



UNIT 5

USING ICT TOOLS FOR SUPPORTING TRAINING AND EMPLOYMENT

PARTICIPANT'S MANUAL

BLOCK 2: JOB OPERATIONS AND SUPPORTING ICT TOOLS



Consortium



Number project: 2017-1-ES01-KA202-038574

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INCLUSIVE
TOURISM

1. INTRODUCTION



Introduction

During the last few years, the society has become aware of the revolution that new technologies have meant for the development of the different areas of life.

Communication processes, administrative management, consumption, production.. have been completely transformed from the appearance of new technologies and the internet.



INCLUSIVE
TOURISM

Introduction

Through this unit, we will examine how the job profiles required in the labor market have changed and how we should take advantage of the resources that the **Information and Communication Technologies (ICT)** offer a level of training and employment.

In general, the different technological tools constitute an element of support by promoting the performance of a job adequately and effectively.



INCLUSIVE
TOURISM

Introduction

These type of tools allow:

- A better organization and planning work tasks.
- Greater autonomy and independence through the different elements and support materials available.
- Greater coordination, document management, personnel management.
- Improvement of communication.



INCLUSIVE
TOURISM

Introduction

Traditionally, people with disabilities have been in social disadvantage due to the difficulties and barriers for the performance of jobs.

On many occasions, the companies highlighted the difficulties that people with disabilities have for the acquisition of skills or the generalization of learnings, the problems of organization and planning, the high support needs that limit the autonomy and Independence.



INCLUSIVE
TOURISM

Introduction

However, the application of these tools in the workplace and training programs and the results obtained demonstrate the contrary.

People can be independent in the performance of different tasks, through the necessary adaptations are often related to the incorporation of the technological tools in the workplace.



INCLUSIVE
TOURISM

**INCLUSIVE
TOURISM**

2. OBJECTIVES OF THE UNIT



Objectives

- Acquire of basic idea on using ICT Tools (Apps Software) for supporting training and work in place.
- Identify the uses of the different APPs.
- Acquire knowledge and skills about the practical use of APPS.



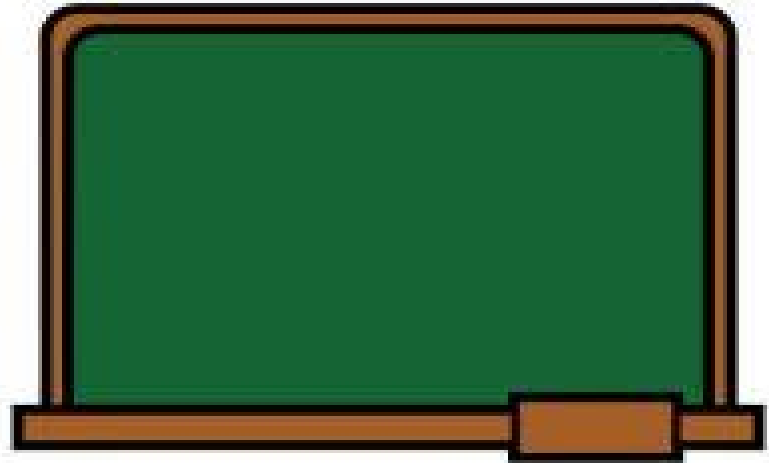
3. WHAT ARE ICT TOOLS FOR SUPPORTING TRAINING AND EMPLOYMENT?



What are ICT Tools for supporting training and employment?

Brainstroming:

➤ What are ICT Tools?



What are ICT Tools for supporting training and employment?

Information and communication technologies (ICTs) are the set of tools related to the transmission, processing and digital storage of information.

They allow the access, production, processing and communication of information presented through text, image, sound...

The most representative element of the new technologies is without a doubt the computer and more specifically, Internet.

4. USE OF ICT TOOLS FOR SUPPORTING TRAINING AND EMPLOYMENT



Use of ICT Tools for
supporting training and employment.

Complete the *Initial Questionnaire of knowledge and use of ICT Tools.*



Use of ICT Tools for supporting training and employment.

Performs the sheet “***Identification of ICT Tools***”.



Use of ICT Tools for
supporting training and employment.

DISCUSSION

about the advantages y disadvantages
on the use of ICT Tools.



Use of ICT Tools for supporting training and employment.

ADVANTAGES

- ❑ They are always up to date.
- ❑ Planning and organization in the tasks.
- ❑ They bring quality to the work, if they are used properly.
- ❑ They allow interactive learning. More attractive.
- ❑ Communication without geographical barriers. It doesn't matter where you are.
- ❑ Saving time and money.

DISADVANTAGES

- ❑ Lack of privacy and information security.
- ❑ Isolation (Work alone).
- ❑ Technological dependence.
- ❑ Too much information.

**5. APPLICATION OF ICT TOOLS
FOR SUPPORTING TRAINING
AND WORK ENVIRONMENTS**



Application of ICT Tools in training and work environments.

Know and practice different applications (APPs)
Which will help to perform
better your work.



Application of ICT Tools in training and work environments.



What is an APP?

It is a program that is installed on the smartphone, tablet or computer to help the person in a specific task.

Application of ICT Tools in training and work environments.



What is an APP?

APP can be:

- Professionals
- Leisure or entertainment.

In this Unit, we will talk about the professional APPs.

Application of ICT Tools in
training and work environments.



How to install an APP on your smartphone or tablet?

Watch the video

**Video: How to install Apps on your
Android phone.**



Application of ICT Tools in training and work environments.

APP make the day-to-day work easier.

We highlight 6 fundamental APPs:



Gmail



Google Keep



Youtube



Google Calendar



Google Drive



Todoist

Application of ICT Tools in training and work environments.

APPs make easier:

- Daily work planning.
- Identification of tasks and subtasks.
- Check tasks and subtasks performed.
- Receive and send alerts, messages and reminders.

All of them allows perform the work with **efficiency**.

Application of ICT Tools in training and work environments.



Gmail

➤ What is this?

- It's a free email service.
- It has an integrated chat system to communicate with other people in writing, video call or videoconference.
- It can be used from computer, smartphone or tablet

Application of ICT Tools in training and work environments.



Gmail

➤ Use

- To send and receive emails about labor questions (information, news, communications and even payroll).
- To send and receive messages or news quickly between colleagues and managers.
- Hold meetings by videoconference.

Application of ICT Tools in training and work environments.



Gmail

How to use it?

What the video!

Video: What is Gmail?



Important:

- ✓ Usually, the company will provide you with a corporate email account for the job-only use.
- ✓ You should never use or provide your personal email account at your job.

Application of ICT Tools in training and work environments.

31

Google Calendar

➤ What is this?

- It's an agenda and calendar developed by Google.
- It allows to have a private calendar and/or to share a calendar with a group of people (Workteam).
- It can be used from computer, smartphone and/or tablet.

Application of ICT Tools in training and work environments.

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Google Calendar

➤ Use:

- Take notes of appointments, shared work meetings with other work colleagues.
- Scheduling tasks "*When am I going to do...?*"
- Remember the accomplishment of a specific task.
- Incorporate your work schedule.

Application of ICT Tools in training and work environments.

31

Google Calendar

How to use it?

Watch the video!

Video: Google Calendar Tutorial



Important:

- ✓ This tool must be kept up to date daily.

Application of ICT Tools in training and work environments.



Google Keep

➤ What is this?

- It allows you to create and organize notes including voice, text and images.
- It can be used from computer, smartphone and/or tablet.

Application of ICT Tools in training and work environments.



Google Keep

➤ Use:

- Schedule daily work, creating checklist of verification tasks.
- Take notes (post-it).
- Annotate important reminders.

Application of ICT Tools in training and work environments.



Google Keep

How to use it?

Watch the video!

**Video:
Google Keep Tutorial**



Important:

- ✓ Without a doubt, Google Keep will help you not to forget any step in your day to day.

Application of ICT Tools in training and work environments.



Google Drive

➤ What is this?

- It is a space that allows to store, create, modify, share and access documents, files or folders of any kinds.
- These documents can be shared with other people.

Application of ICT Tools in training and work environments.



Google Drive

➤ Use:

- Locate documents and/or records for everyday use.
- Fill in together with other partners common use documents.

Application of ICT Tools in training and work environments.



Google Drive

How to use it?

Watch the video!

Video:

What is Google Drive and How Does it Works?



Important:

- ✓ This document store will contribute to the saving of paper in your company.
- ✓ It will help you to organise the papers!

Application of ICT Tools in training and work environments.



Youtube

➤ What is this?

- It is a space that allows you to upload and watch your own videos, and also see what other people have uploaded.
- It can be used from computer, smartphone and/or tablet.

Application of ICT Tools in training and work environments.



Youtube

Use:

- See tutorials on using certain tools and utensils.

Application of ICT Tools in training and work environments.



Youtube

How to use it?

Watch the video!

**Video:
How to use Youtube**



Application of ICT Tools in training and work environments.



Todoist

➤ What is this?

- Todoist remembers everything for you.
- You can get things out of your head and put them in your list of tasks any time and anywhere.
- Even if you don't have an Internet connection.

Application of ICT Tools in training and work environments.



Todoist

➤ Use:

- Organize tasks.
- Remember deadlines and create habits.
- Global vision of the day and the week.
- Create tasks and subtasks.
- Highlight the most important thing.
- Free up mental space.
- Keep the course of your work.
- Measure progress.
- Review the completed task.

Application of ICT Tools in training and work environments.



Todoist

How to use it?

Watch the video!

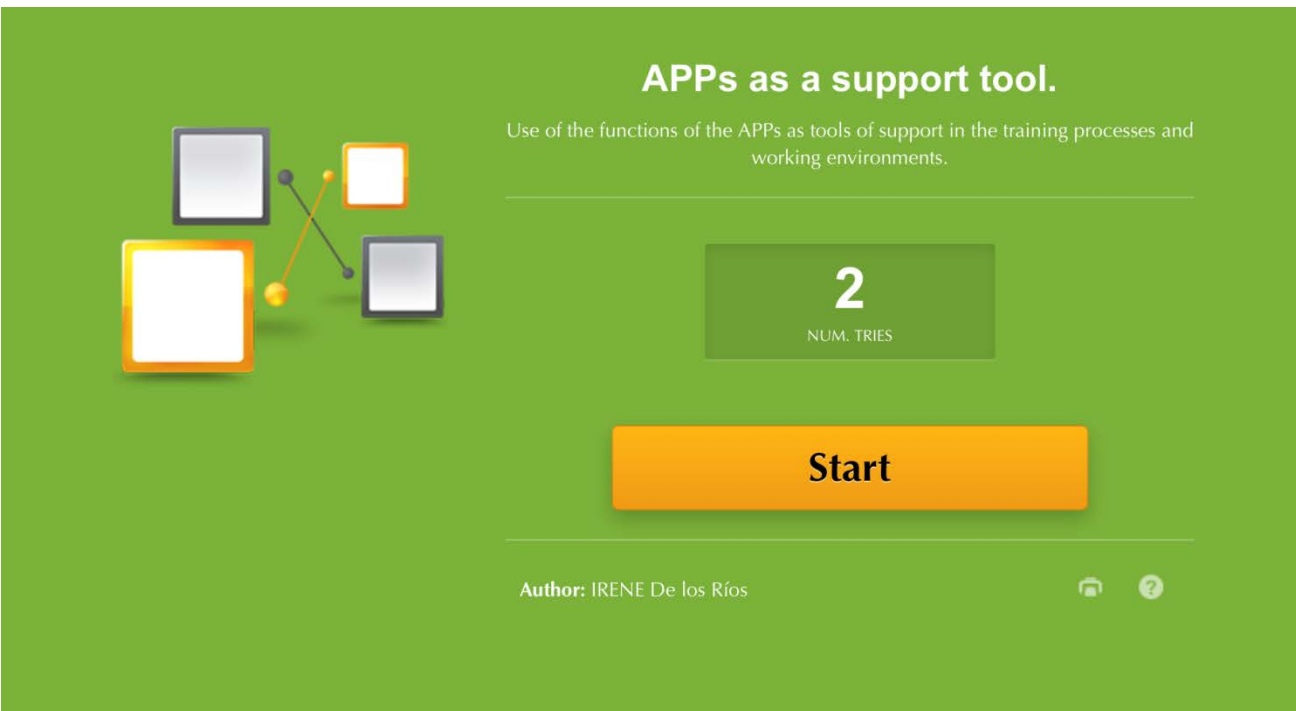
**Video:
Introduction to Todoist**



Application of ICT Tools in training and work environments.

QUESTIONNAIRE

- Associate the task with the appropriate resources for the application.



The screenshot shows a questionnaire interface with a green background. On the left, there is a graphic of four squares (two white, two grey) connected by lines and dots. The main text reads 'APPs as a support tool.' followed by a subtitle 'Use of the functions of the APPs as tools of support in the training processes and working environments.' Below this is a box containing the number '2' and the text 'NUM. TRIES'. A large orange 'Start' button is centered below. At the bottom left, it says 'Author: IRENE De los Ríos' and at the bottom right, there are small icons for a printer and a help/question mark.

APPs as a support tool.

Use of the functions of the APPs as tools of support in the training processes and working environments.

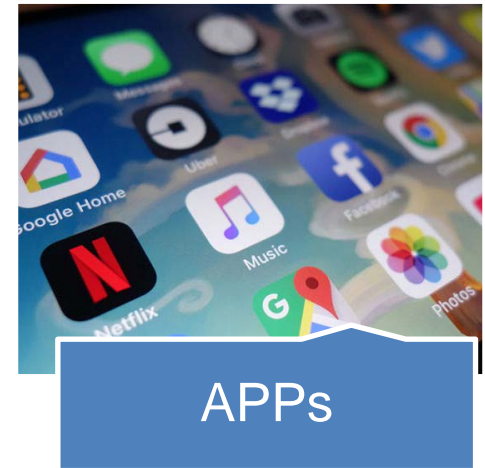
2
NUM. TRIES

Start

Author: IRENE De los Ríos

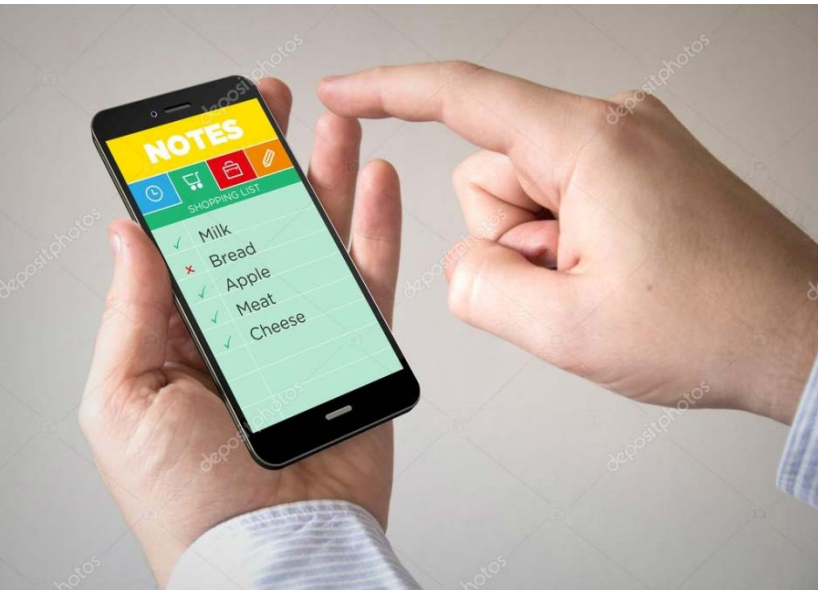
Application of ICT Tools in training and work environments.

DIFFERENCE BETWEEN



Application of ICT Tools in training and work environments.

The best way to learn how to use these applications (APPS) is by practicing!



6. CONCLUSIONS



CONCLUSIONS

The application of ICT as support tools in training processes is an important element to improve and increase the employability of people with disabilities.

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UNIT 5

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ONLINE SESSION

UNIT 5 : USING ICT TOOLS FOR SUPPORTING TRAINING AND EMPLOYMENT

Online session 1



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Activity 1

CREATE A GMAIL ACCOUNT!



Watch the following video!

If you don't have a Gmail account,
this is the time to create it!

**How to create a Gmail
Account**



Activity 1

CREATE A GMAIL ACCOUNT!



If you already have the Gmail account, check your email and password work properly.

Having a Gmail account is necessary to be able to perform the following activities.



Activity 2

MAKE YOUR OWN CALENDAR!



Watch the following video!

Remember How to use the APP

Google Calendar.

How to use Google
Calendar



Activity 2

MAKE YOUR OWN CALENDAR!



From the information you've seen in the video...

- Think you are working in a Company.
- You should create a calendar with important dates related to your job.



Activity 2

MAKE YOUR OWN CALENDAR!



You should follow these instructions:

1. Download the APP Google Calendar (If you don't already).
2. Access the APP.
3. Choose the most comfortable display mode (day, week, month...).
4. Enter the appointments and meeting you will see below.



Activity 2

MAKE YOUR OWN CALENDAR!



Here are some important dates related to your job.

Date	Event	Time
15/05/2019	Workteam meeting	9:00
24/06/2019	Training course	From 10:00 until 12:00
Every Friday of 2019	Notice about sending work parts to my responsible	

Note: The trainers may modify these dates by others that they consider most appropriate and adjusted to the training course

Activity 3

PLAN WITH GOOGLE KEEP



- 1. Download the App Google Keep on your mobile.**



Activity 3

PLAN WITH GOOGLE KEEP



2. Watch the following video:



Activity 3

PLAN WITH GOOGLE KEEP



3. Make a list with the following tasks:

Title: Tasks of the day.

- Look at the email.
- Reply to the email.
- Review the day's work plan.
- Meet with my manager.
- Fill in the worksheets.
- Send the worksheet to my responsible.
- Coordinate with the next-shift partner.



Include a photo.

Share the checklist, to the email address indicated by the trainer.

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