



Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
09:00 - 10:30	- Introduction to the course, school, activities - Icebreaker activities - Participants' school presentation - part 1	- Follow-up / warm up activities - Participants' school presentation - part 2 - Introduction to Wordpress	- Follow-up & warm-up activities - Planning and Managing Online Events - Introduction to Doodle	- Follow-up & warm-up activities - Brainstorming Tools for Face-to-Face and Online Collaboration	- Follow-up & warm-up activities - Creating Open Educational Resources	09:00 AM - 12:00 AM Cultural Activity: Secret Rome: Trastevere Undergrounds Walking Tour
10:30-10:40	Break	Break	Break	Break	Break	
10:40-12:10	- Project Management: need & challenges - Creating a project's timeline - Managing tasks & collaboration	Hands-on Session: Getting Started with WordPress Website Creation	- Web-conference platforms: pros and cons - Practical activity: evaluating and choosing a platform for different scenarios	- Mind Mapping and Visual Organization of Ideas - Practical workshop: designing mind maps for project planning purposes	Practical workshop: Screen Recording and Video Production Basics	
12:10-12:30	Break	Break	Break	Break	Break	
12:30-14:00	- Apps for managing projects - Managing online documents & drives	Hands-on session: Image & infographics Editing Tools	Hands-on session: Hosting and Facilitating Online Meetings & Events	- Collecting Feedback with Online Forms and Polling Tools - Hands-on activity: creating a feedback form and live poll	- Hands-on activity: editing and finalizing multimedia educational content - Course evaluation, feedback, round-up - Certificates Awarding	

Notes: The schedule includes built-in flexibility to accommodate participants' different learning paces and needs. Please note that break times are approximate and may be adjusted according to the pace and needs of the group.