



Pedagogic Guide

Utilise the suite of PROSPER resources in your
VET teaching practice

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[Project Number: 2021-1-AT01-KA220-VET-000034633]*



01 OVERVIEW



The PROSPER EMPOWERMENT PROGRAMME is a vocational education and training (VET) focused intervention with a specific focus on Continuing Vocational Education and Training (CVET), a multidimensional, multistakeholder and multilevel interface between learning and the labour market. CVET's uniqueness for productivity is of valued relevance to SMEs.

Continuing vocational education and training (CVET) is 'education or training after initial education or entry into working life, aimed at helping individuals to improve or update their knowledge and/or skills; acquire new skills for a career move or retraining; continue their personal or professional development' (Cedefop and Tissot, 2014).

Beneficiaries of our PROSPER EMPOWERMENT PROGRAMME

Our PROGRAMME has been specifically developed for educators in the field of business and will include those who work with SME managers and support structures for SMEs.

- **VET institutions. Vocational schools, Technical Institutes, or Training Centres** that specialise in providing vocational education and training, be that public or private entities, who deliver training programmes, courses, and certifications that are relevant to SMEs and workbased professional development of their personnel.
- **Networks of VET institutions** – be that on a regional, national or EU level.
- **Trainers.** May work directly for VET organisations or operate as independent professionals. Typically have expertise in a particular field, e.g. productivity, sustainability, inclusivity or wellbeing – may not have cross discipline expertise.
- **Management consultants** provide expert advice and assistance to organisations in improving their performance, efficiency, and effectiveness. Within the context of VET, management consultants work with both VET organisations or individual businesses to enhance their training strategies, organisational development, or operational processes.
- **Business mentors** are experienced individuals who share their professional knowledge and lived expertise to help mentees overcome challenges, develop business skills, and achieve their goals.
- **Business networks and skills organisations.** Typically, entities that facilitate networking, collaboration, and knowledge-sharing among businesses within a specific industry or geographical area
- **Chambers of Commerce. Local or regional associations** that represent and support businesses in a particular area, offering a range of services to their members, including advocacy, networking opportunities, business support, and training.
- **Business incubators** include those offering hybrid work solutions for SMEs. Typically offer hire of physical workspace and more and more they are offering hybrid work solutions, combining physical and virtual workspaces, to cater to the needs of SMEs.



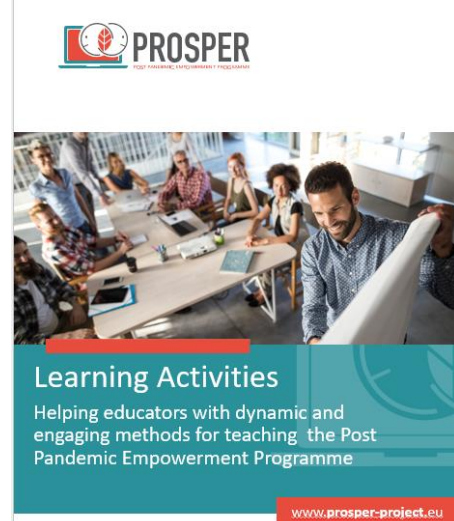
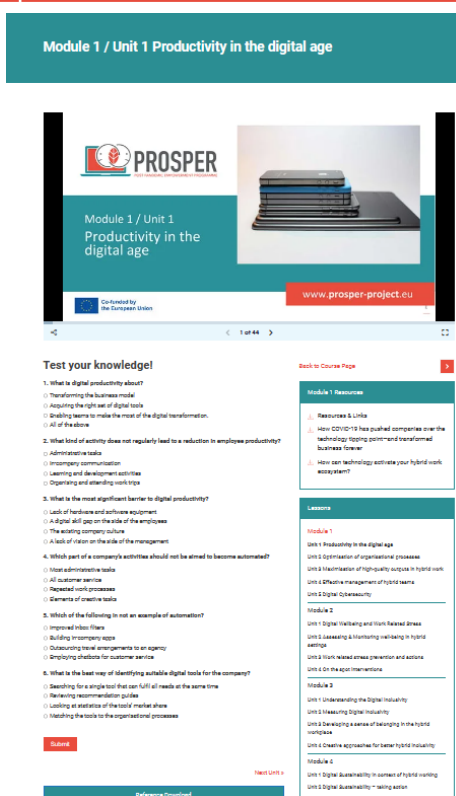
As educators, we know that SMEs and small businesses play a significant role in driving European economic growth but were hugely impacted by the COVID-19 pandemic. OECD tell us that 81% of small businesses indicated their operations were negatively affected, while 32% worried about the viability of their business over the years to follow. The pandemic has caused a paradigm shift in management because of the dramatic increase in work-from-home practices. Yet the shift to hybrid work raises challenges, but the VET system is challenged in providing a dedicated training intervention. Subsequent geopolitical crises, huge pressure on inflation and environmental challenges mean SMEs are constantly in

Our PROSPER project team have researched and crafted three key results for use by educators and direct learning by SMEs managers (especially decision makers such as owner-managers and human resources managers). This document will provide you with the overview needed to truly understand how each resource can be used in your work.

RESULT 1: PROSPER BUSINESS CASE: Healthy hybrid work in European SMEs

RESULT 2: PROSPER ONLINE COURSE

RESULT 3: PROSPER EMPOWERMENT PROGRAMME



02

RESULT 1: PROSPER BUSINESS CASE: Healthy hybrid work in European SMEs



PROSPER BUSINESS CASE

Successful Hybrid Work in
European SMEs

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R1 PROSPER BUSINESS CASE:

Healthy hybrid work in European SMEs

The aim of the PROSPER BUSINESS CASE, the first deliverable of the EU project "Post-Pandemic Empowerment Programme - PROSPER", is to give the owners or managers of an SME, management tips and tools for successful, hybrid working. The BUSINESS CASE document contains a selection of solution-oriented practical recommendations and methods which should serve as an important basis for you as a manager to find the most suitable practices for your company and employees. However, it should be noted that the digital work context of each company is different, and one-size-fits-all solutions will not lead to success. Moreover, the recommendations provided in this booklet are not intended to be and indeed cannot be applied universally. Rather, those practices must be selected that are in line with the company's culture, management style and business processes and communication channels.

Objective and scope of the Business Case

To offer management tips and tools for successful hybrid working in SMEs, focusing on productivity, inclusivity, wellbeing, and sustainability. To this end, four central aspects are examined

1. Hybrid productivity
2. Hybrid inclusivity
3. Hybrid wellbeing
4. Hybrid sustainability

Pedagogic Value of the PROSPER Business Case

The PROSPER Business Case offers a valuable resource for Vocational Education and Training (VET) trainers looking to integrate contemporary digital work practices into their curriculum. From a pedagogic standpoint, the document can be utilised in several ways to enrich VET teaching practices, focusing on preparing learners for the realities of the modern workforce, particularly in small and medium-sized enterprises (SMEs) adopting hybrid working models. It brings value in 4 areas via:-

1. Curriculum Development and Integration

Case Studies: Use sections of the Business Case as real-world examples or case studies. This approach helps students understand the practical implications of hybrid work environments, including productivity, inclusivity, wellbeing, and sustainability.

Project-Based Learning: Assign projects or tasks based on the challenges and solutions outlined in the Business Case. This could involve students developing their hybrid work strategies for hypothetical or real SMEs, encouraging them to apply theoretical knowledge to practical scenarios.

2. Skills Development

Digital Literacy: Utilise the document to enhance students' digital literacy, particularly focusing on digital tools for communication, collaboration, and task management in a hybrid work setting.

Critical Thinking and Problem-Solving: Encourage learners to analyse the challenges presented in the Business Case, such as managing remote teams and ensuring cybersecurity, and devise innovative solutions.

3. Group or One to one Mentoring Discussions

Facilitate discussions around the various themes of the Business Case. This not only aids in knowledge retention but also in developing soft skills such as communication, teamwork, and empathy, crucial for hybrid working environments.

4. Assessment and Evaluation

Role-Plays and Simulations: Create scenarios where students assume roles within a hybrid working model, allowing them to navigate the complexities and dynamics of such environments. This method helps in assessing their ability to apply learned concepts in real-life situations.

Quizzes and Tests: Develop assessments based on the content of the Business Case to test students' understanding of hybrid work models, the importance of digital inclusivity, strategies for promoting wellbeing, and the principles of hybrid sustainability.

5. Professional Development Workshops

For Trainers: Organise workshops for VET trainers themselves, focusing on understanding the nuances of the hybrid work model and how to integrate these concepts into teaching methodologies effectively.

6. Lifelong Learning and Adaptability

Continuous Learning: Highlight the importance of adaptability and continuous learning in the rapidly evolving work environment. Use the Business Case as a basis to teach students about the need for ongoing professional development to keep up with technological advancements and changing work practices.



1. Hybrid Productivity

- Discusses leveraging digital tools for efficient, intentional work, emphasizing communication and collaboration, task management, performance evaluation, and adapting to socio-economic changes.
- Highlights advantages such as effective knowledge transfer, improved cooperation, and automation of business processes.
- Points out challenges like cooperation difficulties due to lack of IT skills, workflow optimisation complexities, IT security concerns, and productivity measurement in remote setups.



2. Hybrid Inclusivity

- Addresses ensuring all team members, regardless of their location, have equal access to the company's digital infrastructure and the necessary skills to use these tools effectively.
- Benefits include strengthening mental wellbeing, increasing motivation, and promoting a sense of unity.
- Challenges include unfair performance assessment, digital skills gaps, and fostering trust over control.



3. Hybrid Wellbeing

- Focuses on the physical and mental health impacts of hybrid working, advocating for measures to promote employee wellbeing in the digital workspace.
- Benefits include promoting physical and mental health, motivation, and a good working atmosphere.
- Challenges cover managing the expanded scope of management responsibilities, digital overload, and addressing scepticism towards wellbeing initiatives.



4. Hybrid Sustainability

- Explores sustainable practices in digital technology use, aiming to reduce negative environmental impacts and advocating for green IT and green-through-IT initiatives.
- Discusses challenges like greenhouse gas emissions from digital activities, increased electricity and gas prices, and data security concerns in remote work environments.



Content Structure

The PROSPER Business Case is a meticulously organised, visually appealing, and pedagogically sound resource, aimed at equipping SMEs and VET trainers with the knowledge and tools to navigate the complexities of hybrid work.

Early sections introduce the context of the business case, linking the shift towards hybrid work with the COVID-19 pandemic's impact on digitalization and the workplace. This aims to set the stage for the reader, highlighting the relevance and urgency of adapting to hybrid work models.

You are initially guided via a detailed Contents Page, providing a clear roadmap of the document's structure, outlining the main sections and their corresponding page numbers for easy navigation. Sections are logically ordered, starting from the aim of the business case, definitions of hybrid work, practical applications, and detailed explorations of hybrid productivity, inclusivity, wellbeing, and sustainability.

Each main topic is treated as a separate chapter, further divided into sub-sections covering advantages, challenges, methods, tips, and lessons learned. This structured approach facilitates focused reading and the application of concepts in practice.

Where applicable, infographics and visual aids are incorporated to illustrate concepts, making the information more accessible and engaging for non-English speakers and enhancing the learning experience.



SOME KEY ASPECTS

Practical Orientation: The content is tailored to offer real-world applications, best practices, and case studies, making it highly relevant for VET trainers and SME managers. Each section concludes with lessons learned, summarising key takeaways and encouraging reflection and application.

Interactive Components: References to external resources, further readings, and tools for implementation are included, inviting readers to explore topics in more depth and apply the business case insights to their specific contexts

Conclusion and Additional Resources

Summative Insights: The document wraps up with a forward-looking perspective on hybrid work as a lasting trend, necessity, and the future of work, emphasizing the importance of continuous learning and adaptation.


Bibliography and Acknowledgments: A bibliography section cites the sources and references used, adding to the document's credibility. Acknowledgments give credit to the contributing organisations and partners, reinforcing the collaborative effort behind the project.

DOWNLOAD AND START USING THE PROSPER BUSINESS CASE TODAY

The link you need is [Resources - PROSPER Project \(prosper-project.eu\)](https://prosper-project.eu)

RESULT ONE

PROSPER BUSINESS CASE: Healthy Hybrid Working In European SMEs

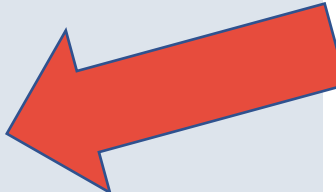


The Business Case for Healthy Hybrid Working in European SMEs is a professional publication aimed at:

- SME managers who have a high level of awareness of the difficulties of hybrid working but a low understanding of managers' role in enabling healthy and productive digital work, and a low awareness of the strategic importance of this work to overall company performance.
- Training providers working with SMEs, who understand the challenges and new strategies available, but need effective resources to communicate to SME clients the value of undertaking training and skills development in this field.

It will also be shared with stakeholders, especially policy makers in business VET and business development. For these reasons, the PROSPER Business Case will be an easy-to-read guide outlining the scale and scope of the challenge and presenting clear benefits of adopting new management strategies in terms of productivity, wellbeing, inclusion and company culture. It will be an official project publication, with professional graphic design, made available via free download on this website.

[CLICK HERE TO DOWNLOAD THE PROSPER BUSINESS CASE](#)



03

RESULT 2: PROSPER ONLINE COURSE

Module 1 / Unit 1 Productivity in the digital age



Test your knowledge!

- What is digital productivity about?
 - ☐ Transforming the business model
 - ☐ Acquiring the right set of digital tools
 - ☐ Enabling teams to make the most of the digital transformation.
 - ☐ All of the above
- What kind of activity does not regularly lead to a reduction in employee productivity?
 - ☐ Administrative tasks
 - ☐ In-company communication
 - ☐ Learning and development activities
 - ☐ Organising and attending work trips
- What is the most significant barrier to digital productivity?
 - ☐ Lack of hardware and software equipment
 - ☐ A digital skill gap on the side of the employees
 - ☐ The existing company culture
 - ☐ A lack of vision on the side of the management
- Which part of a company's activities should not be aimed to become automated?
 - ☐ Most administrative tasks
 - ☐ All customer service
 - ☐ Repeated work processes
 - ☐ Elements of creative tasks
- Which of the following is not an example of automation?
 - ☐ Improved inbox filters
 - ☐ Building in-company apps
 - ☐ Outsourcing travel arrangements to an agency
 - ☐ Employing chatbots for customer service
- What is the best way of identifying suitable digital tools for the company?
 - ☐ Searching for a single tool that can fulfil all needs at the same time
 - ☐ Reviewing recommendation guides
 - ☐ Looking at statistics of the tools' market share
 - ☐ Matching the tools to the organisational processes

Submit

Next Unit >

Reference Download

[Back to Course Page](#)

Module 1 Resources

- [Resources & Links](#)
- [How COVID-19 has pushed companies over the technology tipping point-and transformed business forever](#)
- [How can technology activate your hybrid work ecosystem?](#)

Lessons

Module 1

- Unit 1 Productivity in the digital age
- Unit 2 Optimisation of organisational processes
- Unit 3 Maximisation of high-quality outputs in hybrid work
- Unit 4 Effective management of hybrid teams
- Unit 5 Digital Cybersecurity

Module 2

- Unit 1 Digital Wellbeing and Work-Related Stress
- Unit 2 Assessing & Monitoring well-being in hybrid settings
- Unit 3 Work-related stress prevention and actions
- Unit 4 On the spot interventions

Module 3

- Unit 1 Understanding the Digital Inclusivity
- Unit 2 Measuring Digital Inclusivity
- Unit 3 Developing a sense of belonging in the hybrid workplace
- Unit 4 Creative approaches for better hybrid inclusivity

Module 4

- Unit 1 Digital Sustainability in context of hybrid working
- Unit 2 Digital Sustainability – taking action
- Unit 3 Digital Sustainability Tools for SMEs

R2 INTRODUCTION



The **PROSPER online course** aims to empower managers of Small and Medium Enterprises (SMEs) by equipping them with the essential knowledge and skills to modernise their management practices.

The focus of the PROSPER Online Course is centred on fostering a healthy hybrid working environment. This course is tailored specifically to the unique needs of a wide range of managerial roles within SMEs, inclusive of owner-managers, HR staff, line managers, and team leaders. We understand that the rapid shift to remote work may be daunting, particularly given the fact that virtual management may not have been part of their prior training. Thus, the course endeavours to serve as a comprehensive guide through this era of change, providing the necessary support to navigate the challenges and opportunities of remote management. While the course can be accessed directly by SME managers, it is also very valuable resource to VET teachers who can use content in a guided online or hybrid training environment.

Why is this needed?

The PROSPER Online Course is designed to address crucial educational gaps in contemporary management practices. With the sudden transition to remote work, many SME managers find themselves without the training required to navigate the intricacies of leading in a digital environment. The course tackles this issue, focusing on instilling understanding of digital inclusivity, maximising digital productivity through effective tool utilisation, and maintaining digital wellbeing to prevent burnout. Additionally, the course aligns with transversal priorities within the European Union, promoting wellbeing and inclusivity in the digital workspace. It thus offers a holistic solution, preparing managers to competently address these emerging challenges in the modern, digital-focused work landscape.



[Home](#) [Resources](#) [Partners](#) [News](#)

 English



Welcome to the PROSPER Online Course.

Who will benefit?

Learner Profile

The PROSPER Online Course is specifically designed for a diverse range of managerial roles within Small and Medium Enterprises (SMEs), aiming to bridge the educational gap caused by the rapid transition to hybrid and remote work environments. The learner profile for those who will benefit from undertaking this course encompasses:

1. SME Owner-Managers

Profile

Individuals who own and manage their businesses, often wearing multiple hats within their organisation. They might have limited formal training in remote work management but possess a keen interest in leveraging digital tools to enhance productivity and foster a positive work culture.

Benefits

Gain insights into effectively managing remote teams, learn strategies for digital inclusivity, and understand how to balance productivity with wellbeing to prevent burnout.

2. Human Resources (HR) Staff

Profile

HR professionals in SMEs tasked with developing policies and practices for remote work, employee engagement, and wellbeing in a hybrid work setting. They are pivotal in ensuring a seamless transition to remote work and addressing the challenges it brings.

Benefits

Acquire knowledge on creating inclusive remote work policies, promoting digital wellbeing among employees, and leveraging digital tools for efficient HR management.

3. Line Managers and Team Leaders

Profile

Individuals responsible for leading a team or department within an SME. They directly manage a group of employees and are responsible for day-to-day management, including productivity, team dynamics, and performance in a hybrid or remote environment.

Benefits

Learn effective virtual leadership skills, strategies for maintaining team cohesion and motivation remotely, and methods for monitoring and enhancing digital productivity and wellbeing.

4. Vocational Education and Training (VET) Teachers

Profile

Educators and trainers who provide vocational training and education, preparing learners for the workforce. VET teachers looking to integrate contemporary digital work practices into their curriculum would benefit from the course.

Benefits

Access to structured content that can be used in online or hybrid training environments, equipping them with the latest insights into managing remote work and preparing their students for the modern digital workspace.

COURSE DESCRIPTION



4 Modules
16 units
16 quizzes

The PROSPER Online Course equips participants with the necessary tools and understanding to thrive in a digital and hybrid work environment. The course covers key areas including maximizing productivity, optimizing organizational processes, and managing hybrid teams securely. It delves into the facets of digital wellbeing, providing strategies for stress prevention and on-the-spot interventions.

Participants will gain an understanding of digital inclusivity, learning how to foster a sense of belonging in a hybrid workplace.

The course also addresses the importance of digital sustainability in a hybrid work setting, offering practical actions and tools for SMEs to ensure sustainable digital practices. This comprehensive course is designed to empower SME managers and teams to navigate the complexities and opportunities of the digital age effectively and sustainably.

LEARNING OUTCOMES

By the end of the course, learners will be able to:

- **Understand** the principles of productivity in the digital age, optimise organisational processes, maximise high-quality outputs in hybrid work, effectively manage hybrid teams, and ensure digital cybersecurity in their respective organisations.
- Gain a thorough understanding of digital wellbeing and work-related stress, assess and monitor wellbeing in hybrid settings, implement strategies for work-related stress prevention and actions, and carry out effective on-the-spot interventions.
- Develop a clear understanding of digital inclusivity, measure digital inclusivity, foster a sense of belonging in the hybrid workplace, and utilise creative approaches to improve hybrid inclusivity.
- Understand the context of digital sustainability in hybrid working, take actionable steps towards digital sustainability, and leverage digital sustainability tools specifically designed for SMEs

TAKE THE TEST AND EARN A CERTIFICATE OF COMPLETION

After finishing the PROSPER Online Course, learners have the opportunity to register for a test on what they have learned throughout the course. If they pass this test, they will be awarded a certificate of completion that's equal to **9 hours of Continuous Professional Development (CPD)**.

For managers and leaders within SMEs, this certificate showcases their proactive approach to navigating the challenges posed by remote work, their dedication to fostering an inclusive and productive work environment, and their resolve in promoting wellbeing among their teams. This certificate represents success in the course and their dedication to enhancing their skills in managing a healthy digital and hybrid work environment. It's a significant step in their professional growth.

As **VET educators**, you can highlight the significance of this certification for your learners. This certificate:

Demonstrates Commitment: It is a tangible indication of the learner's commitment to continuous improvement and adaptation in the face of evolving workplace dynamics. Encourage learners to view this certification as a stepping stone in their professional journey, highlighting their dedication to modernising management practices within their organisation.

Enhances Professional Profile: The certificate can significantly enhance a professional profile, serving as a credential that underscores the individual's capabilities in managing a team in a hybrid or fully remote environment. It adds value to their resume and can be a pivotal point in career advancement or in seeking new opportunities.

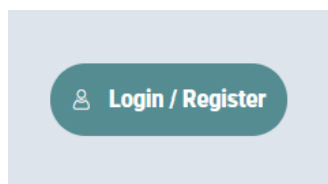
Validates Skills: At a time where digital transformation is imperative, this certification validates the learner's skills in digital inclusivity, maximising productivity through effective tool utilisation, and maintaining digital wellbeing. It serves as proof of their ability to lead successfully in a digital workspace, making them a valuable asset to any organisation.

Encourages Lifelong Learning: Highlight to your learners that this certification is not an end goal but a part of their journey in lifelong learning. It represents a commitment to adapting and growing with the digital age, encouraging them to continue seeking out opportunities for professional development.

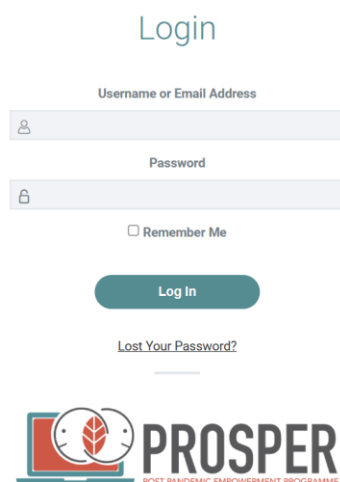
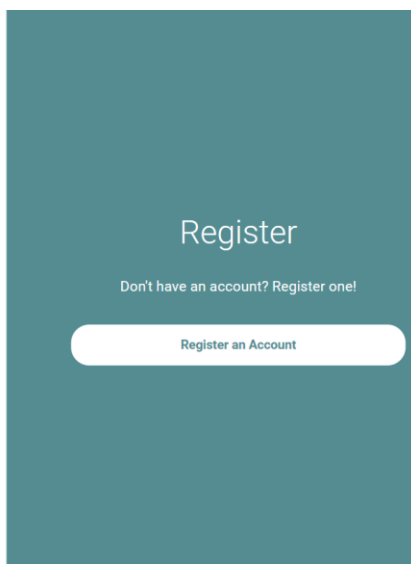
Encouraging Participation: As educators, your role in encouraging learners to take this step cannot be overstated. Discuss the benefits of the certification in your sessions, share success stories of past participants, and provide guidance on how to prepare for the test. Offer your support in their preparation, reinforcing the idea that this certification is an investment in their future.

REGISTRATION IS EASY

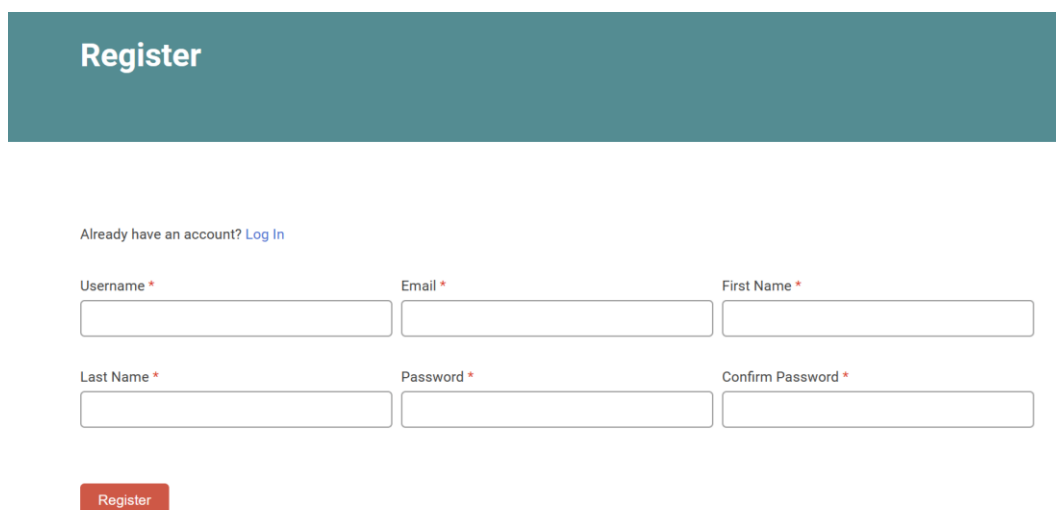
Visit <https://course.prosper-project.eu/> and click



If first time user, please register, otherwise login

The login form is titled "Login" in a teal font. It contains two input fields: "Username or Email Address" with a person icon and "Password" with a lock icon. Below the password field is a checkbox labeled "Remember Me". A teal "Log In" button is centered below the fields. A link "Lost Your Password?" is at the bottom. The Prosper logo, featuring a laptop and a leaf icon, is at the bottom left.The register form is titled "Register" in a teal font. It includes the text "Don't have an account? Register one!" and a white "Register an Account" button with a teal border.

Registration is very straightforward. Open to all abilities, we do not ask for previous education or experience.

The register form is titled "Register" in a teal font. It includes a link "Already have an account? Log In". The form has six input fields: "Username *", "Email *", "First Name *", "Last Name *", "Password *", and "Confirm Password *". A red "Register" button is at the bottom.

Registration is instantaneous, and learning can commence immediately.

5 EASY STEPS TO COMPLETE A LEARNING MODULE

1. Choose your module

Lessons

Module 1

Unit 1 Productivity in the digital age

Unit 2 Optimisation of organisational processes

Unit 3 Maximisation of high-quality outputs in hybrid work

Unit 4 Effective management of hybrid teams

Unit 5 Digital Cybersecurity

Module 2

Unit 1 Digital Wellbeing and Work Related Stress

Unit 2 Assessing & Monitoring well-being in hybrid settings

Unit 3 Work related stress prevention and actions

Unit 4 On the spot Interventions

Module 3

Unit 1 Understanding the Digital Inclusivity

Unit 2 Measuring Digital Inclusivity

Unit 3 Developing a sense of belonging in the hybrid workplace

Unit 4 Creative approaches for better hybrid inclusivity

Module 4

Unit 1 Digital Sustainability in context of hybrid working

Unit 2 Digital Sustainability – taking action

Unit 3 Digital Sustainability Tools for SMEs

3. Download and learn from additional resources

Module 1 Resources

↓ Resources & Links

↓ How COVID-19 has pushed companies over the technology tipping point—and transformed business forever

↓ How can technology activate your hybrid work ecosystem?

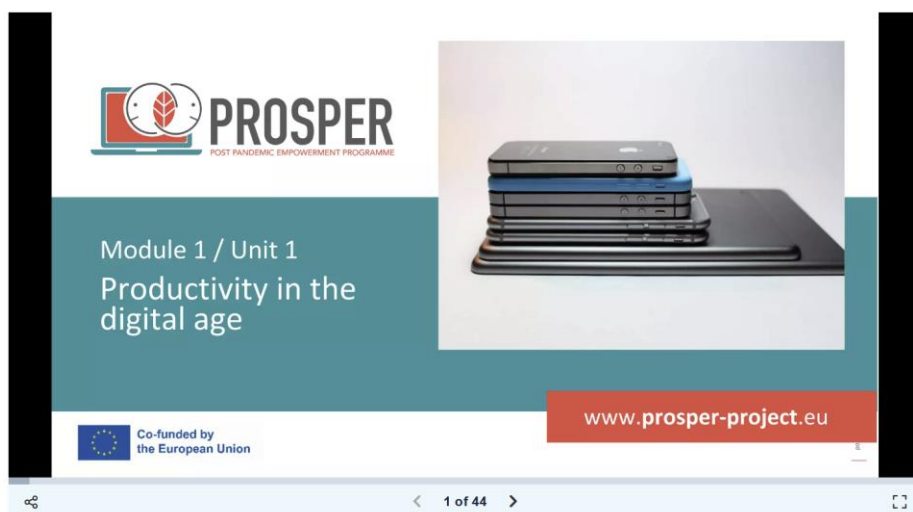
4. Download the reference document

Next Unit »

Reference Download

Module 1 / Unit 1 Productivity in the digital age

2. Absorb yourself in the engaging module content



5. Complete the Multiple Choice Quiz

Test your knowledge!

1. What is digital productivity about?

- ☐ Transforming the business model
- ☐ Acquiring the right set of digital tools
- ☐ Enabling teams to make the most of the digital transformation.
- ☐ All of the above

2. What kind of activity does not regularly lead to a reduction in employee productivity?

- ☐ Administrative tasks
- ☐ In-company communication
- ☐ Learning and development activities
- ☐ Organising and attending work trips

3. What is the most significant barrier to digital productivity?

- ☐ Lack of hardware and software equipment
- ☐ A digital skill gap on the side of the employees
- ☐ The existing company culture
- ☐ A lack of vision on the side of the management

4. Which part of a company's activities should not be aimed to become automated?

- ☐ Most administrative tasks
- ☐ All customer service
- ☐ Repeated work processes
- ☐ Elements of creative tasks

5. Which of the following is not an example of automation?

- ☐ Improved inbox filters
- ☐ Building in-company apps
- ☐ Outsourcing travel arrangements to an agency
- ☐ Employing chatbots for customer service

6. What is the best way of identifying suitable digital tools for the company?

- ☐ Searching for a single tool that can fulfil all needs at the same time
- ☐ Reviewing recommendation guides
- ☐ Looking at statistics of the tools' market share
- ☐ Matching the tools to the organisational processes

Submit

Once you have completed the PROSPER Online Course successfully, you will receive your Certificate of Completion . See Below:

Certificate of Completion

Presented to

First Name Last Name

On successfully completing

Course Name Here

This certificate of completion confirms that the learner has competed and passed the Course Name Here self-certified e learning module(s) stated. Completion demonstrates that the learner has a good understanding of the key principles and practices that relate to the topic.

Date

11/30/2022



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04

RESULT 3: PROSPER EMPOWERMENT PROGRAMME

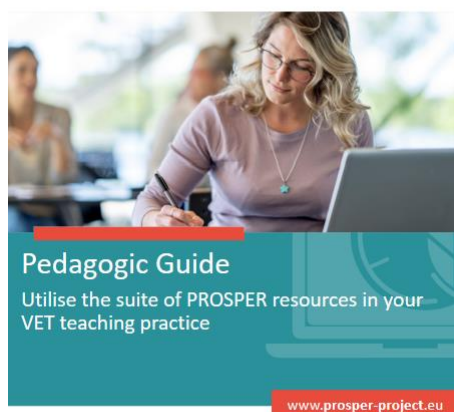


R3 INTRODUCTION

The **PROSPER Empowerment Programme** is a set of Open Education Resources (OERs) that enable VET providers and individual business trainers to introduce structured, high quality training to SMEs on the topic of healthy hybrid working and new management practices that favour digital wellbeing.

The OERs are presented in different formats and media that allow VET providers to “mix and match” learning strategies and content as per the SME clients’ needs. The resources fall into three main categories:

Pedagogic guide	Diagnostic tools	Ready-to-use learning activities
This document acts as a whole of project Facilitator’s Guide , explaining the resources, learning objectives and background on digital wellbeing and management practices for remote working	We created a Glossary of the key terms used throughout our Programme, Online Course and Business Case, as well as a simple self-assessment tool to gauge current remote management practices. In addition, detailed questionnaires are available under specific Programme topics	A resource collection of multimedia resources, including documents, example digital wellbeing policies, worksheets, audio, video, interactive quizzes and more.



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This document 😊

LEARNING ACTIVITIES STRUCTURE

The **PROSPER EMPOWERMENT PROGRAMME** is realised as a set of **Open Education Resources (OERs)** that enable VET providers and individual business trainers to introduce structured, high-quality training to SMEs on the topic of healthy hybrid working and new management practices that favour digital wellbeing. Let us remind ourselves that OERs are..

- freely accessible educational materials that can be used, shared, and modified by individuals and institutions for teaching, learning, and research purposes. offer opportunities for open, inclusive, and accessible education, promoting the sharing of knowledge and empowering educators and learners.
- typically released under open licenses, such as Creative Commons licenses, that grant permissions beyond traditional copyright restrictions.
- developed in the principle of openness and flexibility in terms of how the resources can be utilised.
- accessible to anyone at no cost. They eliminate financial barriers to education by providing educational materials that can be freely obtained and used.
- open to customisation and localisation in that educators can tailor OERs to meet the specific needs of their learners, adapting content to suit local contexts, languages, and cultural references.
- Inclusive of various types of content, such as presentations, learner workbooks, teacher guides including lesson plans, videos, in-class interactive simulations, and reflective assessments.

The PROSPER Learning Activities document equips VET educators with a diverse toolkit of dynamic and engaging methods to teach SME managers and support structures about successful hybrid working practices. It emphasises practical knowledge, digital tool utilisation, wellbeing, inclusivity, and sustainability in the workplace, making it an invaluable resource for enhancing vocational training and education.

Benefits for VET Teachers

Practical Application: Offers real-world application scenarios that enhance the learning experience, making the theoretical knowledge more tangible and applicable.

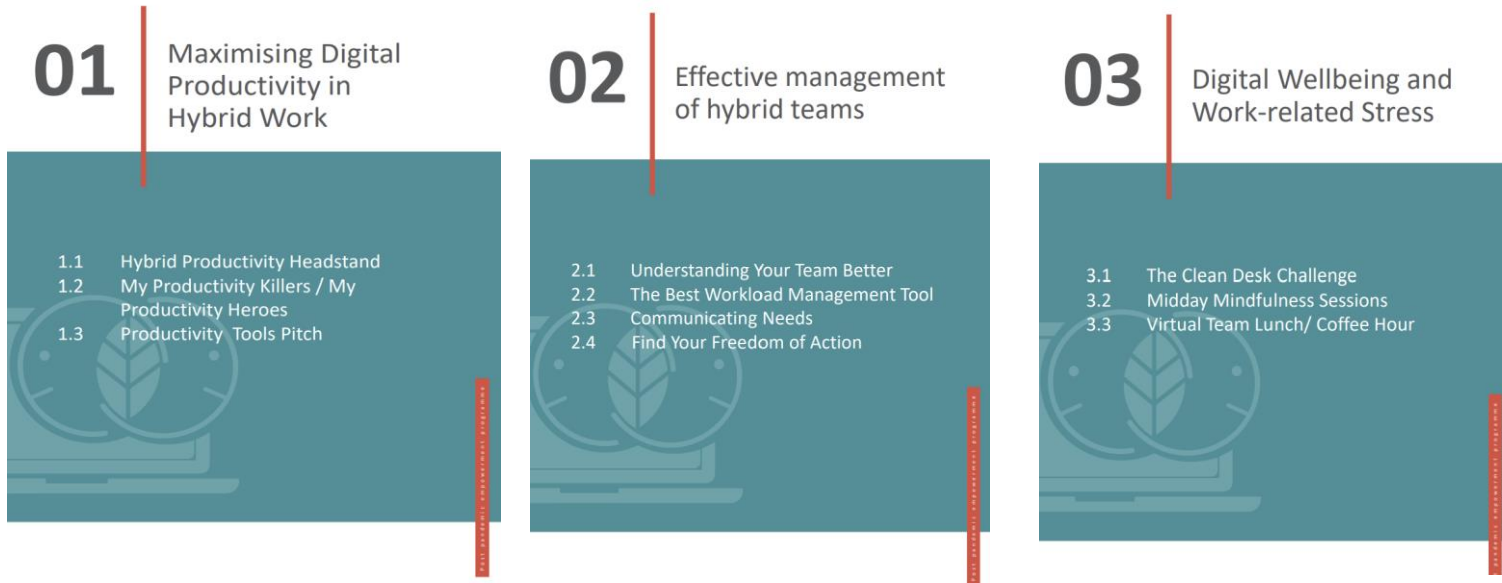
Engagement and Interaction: Encourages active participation and engagement through interactive activities, promoting a deeper understanding of the subject matter.

Customisability and Accessibility: The use of OERs allows for customization to fit specific teaching needs and contexts, making education more accessible to a broader audience.

Supports Professional Development: Assists VET teachers in updating their curriculum with contemporary practices in hybrid work management, preparing learners for the modern workforce.

Key Features of the Learning Activities Document:

The document targets VET institutions, trainers, management consultants, business mentors, business networks, Chambers of Commerce, and business incubators, especially those offering hybrid work solutions. The **PROSPER Learning Activities** document outlines a comprehensive program structured around eight key areas essential for the modernisation of management practices within Small and Medium Enterprises (SMEs), especially in the context of hybrid work environments. Each area is designed to address specific challenges and opportunities presented by hybrid work models, with the goal of enhancing productivity, inclusivity, wellbeing, and sustainability.



1. Maximising Digital Productivity in Hybrid Work

Focuses on leveraging digital tools and technologies to enhance productivity within hybrid work settings. Activities aim to educate on selecting and effectively using project management software, communication platforms, and digital collaboration tools to streamline workflows and improve team coordination.

2. Effective Management of Hybrid Teams

Centres on strategies for leading and managing teams that are dispersed across various locations. This area explores best practices for communication, delegation, and performance management in a hybrid setting, ensuring leaders can maintain team cohesion and motivation despite physical distances.

3. Digital Wellbeing and Work-related Stress

Addresses the challenges of maintaining mental health and wellbeing in a digitally connected work environment. This section provides insights into identifying signs of digital burnout, implementing work-life balance strategies, and creating a supportive workplace culture that prioritizes employee wellbeing.

04

Assessing and Managing Wellbeing in Hybrid Settings

- 4.1 Mind your posture
- 4.2 Performing stress risk assessment
- 4.3 Deep dive in causes of stress at work and possible actions

05

Understanding and implementing digital inclusivity

- 5.1 The best and the worst experience
- 5.2 Understand your people
- 5.3 Measure the sense of inclusivity in a hybrid working environment
- 5.4 Create a scenario for a video

06

EX in the Hybrid Workplace

- 6.1 Ideal Employee Experience Design
- 6.2 Hybrid Workplace Challenges and Role Play
- 6.3 Sense of Belonging Assessment

4. Assessing and Managing Wellbeing in Hybrid Settings

Delves deeper into the practical aspects of monitoring and enhancing wellbeing within hybrid teams. It includes methods for conducting wellbeing assessments, creating action plans for improvement, and fostering an environment where employees feel valued and supported both online and offline.

5. Understanding and Implementing Digital Inclusivity

Explores the importance of ensuring all team members have equal access to digital tools, resources, and opportunities. This area covers strategies for promoting digital accessibility, removing barriers to participation, and creating an inclusive culture that embraces diversity.

6. Employee Experience (EX) in the Hybrid Workplace

Examines the elements that contribute to a positive employee experience in hybrid work models. This includes designing engaging and meaningful work, providing opportunities for growth and development, and enhancing employee engagement through digital and physical workplace improvements.

07

Put sustainability at the hearth of hybrid work practices

- 7.1 Eco-Footprint Explorer: Tracing Your Hybrid Impact
- 7.2 Sustainability Hackathon – how can hybrid working deliver smart sustainability
- 7.3 Empathy Mapping for a Greener Hybrid Workplace

08

Digital Sustainability – taking action

- 8.1 Strategic scenarios for sustainability
- 8.2 Know your why in order to make it a reality
- 8.3 Matching sustainability goals and digital tools

7. Putting Sustainability at the Heart of Hybrid Work Practices

Focuses on integrating sustainability principles into hybrid working arrangements. This involves adopting green technologies, reducing digital carbon footprints, and promoting practices that support environmental sustainability alongside business operations.

8. Digital Sustainability – Taking Action

Encourages actionable steps towards achieving digital sustainability within SMEs. This area highlights initiatives that reduce the environmental impact of digital operations, including energy-efficient computing, responsible data management, and sustainable IT procurement policies