SUMMARY OF THE DEFINE TRANSFERABILITY CRITERIA

The presented steps are general and differs according to the type of the training provider, as well as its connection to the trainees.

2. Timeline for recruiting the participants

The recruitment process should be well planned customized to the target group of seniors. The promotion of the training should start early enough and include different channels. However, the timeframe depends on the institution and its connection with the target group.

3. Time needed for trainers in order to prepare themselves for the training (checking the materials, reading guidelines, games, etc.)

It is important that the trainer put enough efforts into preparation. The trainer should be aware that the more they are paying attention to this preparation phase the more will be able to discuss the different topics easily.

4. Finding a place to perform the trainings

While preparing the training session content, it is important to keep in mind the importance of the space in which you will hold your training session. You should be aware that the room with computer per participant (or at least one computer pet 2 participants) is needed, as well as a computer with the ability to project the PPT presentation is needed. In the room there is also an access to the internet needed.

Indeed, you should provide the location information early on to help participants organize themselves before the training. The space for training should easily be accessible via public transport, by car, or by bike.

5. The best ways to contact the seniors

You should ask yourself what are the most useful and efficient ways to generate interest among seniors. Which way is the best to contact seniors depends on the training provider. Usually, personal contacts, telephone, social media including newspapers and email are useful for contacting the seniors.

In addition, a follow-up call after having sent an email is necessary to reach potential participants and gather interest.

If the training provider does not have a direct access to the seniors, it is advised to get in contact with the organizations that are close to the seniors and/or take parts in the events where seniors are included etc.

6. Training material needed for the training sessions

For DEFINE training the following materials are needed for implementations:

- Training guide for trainers
- DEFINE PowerPoint slideshows and printed for participants
- Videos
- Scenario interactive games
- Solutions to the interactive games

It is important to implement just modules that are interesting for the participants. As modules are not connected to each other, not all the modules should be implemented.

As already written, after having information about the participants, a questionnaire (Annex I) should be sent to them about their pre knowledge as well as their personal interests in the modules. Also after adopting the training materials to their interest, a trainer should be flexible when conducting the training and give the trainees what they need, and in duration appropriate for them.

It is also suggested to bring the administrative documents such as the feedback questionnaires, the attendance list, and the photo authorization document if you want to take pictures of the trainees and share them on social networks.

7. Number of training sessions necessary for each module and the appropriate length to meet the objectives of each module

In the curriculum there are recommendations about the length of each module written. However, a trainer should be flexible and adopt the length according to the needs of participants.

8. Availability of the training toolkit

The training toolkit including all training materials, videos, games and solutions to the games available in English, Spain, Italian, German as well as French is available on the DEFINE website (https://define.fh-joanneum.at/)

Below the most important lessons learned from implementation of pilot training are presented.

LESSONS LEARNED

The success of the pilot training implementation was measured based on the pre-selected list of qualitative and quantitative criteria. In this summary only the most important suggestions for future implementation of the trainings made by trainees are included.

- The trainers should use the trainer guidelines document as it is an important and useful tool for trainers. Next to trainer guides, it is suggested to use videos and games in order to implement the training appropriately.
- There is no modification needed in the training materials, but the trainer should use his opportunity of being flexible by providing the training in different modules as the content is not correlated within the modules.
- As Module 2 is a bit complicated, the trainer should take into account that only the topics that are interested for the participating seniors should be included. If there is an interest for deepening the knowledge, also the whole Module 2 can be provided.
- While presenting the content trainer should use easy words and be as practical as possible. Seniors present a special target group therefore the training should be implemented in an easy way with easy and understandable words.

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- All the modules include some information that are connected to the local environment, therefore trainers should adopt the materials to their local situation.
- If necessary an introductory module related to the ICT knowledge before the course, where the IT skills required for online banking are taught, should be included. Trainer could in this sense think about offering a special "Pre-course" on ICT knowledge.

TO CONCLUDE

This summary is based on the information provided in the DEFINE Transferability and Evaluation Handbook. It provides trainers and training providers with detailed steps on how to plan and implement the DEFINE training.