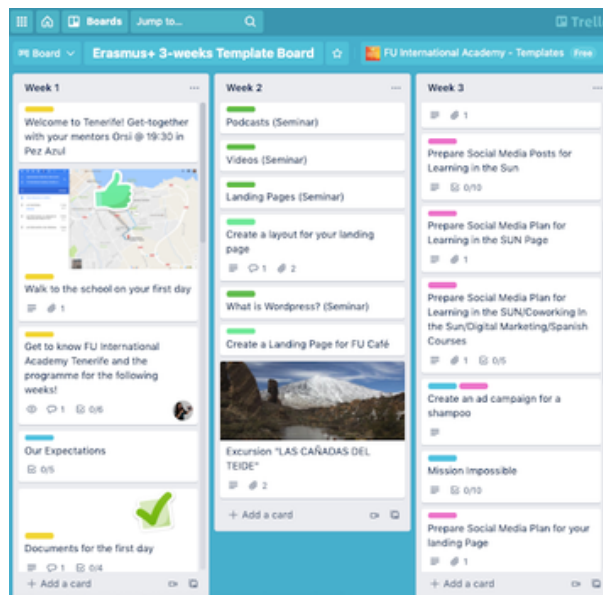
Evaluation

- Take time to reflect, individually and as a group.
- Share feelings and experiences.
- Discuss what worked well.
- Discuss what needs change.
- Share ideas that will lead to new questions and new projects.
- Determine the extent to which objectives are achieved.

Tools that enhance collaboration and PBL

Trello - is a online product management and collaboration system that utilizes the Kanban paradigm to help break down tasks into individual items and improve productivity.

- ✓ Well Structured: boards, lists, cards - checklists, deadlines, attachments
 - ✓ Education and other templates
 - ✓ Easy-to-use interface and lots of tutorials

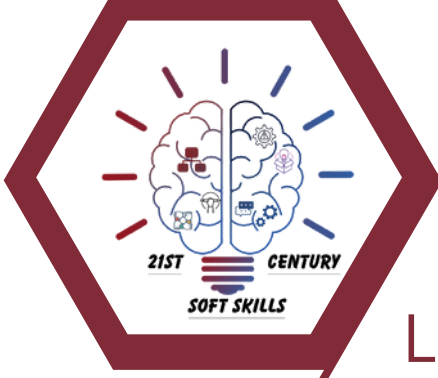


Why we love Trello?

- ✓ Easy to Use
- ✓ Available from Everywhere
 - ✓ Cost-effective
- ✓ Enhance communication and collaboration
 - ✓ Mobile friendly
 - ✓ Time saver!

How to select the right tool?

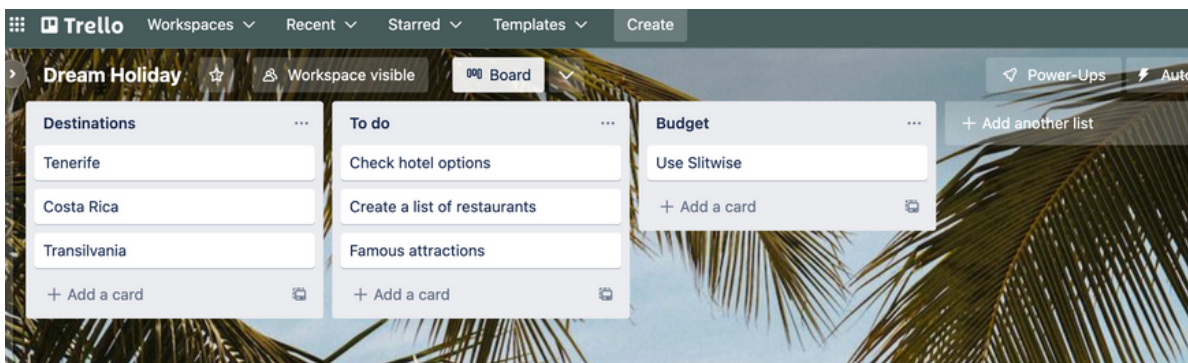
- Kanban / list / flowchart view..
- Features like deadlines, timelines, tags, statuses, reporting, ... Time tracker
- Pricing
- Collaboration features (how many people can join, notification etc.)
- App/ only browser/...



It's Time To Practice!

Let's Create Your First Trello Board

- Open www.trello.com
- Create a free account
- Start with creating a board - Here is an explainer video about Trello boards:
<https://www.youtube.com/watch?v=l3F3l3psqXY>
- Call Dream Holiday (check out my example below)
- Now start adding cards with things that you would like to visit, try and taste in your dream destination



Let's Take Things On The Next Level

- Check out these templates:
<https://trello.com/templates/project-management/project-management-1x4UqI2u>
- Select one that you could use in your Project Based Learning Activity
- Make a copy of the board and start personalizing the tasks to your students.