

Active Senior Catalogue of Forms of Support 50+



Table of Contents

About the Project **05**

Garden Arrangement **06**

Improving
Computer Skills **08**

Virtual Culture **10**

Healthy Life **12**

On-line Administration **14**

Practical English **16**

About the Project

The "Active Senior" project was implemented in the partnership by the following institutions: **Krajowe Stowarzyszenie Wspierania Przedsiębiorczości** from Poland, **Glafka** from Czech Republic and **Neotalentway** from Spain.

The purpose of the project was to learn and exchange innovative methods in the field of teaching and education of adults over 50 years old.

The project was implemented under the European Union Erasmus+ programme, Adult Education Sector, Key Action 2 Strategic Partnerships, in the period from 01.10.2019 to 31.10.2021.

Due to partnership cooperation and the exchange of good practices, the following "Catalogue of Forms of Support 50+" was created, i.e. a response to the needs of the target group.

The project will contribute to the activation of seniors in the professional and social fields, the promotion of the idea of lifelong learning.



Gardens Arrangement



Objective

Acquiring knowledge and skills necessary to perform gardening work in establishing and caring for green areas. Practical skills in gardening and knowledge of plants are acquired.



Duration of training

48 hours



Number of participants

12 persons in group



Teaching method

Lecture, discussion, demonstration of skills, gardening blogs, practical classes



Materials

Plant catalog, seedlings, gardening tools, illustrative photographs, script

Training Program



Topics of activities

1. **Greenery in the garden:**
The functional and landscape design of the garden
 - components;
 - zone of the garden;
 - methods for designing landscaping elements (handwritten and using computer programs).

Soil science and land improvement

 - earth formation;
 - types and species of soil;
 - adaptation of plant material to the soil.
2. **Decorative plants in garden design:**
 - plant material by location, position, soil;
 - plant habitats, evergreen and non- evergreen plant material;
 - soliters;
 - selection of plant species;
 - cooperation with decorative plant nurseries.
3. **Landscaping and maintenance of green areas:**
 - plant compositions based on specific examples;
 - functional and landscape concept for the garden;
 - problems of garden design;
 - maintenance of plant and non-plant material.
4. **Mechanisation of garden work:**
 - surface gardening equipment;
 - heavy equipment;
 - geodetic aspect, building law and sectoral cooperation.
5. **Landscape and garden. Interior and garden - interrelationships.**
6. **Timetable for garden work. Description of site activities and care. Inventory of the site.**
7. **Practical activities.**

Improving Computer Skills



Objective

To acquire skills in basic computer skills, including navigating the Internet, using official applications, social media, shopping safely and accessing online courses



Duration of training

10 hours each module



Number of participants

10-12 persons in group



Teaching method

Lecture, computer exercises, discussion



Materials

Computers/tablets/smartphones, useful links, script

Modules



Basic, intermediate, advanced.
The participant decides whether he will continue the course at a higher level.

Training Program



No.	Module	Topics of activities
1.	basic	<ul style="list-style-type: none"> • Setting up e-mail. • Browsing websites, blogs, news sites, weather etc.
2.	intermediate	<ul style="list-style-type: none"> • Setting up accounts in official applications. • Navigating through the official applications • Internet banking. • Online security.
3.	advanced	<ul style="list-style-type: none"> • Setting up accounts on web portals. • Social media skills.
4.	advanced	<ul style="list-style-type: none"> • The rules for safe shopping. • The ability to set up accounts. • How to use hotel platform.
5.	advanced	<ul style="list-style-type: none"> • The ability to search for online courses. • Registration for online training.

Virtual Culture



Objective

Acquiring a background in the practical use of the Internet to expand knowledge about culture and the arts. Searching for cultural and social events on the Internet.



Duration of training

24 hours



Number of participants

10-12 persons in group



Teaching method

Storytelling, presentation of practical ways of solving, discussion, exercises at the computer



Materials

Computers/tablets/smartphones, useful links, script

Training Program



No.	Topics of activities
1.	Culture on the Internet I: <ul style="list-style-type: none">• Devices;• Browsers;• Museums;• Exhibitions;• Collections;• Google Art & Culture;• Culture heritage;• Sightseeing;• Internet TVs and Radios.
2.	Culture on the Internet II: <ul style="list-style-type: none">• Smart phone and tablets;• Internet on smart phone/tablet;• Browsers for smartphones and tablets;• Google Play;• Applications (TV, radio, Google Arts & Culture, guides, maps, public transportation, QR).
3.	Going for a culture: <ul style="list-style-type: none">• Searching for the culture event;• Using key words;• Using culture directories;• Booking the culture event;• Online maps and applications to plan the way to the culture event.
4.	E-books and libraries online: <ul style="list-style-type: none">• Reserving the book in library online (demo of the process);• E-book (facts and theory);• Readers;• Formats;• Security;• Sources.

Healthy Life



Objective

To gain knowledge about health life and wellbeing, get familiar with recommendations for quality aging.



Duration of training

12 hours



Number of participants

10-12 persons in group



Teaching method

Multimedia presentation, discussion, physical activities, presentation of practical solutions



Materials

Presentation, handbook, script

Training Program



No.	Topics of activities
1.	Balanced and healthy diet.
2.	Physical activities: <ul style="list-style-type: none">• Advice on suitable exercises and physical activities;• Volume and frequency.
3.	Psychic hygiene and mind care.
4.	Sleeping habits.
5.	Time management.
6.	Bases of taking care of oneself.



On-line Administration



Objective

Official issues without leaving home. Preparing participants to use on-line administration. Getting acquainted with institutions and their procedures.



Duration of training

20 hours



Number of participants

10-12 persons in group



Teaching method

Lecture, discussion, exercises at the computer



Materials

Computers/tablets/smartphones, useful links, script

Training Program



No.	Topics of activities
1.	<p>The Digital Certificate:</p> <ul style="list-style-type: none"> • What is a Digital Certificate? • What is Digital Certificate for? To authenticate, sign and encrypt; • What is the Certificate Authority, what is it used for? • Types of Digital Certificate; • Digital certificates for the mobile phone or tablet.
2.	<p>Online procedures with Digital Certificate:</p> <ul style="list-style-type: none"> • What is eGovernment; • The main online procedures of e-Administration.
3.	<p>Signing with the Digital Certificate</p> <ul style="list-style-type: none"> • What is an electronic signature and what is it for? • Requirements for signing digital documents; • Digital signature software and platforms; • Signing documents with desktop applications; • Signing documents with web applications; • Signing documents in Word, Excel and PDF; <p>Signing e-mails:</p> <ul style="list-style-type: none"> • Checking the validity and authenticity of a digitally signed signature or document;
4.	<p>Solution to typical problems with the Digital Certificate:</p> <ul style="list-style-type: none"> • Main problems in the use of the Digital Certificate (Java updates, browsers, etc.); • Backing up/exporting a Digital Certificate; • Checking the status of a Digital Certificate; • Renew a Digital Certificate; • Security recommendations for using the Digital Certificate.

Practical English



Objective

Acquiring english language background and skills. Conversation practice. Gaining the competence in the framework of communicating in English in various social and professional situations.



Duration of training

48 hours



Number of participants

10-12 persons in group



Teaching method

Practice, group work, e-learning platforms



Materials

Handbook, language phrasebook

Training Program



No.	Topics of activities
1.	<p>Starting off:</p> <p>Introducing yourself:</p> <ul style="list-style-type: none">• Greetings and farewells;• Where you live and come from;• Family members. <p>Starting a conversation:</p> <ul style="list-style-type: none">• Making simple questions;• Hobbies;• Cultural events;• Speaking about weather.
2.	<p>Walking around the city:</p> <ul style="list-style-type: none">• Countries;• City center: main places in town;• Asking for and giving directions;• Going shopping.
3.	<p>Travelling:</p> <ul style="list-style-type: none">• Sentence and vocabulary at the train/bus station;• Sentence and vocabulary at the airport;• Buying tickets;• Vocabulary of travel articles;• Making hotel and restaurant reservations.
4.	<p>At the restaurant:</p> <ul style="list-style-type: none">• Food vocabulary;• Drinks vocabulary;• Cutlery vocabulary;• Ordering food;• Asking for the bill.
5.	<p>Descriptions: useful adjectives:</p> <ul style="list-style-type: none">• Describing objects: size, shape, colour;• Describing people: physical appearance, personality.



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