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LeaderSEEDs Digital Literacy Learning Centre Handbook

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Introduction

LeaderSEEDs aims to help chief executives and senior managers in the Third Sector to advance their digital leadership skills. The project has developed a Digital Leadership Development Programme and an Online Digital Leadership Centre. As part of the Digital Leadership Programme, the LeaderSEEDs consortium has created 6 modules to address different aspects of digital leadership and digital transformation within the Third Sector:

Module 1: The Digital Literacy Module introduces TSO leaders to the concept of digital literacy, why it is important and why it can be so beneficial for their organisations. In addition, the module brings about awareness of the various online tools and their uses to organisational collaboration, creativity, and safety.

Module 2: The Leader SEEDS Effective Digital Communication Module focuses on organisational communication, effective data and information sharing in digital capacities, as well as in-platform scheduling tools.

Module 3: The Leader SEEDS Automation of Programmes and Services Module focuses on major aspects of digital automation, as well as informs on the importance and use of automation processes and strategies.

Module 4: The module introduces TSO leaders to the role of big data, interpretation of data and how it can be applied to business performance and data ethics. In addition, the module discusses how TSO leaders should craft and coordinate integrated data capture and analysis activities.

Module 5: The Digital Leadership (Health) Module consequently examines the concept of 'digital well-being' and focusses on measures needed to avoid digital fatigue or "burnout".

Module 6: The module introduces TSO leaders to financial planning concepts, tools and opportunities for attracting financial support, the role of digital fundraising, and how these systems can be used to support NGO fundraising activities.



The Online Digital Leadership Centre is an online platform that has incorporated the modules produced as part of the Leadership Development Programme, and it includes interactive learning nuggets and short quizzes to help the user learn and practice their knowledge on digital leadership. This handbook serves as a guide for the users of the Online Digital Leadership Centre, to explain how to navigate the platform and maximise their learning experience.

The Digital Leadership Centre is an innovative and interactive online portal that provides individuals with direct access to educational resources and activities which can help them advance their skills and competencies. The LeaderSEEDs platform is designed to ensure compatibility with various electronic devices such as computers, tablets, and smartphones. Users can learn at their own pace and convenience regardless of their geographic location or time constraints.

The platform offers a range of six modules that allow you to dive into or brush up on essential skills that will support your organisation's digital transformation. Whether you are just getting started or looking to enhance any specific digital competencies, this platform provides the necessary tools and resources you need. Through the Digital Leadership Centre platform, you can choose your learning path.

The modules can be accessed either in the order presented or based on your specific needs and interests. Each module contains "learning nuggets", allowing you to acquire knowledge in "bite-sized" pieces. However, if you prefer a more comprehensive approach, you can explore the full content of the learning material, available and presented in PowerPoint format. The learning material can be viewed and interacted with on the platform or downloaded to ensure offline accessibility. To assess your knowledge acquisition, each module includes quizzes, which help you to test your comprehension and evaluate your progress as you advance through the platform.



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This handbook aims to provide valuable insights and practical guidance on navigating the platform effectively. It covers essential topics such as the Platform Overview, an Introduction to the Learning Process and Utilization of the Platform, and the Integration of the LeaderSEEDs Digital Leadership Centre Platform in Educational Programs and Curriculums. We have designed the Digital Leadership Centre and this handbook to cater to your needs, whether you are a non-profit organisation leader, a VET provider, an educator, or an individual aiming to enhance your digital leadership competencies. By adopting a user-friendly approach and providing access to a wealth of resources, we aim to empower you with the skills and knowledge necessary for success in the digital landscape.





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Platform Overview

The Digital Leadership Centre can be accessed through the LeaderSEEDS' website (<https://www.thirdsectorleaders.eu/>), by clicking on 'Digital Leadership Centre' or directly at this link: <https://leaderseeds.training/>.

The Digital Leadership Centre platform offers a smooth learning experience through its user-friendly interface and comprehensive features :

- "DIGITAL LEADERSHIP CENTRE"
- "ABOUT LEADERSEEDS"



"DIGITAL LEADERSHIP CENTRE" Tab: Upon accessing the platform's main page, you will find an introductory message that sets the stage for your learning journey. It highlights the platform's purpose and provides an overview of the available modules to support your non-profit organisation's digital transformation.

"ABOUT LEASEDSEEDS" Tab: The second tab on the top right of the screen provides a direct link to the project's main page. Clicking on this tab, you will be

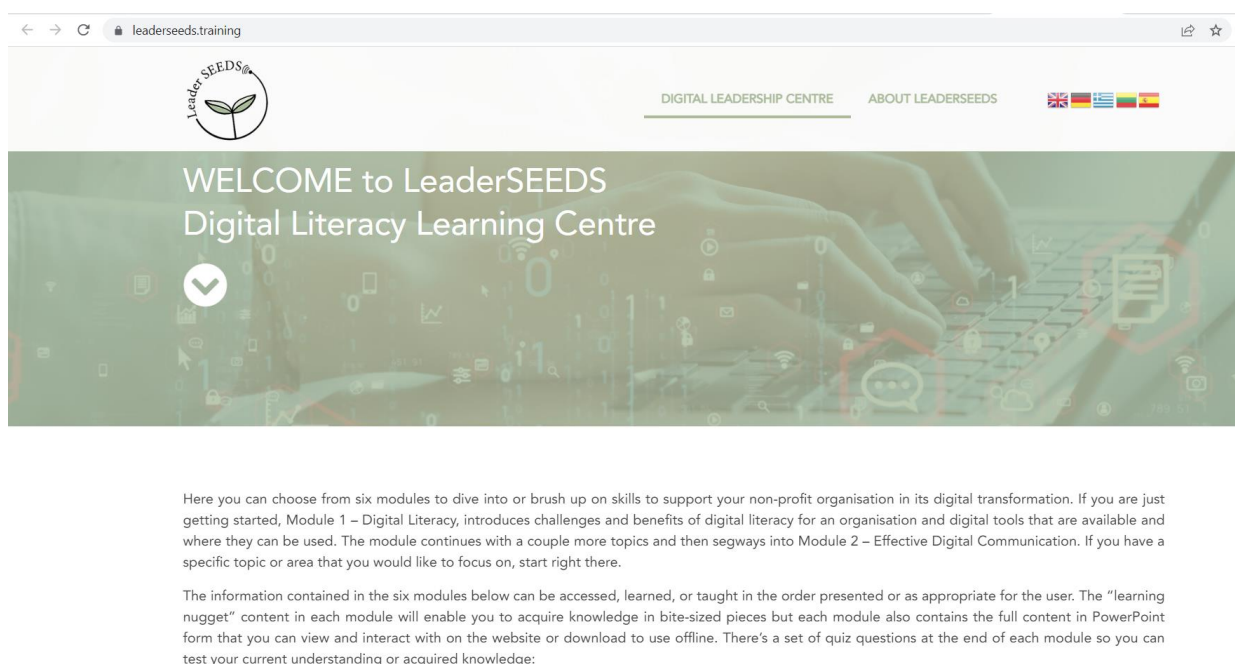
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redirected to the project's dedicated webpage, which contains more information about the LeaderSEEDS project as a whole. There, you can explore details about the project's partners, the latest news and the results achieved throughout the progress of the project.



You can select the module you would like to complete first, based on your individual needs.

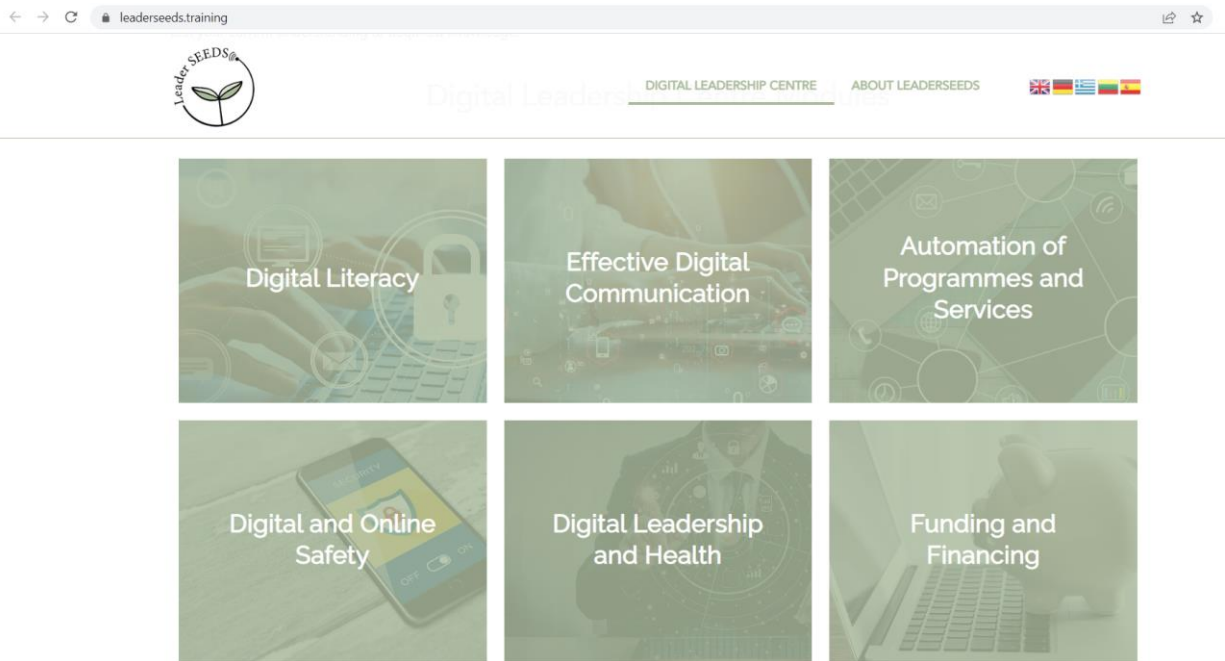
If you are a novice in digital technologies, then “Module 1 – Digital Literacy” serves as an excellent starting point by introducing the challenges and benefits of digital literacy for organisations, along with the available digital tools and their applications.

The course seamlessly transitions to “Module 2 – Effective Digital Communication”.





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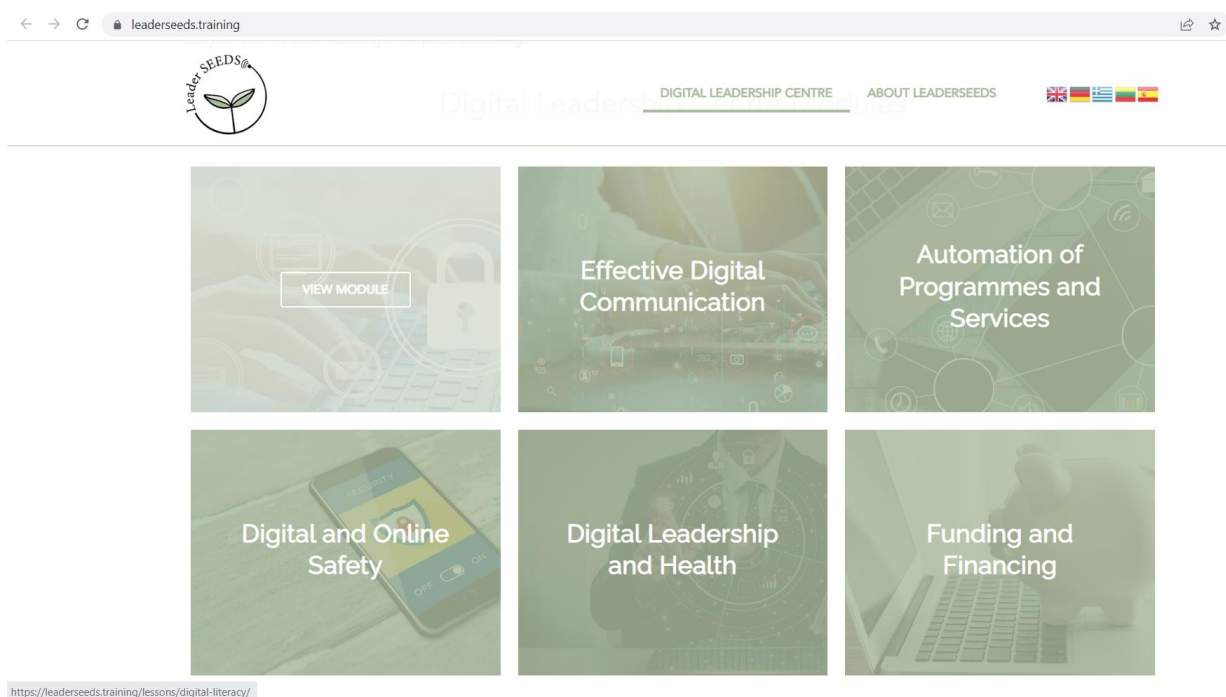


The main page features six clickable images representing each module. Hovering your mouse over an image, a “view module” message appears. Clicking on this message redirects you to the respective module’s page, where you can explore the content in more detail.





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The modules are designed to provide knowledge through easily “digestible” “learning nuggets”. However, if you prefer a more comprehensive approach, the entire content of each module is also available in PowerPoint format. There is the option of interacting directly with the PowerPoint presentations online or downloading them for offline use.

Each module concludes with quiz questions to assess your acquired knowledge and track your progress. These quizzes allow you to test your knowledge in each module you complete, reinforcing your learning experience.

Module Pages: Upon clicking on a module’s image, you will enter that specific module’s page. On your left-hand side, you will find a scroll-down menu presenting all the modules, each individual chapter, and the quizzes. This menu enables easy access to all the educational content. By clicking on any module, chapter, or quiz, you are redirected to the corresponding page.





On the right-hand side of the module page, you may find essential information about the selected module, including 1) an introduction, 2) the instructional and learning objectives of the learning unit, 3) the expected competencies gained upon the module's completion, 4) its duration and 5) the resources/references used. A window displaying the entirety of the module in PowerPoint form follows the previous section.

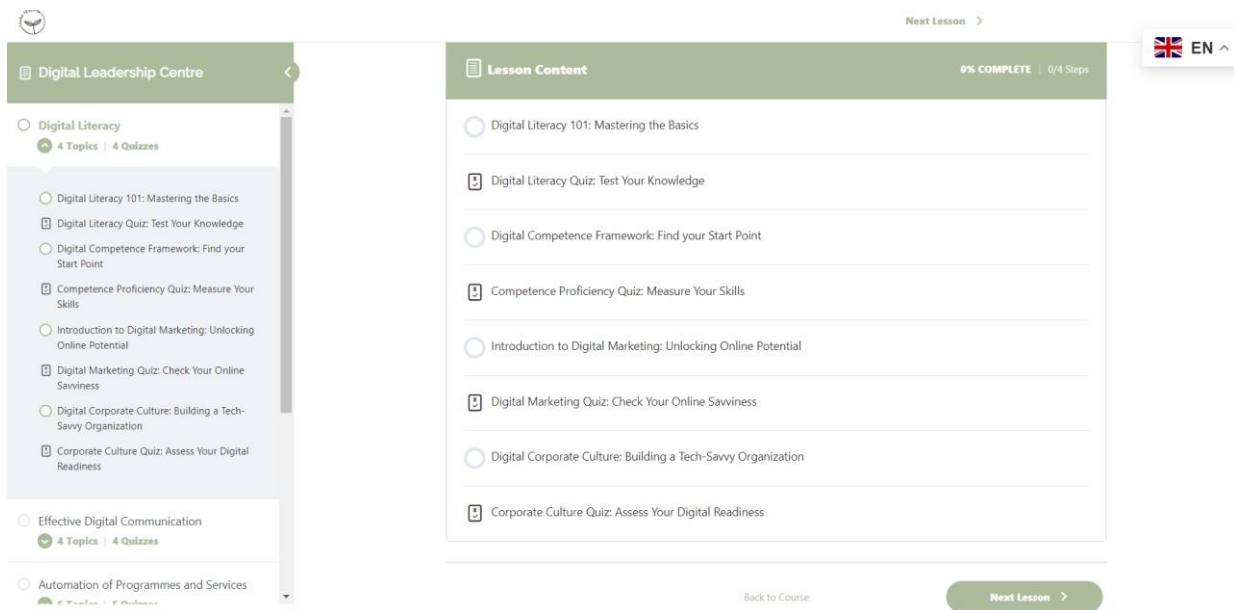
The screenshot shows a digital learning platform interface. On the left, there is a navigation menu for 'Digital Leadership Centre' with a sub-section for 'Digital Literacy' containing 4 topics and 4 quizzes. The main content area is titled 'Digital Literacy' and includes a breadcrumb trail 'Digital Leadership Centre > Digital Literacy'. Below this, the page is titled 'Digital Literacy' and 'Introduction'. The introduction text states: 'In this module, TSO leaders will be introduced to what Digital Literacy is, why it is important and why it can be so beneficial for their organisations. In addition, this module will create an awareness of the various online tools and their uses to organisational collaboration, creativity, and safety. Furthermore, leaders will understand how Digital Marketing Policies can be established in their organisations, as well as how Digital Corporate Culture can be introduced into operational policies.' Below the introduction, there is a section for 'Instructional & Learning Objectives' with a 'Learning Goal' that states: 'Learners will understand all aspects encompassing Digital Literacy and its practical role in organisations.'



Below the PowerPoint presentation, a menu with clickable options provides access to individual chapters within the module. You may explore each chapter's content and directly engage with the quizzes without following the whole module. A progress indicator shows the percentage of the module you have completed.

Located at the bottom right of the page is a button that leads to the next or the previous module.





Finally, at the bottom centre, is the “back to course” button. Clicking on it redirects you to a page displaying a comprehensive menu of all the modules. Each module section can be expanded, sequentially revealing all the chapters and quizzes for easy navigation to individual modules and desired content. The menu’s content is clickable, permitting easy navigation to individual modules and chapters.

Introduction to the Learning Process and Utilizing the Platform

The LeaderSEEDS Digital Leadership Centre platform provides a dynamic and innovative learning environment, allowing individuals to develop their professional leadership competencies. This handbook section introduces the learning process within the platform and highlights how final users can fully





leverage this powerful learning tool. Additionally, a set of recommendations will be provided on how to optimise the learning and training experience using the platform.

The platform is designed to meet the specific learning needs of individuals by offering bite-sized learning chunks that can be accessed at each learner's preferred pace. Users can navigate through the platform's modules, choosing the topics that align with their interests and requirements. Whether covering the whole educational course from the beginning to the end or delving into a specific area of focus, the platform provides a flexible and tailored learning experience.

Compatibility is a crucial platform feature, ensuring accessibility across various devices such as computers, tablets, and smartphones. This feature enables users to learn anytime, anywhere. The mobile-friendly nature of the platform and the option to download the modules allows individuals to continue their learning journey even in rural areas where connectivity is often limited.

We offer learners and trainers a set of recommendations to maximise the benefits of the Digital Leadership Centre platform.

For learners:

- Identify your specific needs and goals before diving into the modules. This will help you focus on the most relevant content.
- Take advantage of the bite-sized learning chunks. Break down your learning journey into manageable segments and progress at a pace that suits you.
- Actively participate in quizzes and follow each module's interactive activities. These engagements will deepen your understanding and provide valuable information about your level of knowledge.



- Utilise the platform's mobile-friendly nature. Learn on the go, regardless of location, and make the most of any spare moments in your busy schedule.

Following these recommendations, as a learner, you can make the most of what the platform offers and achieve your goals.

For trainers:

- Familiarize yourself with the platform's functionalities and features to effectively guide learners.
- Incorporate the platform in your classroom or group courses as a learning aid. Encourage learners to explore the platform's resources and engage in collaborative activities.
- Share the platform's success stories and case studies to inspire learners and showcase digital leadership's real-life impact.
- Leverage the recommendations provided in the handbook for VET providers, Higher Education institutions, and training organisations to integrate the platform into educational programs and curriculums.
- Emphasize the transferability of digital education and online resources to traditional classroom settings. Encourage the integration of digital tools and techniques into offline learning environments.

Following these recommendations, as a trainer, you can effectively support learners and harness the platform's potential to enrich educational programs.

Integration of the LeaderSEEDs Digital Leadership Centre Platform in Educational Programs and Curriculums:

The platform offers VET providers, Higher Education institutions, and training organisations an exceptional opportunity to enrich their educational programs and curricula by integrating digital learning and useful resources. In this section of



the handbook, we aim to provide valuable ways to effectively incorporate and exploit the Digital Leadership Centre platform to maximise the learning outcomes for students and learners.

Understanding the platform's potential:

Becoming familiar with the features, functions, and content available on the platform is vital. Take the time to explore the modules, chapters, and quizzes to understand what the platform offers thoroughly. Recognise the platform's value in developing professional leadership competencies and understand how its interactive and bite-sized learning approach can complement existing teaching methodologies, enhancing the overall learning experience.

Mapping Learning Objectives:

Start by identifying the learning objectives and competencies of your educational program or curriculum. Determine areas where the DLC platform's content aligns with the desired outcomes. Create a mapping between the platform's modules and your program's related subjects or topics. This alignment ensures seamless integration of the platform into your existing curriculum.

Customizing Learning Pathways:

Tailor the learning pathways for students or learners by incorporating specific modules or chapters from the educational course relevant to your program's objectives. Consider the most suitable order and progression for working through the platform's content to ensure students' coherent and logical learning journey. Encourage students to explore additional modules or chapters beyond the core curriculum, allowing them to broaden their knowledge and skills in digital leadership.

Blended Learning Approaches:





Embrace a blended learning approach by combining traditional classroom instructions with the platform's online resources. Integrate platform material into face-to-face sessions, discussions, or workshops to stimulate deeper engagement and application of the concepts.

Assessment and Evaluation:

Develop assessment strategies that incorporate the platform's quizzes. Leverage this feature at the end of each chapter as formative assessments to gauge students' understanding and progress. Take advantage of the platform's resources for evaluating the impact of the learning process.

Faculty and Staff Training:

Provide professional development opportunities for faculty and staff to familiarise themselves with the Digital Literacy Learning Centre platform and its content. Organise training sessions or workshops to demonstrate effective integration strategies and share best practices. Foster a culture of continuous learning among educators by encouraging them to explore the platform's content and engage in collaborative activities.

The LeaderSEEDS Digital Literacy Learning Centre platform provides an invaluable opportunity for VET providers, higher education institutions, and training organisations to enhance their educational programs and curriculums by combining them with the digital learning experience of the platform's courses. The above recommendations ensure the smooth integration of the platform's resources, enhancing the development of digital leadership competencies and enriching the learning experience of students and learners.



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Conclusion

The LeaderSEEDs Digital Leadership Centre platform handbook serves as a valuable tool for non-profit organisations leaders, individuals seeking to enhance their digital leadership skills and educators. It serves as a comprehensive guide and a roadmap for the platform's navigation, accessing the modules and maximising the learning experience. It supports the learning process and guides users on utilising the platform effectively.

The platform presents a groundbreaking opportunity for aspiring and established leaders to access high-quality, portable, and flexible learning. Through this innovative approach, anyone using the platform's features and content can enhance their competencies and drive impactful changes within their organisations and communities.

