WP7

| Development of training module + online tool [version 1] | + | Pilot [8 partners, 2 per country] | + | Pilot's evaluation |

General criteria for training materials:

- WHAT? Learning module + online tool, 4-5 hours long, self-administered, simple, practical, focused on ASPIRE's research findings, context-relevant (in terms of national systems and workplaces, social dialogue's culture, and language).
- FOR WHOM? Union reps, employers, younger & older workers, policy makers, other stakeholders.
- STRUCTURE? Several sections organized around a CORE content (mostly shared by all partners) plus SPECIFIC content (as required by each country).
- WHERE? In principle, Voice Global/North seems to be a good option to place our training materials. When possible, ASPIRE's partners will set up in their own languages home page to be linked to actual online platform [the online course *Supporting Working Carers* may be a good example].
- FORMAT? Range of short and condensed documents in the way of a toolkit including checklists, resources to pull off from the platform, case studies, model agreements, 'make the case' and 'how to' sheets, videos, ready-to-use slides, real life examples, online community of practice (message board).

Suggested steps & timeline:

What to do?	By when?
STEP 1: All partners provide feedback from own research on what is their "must include" content that the learning module cannot skip. Thus, we'll make sure to connect both accomplished research and upcoming training materials. Granada circulates document to gather this feedback.	3rd Sep
STEP 2: Granada circulates draft content structure for whole learning module on 5th Sep. ASPIRE partners react.	7th Sep
STEP 3: On 10th Sep. Granada circulates final content structure. ASPIRE partners are asked to provide specific content (in English) according to a series of pre-set templates prepared by Granada so that all CORE content in the structure can be completed.	10th-21st Sep
STEP 4: Granada gets all templates from partners and organize learning module (off line). Meantime, partners identify SPECIFIC content relevant to national context.	22nd-30th Sep
STEP 5: Granada circulates learning module to be piloted and evaluation tool to gather feedback from pilots. Partners translate pilot learning module to own language so that workshops with 2 social partners can be implemented.	1st-21st Oct
STEP 6: ASPIRE partners send to Granada assessment from own pilot including recommendations for improvement of training module.	22nd-31st Oct
STEP 7: According to feedback from partners, Granada drafts final content for training module. A Skype meeting is scheduled to discussed final details.	1st-11th Nov
STEP 8: Training module is sent to Matt Flynn since he is able to hire someone to work on formatting and editing to upload content to Moodle platform. Meantime, partners arrange translation of CORE content to own language as required. Granada will be in touch with Voice Global regarding the setting up of Moodle platform.	12th Nov – 9th Dec
STEP 9: Final arrangements in Moodle platform. Training module and online tool fully uploaded and ready to be disseminated.	21st Dec