

STAGE	OBJECTIVES	NETWORK COMPETENCIES	INDIVIDUAL AND SOCIAL COMPETENCIES	METHODS	DIGITAL TOOLS	ACTIVITIES FOR STUDENTS AND TEACHERS	MEETING SCENARIO FOR TEACHERS
<b>PROJECT INITIATION</b>	<p>Define the project's scope, feasibility, goals, timeline, and success criteria identifying the problem or need that the project is intended to address.</p> <p>Defining the main objective of the project, specific goals, and key assumptions.</p> <p>Identifying the project's target audience and their needs.</p> <p>Developing a preliminary vision and scope of the project.</p> <p>Conducting an initial risk and constraints analysis.</p> <p>Assembling and engaging the initiating project team.</p>	<p><b>Communication and collaboration</b></p> <ul style="list-style-type: none"> <li>setting goals, developing action plans and schedule</li> <li>effective communication and conflict resolution</li> <li>interacting through digital technologies</li> <li>sharing information and content through digital technologies</li> <li>problem solving and decision-making</li> <li>netiquette</li> </ul> <p><b>Information and data literacy</b></p> <ul style="list-style-type: none"> <li>browsing, searching and filtering data, information and digital content</li> <li>evaluating data, information and content</li> <li>managing data, information and digital content</li> </ul> <p><b>Digital literacy and safety</b></p> <ul style="list-style-type: none"> <li>mastering particular digital tools</li> <li>understanding different digital tools' limitations and possibilities in practice</li> <li>protecting hardware</li> <li>understanding digital privacy and security principles</li> <li>managing and protecting one's digital footprint</li> <li>understanding how media consumption affects mental health</li> </ul>	<p><b>Cognitive skills</b></p> <ul style="list-style-type: none"> <li>creativity</li> <li>analytical thinking</li> <li>critical thinking</li> <li>problem solving</li> </ul> <p><b>Social and emotional competencies</b></p> <ul style="list-style-type: none"> <li>networking skills</li> <li>collaboration skills</li> <li>communication skills</li> <li>emotional resilience</li> <li>cross-cultural competence</li> </ul> <p><b>Learning agility</b></p> <ul style="list-style-type: none"> <li>continuous learning</li> <li>growth mindset</li> <li>self motivation</li> </ul> <p><b>Leadership skills</b></p> <ul style="list-style-type: none"> <li>decision-making</li> <li>strategic thinking</li> <li>motivating people (creating an attractive vision)</li> <li>cultivating culture of openness and collaboration</li> <li>community building</li> </ul>	<ul style="list-style-type: none"> <li>brainstorming</li> <li>individual work with self-reflection</li> <li>graphic method</li> <li>group work</li> <li>practical action method</li> <li>case analysis/college evaluation method</li> <li>presentation and argumentation</li> <li>reflection and discussion</li> <li>analysis and classification</li> <li>reflection and self-assessment</li> <li>didactic discussion</li> </ul>	<ul style="list-style-type: none"> <li>interactive whiteboards</li> <li>online forms</li> <li>document editors</li> <li>presentations</li> <li>project management applications</li> </ul> <p>→ e.g. Google Forms, OpenOffice, Word, Notepad, Whiteboard, Padlet, PowerPoint, Canva, Book Creator, Trello, Miro, Mural, Slack, ClickUp</p>	<ul style="list-style-type: none"> <li>brainstorming</li> <li>competency test</li> <li>worksheet "My competencies"</li> <li>SMART project card</li> <li>creative SMART poster</li> <li>mind map</li> <li>SWOT analysis</li> </ul> <p>The above activities can be carried out online using Miro, Padlet, and Mentimeter.</p>	<p><b>Teaching scenarios:</b></p> <ul style="list-style-type: none"> <li>"Entrepreneurial competencies – meaning, development, and future"</li> <li>"Business plan"</li> <li>"Project goals, SMART technique"</li> </ul>
<b>PROJECT PLANNING</b>	<p>Defining the actions and tasks to be carried out.</p> <p>Creating a project implementation schedule.</p> <p>Identifying the resources necessary for implementation.</p> <p>Identifying potential risks and developing contingency plans.</p> <p>Planning the method of online communication.</p>	<p><b>Communication and collaboration</b></p> <ul style="list-style-type: none"> <li>setting goals, developing action plans and schedule</li> <li>effective communication and conflict resolution</li> <li>interacting through digital technologies</li> <li>sharing information and content through digital technologies</li> <li>problem solving and decision-making</li> </ul> <p><b>Information and data literacy</b></p> <ul style="list-style-type: none"> <li>digital literacy and safety</li> </ul>	<p><b>Cognitive skills</b></p> <ul style="list-style-type: none"> <li>creativity</li> <li>analytical thinking</li> <li>critical thinking</li> <li>problem solving</li> </ul> <p><b>Social and emotional competencies</b></p> <ul style="list-style-type: none"> <li>collaboration skills</li> <li>communication skills</li> <li>emotional resilience</li> </ul> <p><b>Learning agility</b></p> <ul style="list-style-type: none"> <li>continuous learning</li> <li>growth mindset</li> <li>self motivation</li> </ul> <p><b>Leadership skills</b></p> <ul style="list-style-type: none"> <li>decision-making</li> <li>strategic thinking</li> <li>cultivating culture of openness and collaboration</li> <li>community building</li> </ul>	<ul style="list-style-type: none"> <li>practical application method</li> <li>case analysis method</li> <li>individual reflection</li> <li>brainstorming / mind map</li> <li>teamwork / group negotiation</li> <li>reflection and analysis</li> <li>method of analyzing and organizing information</li> <li>guided discussion / reflection</li> </ul>	<ul style="list-style-type: none"> <li>task and project management applications</li> <li>tools for creating and sharing documents online</li> <li>interactive whiteboards and visualization tools</li> <li>team collaboration platforms</li> <li>educational games and online simulations</li> </ul> <p>→ e.g. Google Forms, OpenOffice, Word, Notepad, Whiteboard, Padlet, PowerPoint, Canva, Book Creator, Trello, Miro, Mural, Slack, ClickUp, Kahoot!, Wordwall, Teamwork (by Simulation Studios)</p>	<ul style="list-style-type: none"> <li>to-do list</li> <li>mind map</li> <li>Kanban board</li> <li>simulation game</li> <li>role cards</li> <li>cloud-based document creation</li> </ul> <p>The above activities can be carried out online using Miro, Padlet, Mentimeter, Teamwork (by Simulation Studios), OneDrive, and Google tools.</p>	<p><b>Teaching scenarios:</b></p> <ul style="list-style-type: none"> <li>"Time management techniques"</li> <li>"Digital competencies in project implementation"</li> <li>"Stages of project creation"</li> </ul>
<b>CREATING PROJECT TEAM STRUCTURE</b>	<p>Defining the roles and responsibilities of team members.</p> <p>Selecting team members based on their competencies and predispositions.</p> <p>Establishing principles for collaboration, communication, and decision-making within the team.</p> <p>Appointing a project leader or individuals responsible for specific areas.</p> <p>Planning internal meetings and online communication channels for the team.</p>	<p><b>Building a virtual community</b></p> <ul style="list-style-type: none"> <li>selecting community members</li> <li>developing and maintaining virtual relationships</li> <li>developing trust, loyalty, solidarity, reciprocity in mutual relationships</li> </ul> <p><b>Communication and collaboration</b></p> <ul style="list-style-type: none"> <li>assigning roles and responsibilities</li> <li>effective communication and conflict resolution in virtual teams</li> <li>interacting through digital technologies</li> <li>sharing information and content through digital technologies</li> <li>problem solving and decision-making</li> </ul> <p><b>Information and data literacy</b></p> <ul style="list-style-type: none"> <li>digital literacy and safety</li> </ul>	<p><b>Cognitive skills</b></p> <ul style="list-style-type: none"> <li>creativity</li> <li>analytical thinking</li> <li>critical thinking</li> <li>problem solving</li> </ul> <p><b>Self-management skills</b></p> <ul style="list-style-type: none"> <li>task and time management</li> </ul> <p><b>Social and emotional competencies</b></p> <ul style="list-style-type: none"> <li>networking skills</li> <li>collaboration skills</li> <li>communication skills</li> <li>cross-cultural competence</li> <li>emotional resilience</li> </ul> <p><b>Learning agility</b></p> <ul style="list-style-type: none"> <li>adaptability to change</li> <li>continuous learning</li> <li>growth mindset</li> <li>self motivation</li> </ul> <p><b>Leadership skills</b></p> <ul style="list-style-type: none"> <li>decision-making</li> <li>strategic thinking</li> <li>cultivating culture of openness and collaboration</li> </ul>	<ul style="list-style-type: none"> <li>individual reflection</li> <li>work in pairs-practical exercise</li> <li>practical action method</li> <li>problem-based method</li> <li>team work-project method</li> <li>observation and self-evaluation</li> <li>individual and group reflection</li> <li>reflection/skill analysis</li> <li>didactic discussion</li> </ul>	<ul style="list-style-type: none"> <li>task and project management applications</li> <li>tools for creating and sharing documents online</li> <li>interactive whiteboards and visualization tools</li> <li>team collaboration platforms</li> <li>educational games and online simulations</li> </ul> <p>→ e.g. Google Forms, OpenOffice, Word, Notepad, Whiteboard, Padlet, PowerPoint, Canva, Book Creator, Trello, Miro, Mural, Slack, ClickUp, Kahoot!, Wordwall, Teamwork (by Simulation Studios), Team Canvas, Microsoft Teams, Zoom, Google Meet, Minecraft, Roblox</p>	<ul style="list-style-type: none"> <li>activity: "Improve the message"</li> <li>case study</li> <li>barrier map</li> </ul> <ul style="list-style-type: none"> <li>Students create a team agreement and a reflection card "How I work in a team".</li> <li>exercise "Personality vs. tasks".</li> <li>Students take a short test of work or personality styles, then match project roles.</li> <li>Brainstorming: problems and challenges in task distribution – students list potential difficulties such as unequal workload, conflicts, or lack of responsibility.</li> </ul> <p>The above activities can be carried out online using Google Forms, Teamwork (by Simulation Studios), OneDrive, Google tools, Miro, Padlet, and Mentimeter. Students can also simulate problems using games such as Minecraft and Roblox.</p>	<p><b>Teaching scenarios:</b></p> <ul style="list-style-type: none"> <li>"Interpersonal communication"</li> <li>"The importance of teamwork"</li> <li>"Task assignment in a project"</li> </ul>

<p><b>PROJECT IMPLEMENTATION AND MONITORING</b></p>	<p>Implementing planned actions in accordance with the project schedule.</p> <p>Coordinating tasks and team collaboration.</p> <p>Monitoring progress and compliance with the plan.</p> <p>Responding to emerging problems and making necessary adjustments.</p> <p>Documenting the implementation process and collecting data for evaluation.</p>	<p><b>Communication and collaboration</b></p> <ul style="list-style-type: none"> <li>• prioritising tasks and managing time effectively</li> <li>• monitoring progress and refining strategies as needed</li> <li>• effective communication and conflict resolution in virtual teams</li> <li>• interacting through digital technologies</li> <li>• sharing information and content through digital technologies</li> <li>• problem solving and decision-making</li> </ul> <p><b>Content creation</b></p> <ul style="list-style-type: none"> <li>• creating and editing new digital content</li> <li>• integrating and re-elaborating previous content</li> <li>• producing creative expressions, media outputs and programming</li> <li>• understanding intellectual property rights and licences</li> </ul> <p><b>Information and data literacy</b></p> <ul style="list-style-type: none"> <li>• digital literacy and safety</li> </ul>	<p><b>Cognitive skills</b></p> <ul style="list-style-type: none"> <li>• creativity</li> <li>• analytical thinking</li> <li>• critical thinking</li> <li>• problem solving</li> </ul> <p><b>Self-management skills</b></p> <ul style="list-style-type: none"> <li>• task and time management</li> </ul> <p><b>Social and emotional competencies</b></p> <ul style="list-style-type: none"> <li>• collaboration skills</li> <li>• communication skills</li> <li>• cross-cultural competence</li> <li>• emotional resilience</li> </ul> <p><b>Learning agility</b></p> <ul style="list-style-type: none"> <li>• adaptability to change</li> <li>• continuous learning</li> <li>• growth mindset</li> <li>• self motivation</li> </ul> <p><b>Leadership skills</b></p> <ul style="list-style-type: none"> <li>• decision-making</li> <li>• strategic thinking</li> <li>• motivating people (creating an attractive vision)</li> <li>• cultivating culture of openness and collaboration</li> <li>• community building</li> </ul>	<ul style="list-style-type: none"> <li>• practical action method</li> <li>• teamwork, problem method / responding to change</li> <li>• reflection and analysis</li> <li>• case analysis / situational method</li> <li>• discussion / group decision-making problem method</li> </ul>	<ul style="list-style-type: none"> <li>• tools for project and sprint management</li> <li>• tools for risk analysis and data processing</li> <li>• document editing and online group work tools</li> <li>• tools for online meetings</li> </ul> <p>→ e.g. Google Forms, OpenOffice, Word, Notepad, Whiteboard, Padlet, PowerPoint, Canva, Book Creator, Trello, Miro, Mural, Slack, ClickUp, Kaboot!, Wordwall, Teamwork (by Simulation Studios), Team Canvas, Microsoft Teams, Zoom, Google Meet, team sprint, retrospective, Excel</p>	<ul style="list-style-type: none"> <li>• team sprint</li> <li>• project team meeting – stand-up</li> <li>• project progress panel</li> <li>• Exercise: Plan B, risk map, 5 why</li> </ul> <p>• Case study: risk in practice – students analyze what went wrong and how to fix it.</p> <p>• Project group work using digital tools: Excel for risk analysis, Ishikawa diagram.</p> <p>The above activities can be carried out online using Google Forms, Teamwork (by Simulation Studios), OneDrive, Google tools, Miro, Padlet, and Mentimeter.</p>	<p><b>Teaching scenarios:</b></p> <ul style="list-style-type: none"> <li>• "Risk management and problem-solving"</li> <li>• "Project implementation"</li> </ul>
<p><b>PROJECT PROMOTION</b></p>	<p>Presenting project outcomes to a wider audience.</p> <p>Increasing awareness and interest in the project's topic.</p> <p>Strengthening the image of the team and engaged students.</p> <p>Evaluating promotional activities.</p> <p>Preserving project outcomes in digital form.</p> <p>Developing presentation, self-promotion, and media communication skills.</p>	<p><b>Online project promotion</b></p> <ul style="list-style-type: none"> <li>• setting promotion goals</li> <li>• developing promotion strategy/campaign</li> <li>• creating promotion materials</li> <li>• implementing online marketing tools</li> <li>• evaluating online marketing actions</li> </ul> <p><b>Content creation</b></p> <ul style="list-style-type: none"> <li>• creating and editing new digital content</li> <li>• integrating and re-elaborating previous content</li> <li>• producing creative expressions, media outputs and programming</li> <li>• understanding intellectual property rights and licences</li> </ul> <p><b>Information and data literacy</b></p> <ul style="list-style-type: none"> <li>• digital literacy and safety</li> </ul>	<p><b>Cognitive skills</b></p> <ul style="list-style-type: none"> <li>• creativity</li> <li>• analytical thinking</li> <li>• critical thinking</li> <li>• problem solving</li> </ul> <p><b>Self-management skills</b></p> <ul style="list-style-type: none"> <li>• task and time management</li> </ul> <p><b>Social and emotional competencies</b></p> <ul style="list-style-type: none"> <li>• networking skills</li> <li>• collaboration skills</li> <li>• communication skills</li> <li>• cross-cultural competence</li> <li>• emotional resilience</li> </ul> <p><b>Learning agility</b></p> <ul style="list-style-type: none"> <li>• adaptability to change</li> <li>• continuous learning</li> <li>• growth mindset</li> <li>• self motivation</li> </ul> <p><b>Leadership skills</b></p> <ul style="list-style-type: none"> <li>• decision-making</li> <li>• strategic thinking</li> <li>• motivating people (creating an attractive vision)</li> <li>• cultivating culture of openness and collaboration</li> </ul>	<ul style="list-style-type: none"> <li>• project method</li> <li>• mini workshop with elements of group work</li> <li>• research method (survey, interview, observation, data analysis)</li> <li>• promotional campaign simulation method</li> <li>• design thinking method</li> <li>• WebQuest method</li> <li>• problem-based learning (PBL) method</li> </ul>	<ul style="list-style-type: none"> <li>• online surveys</li> <li>• tools for data analysis</li> <li>• digital tools for presenting information and data</li> <li>• tools for creating online promotional content and materials</li> </ul> <p>→ e.g. PowerPoint, Canva, Book Creator, TikTok, Facebook, Instagram, CapCut</p>	<ul style="list-style-type: none"> <li>• Mini-workshop: students match online tools to their project – interview, survey, observation, data analysis.</li> <li>• Groups develop a promotional plan for their project, including channels, target audience, and message.</li> </ul> <p>The above activities can be created online using PowerPoint, Canva, Book Creator, TikTok, Facebook, Instagram, and CapCut.</p>	<p><b>Teaching scenario:</b></p> <ul style="list-style-type: none"> <li>• "Project evaluation and promotion"</li> </ul>
<p><b>PROJECT REFLECTION</b></p>	<p>Collecting basic project information.</p> <p>Summarizing the project.</p> <p>Assessing project performance.</p> <p>Reflecting on lessons learned.</p> <p>Developing recommendations for future projects</p> <p>Celebrating achievements and sharing feedback.</p>	<p><b>Communication and collaboration</b></p> <ul style="list-style-type: none"> <li>• interacting through digital technologies (using collaborative digital tools)</li> <li>• sharing information and content through digital technologies</li> <li>• problem solving and decision-making</li> </ul> <p><b>Information and data literacy</b></p> <ul style="list-style-type: none"> <li>• digital literacy and safety</li> </ul>	<p><b>Cognitive skills</b></p> <ul style="list-style-type: none"> <li>• analytical thinking</li> <li>• critical thinking</li> </ul> <p><b>Social and emotional competencies</b></p> <ul style="list-style-type: none"> <li>• collaboration skills</li> <li>• communication skills</li> <li>• emotional resilience</li> </ul> <p><b>Learning agility</b></p> <ul style="list-style-type: none"> <li>• continuous learning</li> <li>• growth mindset</li> <li>• self motivation</li> </ul> <p><b>Leadership skills</b></p> <ul style="list-style-type: none"> <li>• decision-making</li> <li>• cultivating culture of openness and collaboration</li> <li>• community building</li> </ul>	<ul style="list-style-type: none"> <li>• reflection and analysis of one's own actions</li> <li>• practical action method</li> <li>• presentation and self-presentation</li> </ul>	<ul style="list-style-type: none"> <li>• on-line surveys</li> <li>• data analysis tools</li> <li>• digital tools for presenting information and data</li> <li>• creating content and promotional materials online tools</li> </ul> <p>→ e.g. Whiteboard (Microsoft), Padlet, Mentimeter, Kaboot! or Quizizz (in the form of a reflective quiz), Google Slides / Microsoft PowerPoint Online</p>	<ul style="list-style-type: none"> <li>• "Plus, minus, interesting" (PMI method) - Students write on the board (or in Padlet): <ul style="list-style-type: none"> <li>- Pluses of the project (what was successful),</li> <li>- Minuses (difficulties),</li> <li>- Interesting (what surprised them, inspired them).</li> </ul> </li> <li>• Group work "Reflection Map" - On a large sheet or in Jamboard, students annotate: <ul style="list-style-type: none"> <li>- What they did,</li> <li>- What they learned,</li> <li>- What they would change.</li> </ul> </li> <li>• Reflective voting (Mentimeter / whiteboard) - Questions like: <ul style="list-style-type: none"> <li>- Biggest challenge?</li> <li>- Best moment of the project?</li> <li>- What would you have done differently?</li> </ul> Shared voting triggers discussion and helps the teacher with evaluation. </li> </ul>	<p><b>Teaching scenario:</b></p> <ul style="list-style-type: none"> <li>• "Project evaluation and promotion"</li> </ul>