



SELCERT

Skills Development and Certification  
for Trainers of Synchronous  
Electronic Learning

# UNIT 2.2

UNIT TITLE

Determining the Tools

# UNIT OVERVIEW

**Summary:** This unit introduces the tools and training techniques that will be used in the online environment. It focuses on platform(s) for e-learning and other material and apps that will make synchronous electronic learning more interactive and exciting. It also refers to the changes needed for the learning activities in the technological domain to be transformed into electronic ones.

After completing the unit you will be able to:

- Choose the appropriate platform(s) for the e-learning
- Choose materials and apps to make synchronous learning more interactive and exciting
- Select the most appropriate technique for online learning
- Transform the learning activities into electronic ones by mastering and leading the implementation of the tools/materials/apps depending on the topic to teach and the platform/tools in use

The unit contains **47 slides**.

**Duration of the unit:** 2 h 15 min

# UNIT OBJECTIVES

## In terms of knowledge:

16. List the platforms commonly used in SEL
17. Recall the different tools and resources that can be utilized in SEL
18. Recognise and identify the digital tools in the following categories:
  - Platforms
  - Icebreakers or Energizers to start or boost online training activities.
  - Quizzes and Multiple-Choice Questions to stimulate active participation.
  - Online Brainstorming, Snowball Techniques, Group and Experiential Exercises
  - Online Evaluations or Training Needs Analysis

## In terms of skills:

19. Discover digital tools in use in SEL contexts.
20. Choose the right platforms and tools to conduct SEL training by integrating the learning process with activities aimed to increase:
  - Participation,
  - Interactivity,
  - Engagement.
21. Transform into electronic techniques the learning materials, assignments, presentations, activities and tasks.

## In terms of competencies:

22. Facilitate the implementation of the platform/tools in SEL contexts.
23. Instruct trainees to choose and use the right platforms and tools to conduct SEL training.

# UNIT TOPICS

1. Context: from face-to-face to online training
2. Platforms
3. Icebreakers or Energizers
4. Quizzes and Multiple-Choice Questions
5. Online Brainstorming, Snowball Techniques, Group and Experiential Exercises
6. Online Evaluations or Training Needs Analysis Platforms

# CONTEXT: FROM FACE-TO-FACE TO ONLINE TRAINING

## Context: from face-to-face to online training

- Lessons contain topics that correspond to the learning objectives.
- Each lesson teaches two or more related objectives.
- Start by introducing the objective.
- Next, give examples of its application.
- Lastly, ask learners to informally apply their learning through drill and practice questions.

# CONTEXT: FROM FACE-TO-FACE TO ONLINE TRAINING



Online training cannot be delivered in the same way as classic face-to-face classroom training.



## Learning Objectives



**Transfer Knowledge**  
about technological platforms and tools to be used in SEL

**Develop the ability to select**  
the most appropriate techniques for SEL to stimulate participation, interactivity and engagement

**Develop the mindset**  
to master and lead the implementation of the right approach depending on the topic to teach and the platforms/tool to use

# GROUP EXERCISE

Active  
Reflection



What are the main elements that differentiate online learning from face-to-face?

[www.menti.com](https://www.menti.com)  
code 79 26 27 2



# ELEMENTS FOR Synchronous Electronic Learning TRAINING



## Elements to conduct SEL training



1. Active Participation



2. Interactivity



3. Engagement





# DIGITAL TOOLS CATEGORIES

Platforms



Online Brainstorming,  
Snowball, Group and  
Experiential Exercises



Quizzes and  
Multiple-Choice  
Questions



Icebreakers  
or Energizers



Online Evaluations and  
Training Needs  
Analysis



# PLATFORMS



## Definition from Cambridge dictionary:

- the raised part of the floor in a large room, from which you make a speech or give a musical performance
- an opportunity to make your ideas or beliefs known publicly
- a method of communication or entertainment, for example television, radio, or the internet
- a set of actions or ideas that forms the basis for future development



# PLATFORMS



## Platforms

A digital platform is the environment in which a piece of software is executed.

There are several digital platforms to be used.

The platforms detected as useful to be used for the Synchronous Electronic Learning are:

- Moodle
- Microsoft Teams
- Google Classroom
- Zoom
- Classcraft
- EdApp



# MOODLE



Moodle is a **free and open-source learning platform** designed to provide educators, administrators and learners with a single robust, secure and integrated system to create personalized learning environments.



Moodle is used for **blended learning, distance education, flipped classrooms** and other online learning projects in **schools, universities, workplaces** and other sectors.



Moodle is a platform for online learning that **enables you to create online** courses, add assignments, and keep an eye on your students' progress.



It also allows you to **communicate** with the students and encourage communication between them in forums and discussions.



In short, the platform is **multi-faceted and flexible**, so it's easy to get confused when learning your way around for the first time.



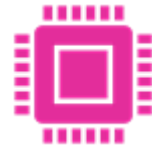
# MICROSOFT TEAMS



Microsoft Teams is a **free online communication platform** from Microsoft including a workspace **chat** and **videoconferencing**, **file storage**, and application integration. The tool is part of the Microsoft 365.



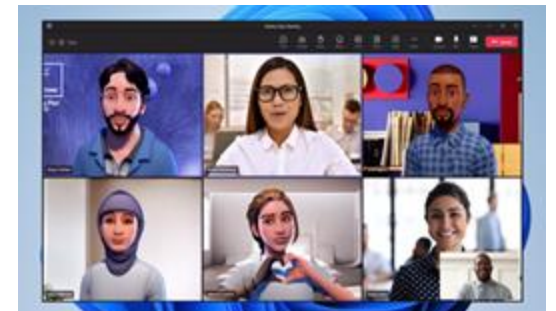
Microsoft Teams can be used in **daily classroom life** as a tool to organize both meetings and simple chats between students.



In addition to this, in the case of distance learning Microsoft Teams can be a **useful tool to store data and files and to communicate in a general way between teams**, for example, classes or courses.



This makes **communication much easier**, and it can also substitute channels such as WhatsApp which are less effective when it comes to storing data.



# GOOGLE CLASSROOM



1

Google Classroom is a **free blended learning platform** developed by Google **for educational institutions** that aim to simplify creating, distributing, and grading assignments.

2

Google Classroom helps educators create **engaging learning experiences they can personalize, manage, and measure.**

3

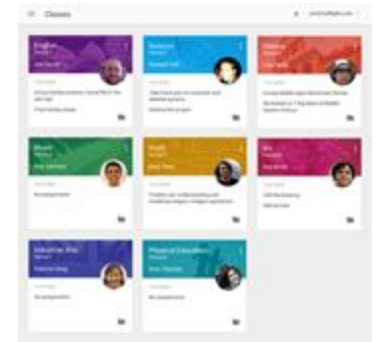
It is designed as ad-free and for educational purposes.

4

**Digital classroom space** that allows educators to post **assignments, educational material, and grades.**

5

Provides an online platform that is organized, interactive, and paperless. Educators can **easily progress monitor students, as well as provide instant feedback on all assignment.**



# ZOOM



Zoom is a **communications platform** that allows users to connect with video, audio, phone, and chat.



Zoom is a **cloud-based video conferencing platform** that can be used for video conferencing **meetings, audio conferencing, webinars, meeting recordings, and live chat.**



Zoom helps **consolidate** communications, **connect** people, and **collaborate** better together in the boardroom, classroom, operating room, and everywhere in between.



Zoom is a video conferencing tool that provides instructors and students **a way to meet online synchronously** via a personal PC/laptop or cell phone with or without using video.



Zoom offers robust **collaboration and engagement tools** as part of its standard free license, including the ability to connect using VoIP or via traditional phone when the internet is not available.

# zoom



# GROUP EXERCISE



Demonstration:

Setting-up Zoom features and Specific for  
SEL contexts - LIVE

es. Q&A

The Zoom logo, consisting of the word "zoom" in a bold, blue, lowercase sans-serif font.



# CLASSCRAFT



Classcraft is a **free online, educational role-playing game that teachers and students play together in the classroom.**

By using many of the conventions traditionally found in games today, **students can level up, work in teams, and earn powers that have real-world consequences.**

Acting as a gamification layer around any existing curriculum, the **game transforms the way a class is experienced throughout the school year.**

Designed by educators, its ability to support the whole child resonates with students and delivers **meaningful outcomes.**

Classcraft is **student-centred**, so it's designed to generate a consistent flow of high-fidelity data that provides clear insights into student behavior and school culture.

Most importantly, it shows what's working and what should be improved.

The most effective behavior support is preventive and data-driven.



Classcraft



# EDAPP



EdApp is a **mobile training platform**.



A better **mobile LMS (Learning management System)** and integrated authoring tool designed for today's digital habits, **delivering more engaging and effective microlearning** directly to your users' devices, anytime, anywhere.



EdApp is a **mobile-first learning platform** that introduces a **better way to train teams anytime, anywhere, on any device**.

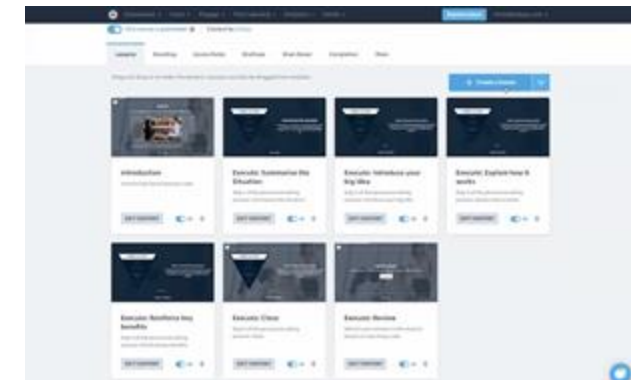


With LMS features like **microlearning, gamification, spaced repetition, AI translation, and AI course creation**, admins can deliver top-notch onboarding, training, and learning content no matter what the job, or where the job is.



The tool is in use in **industries for vocational training** but also in **education**.

**edapp**  
by **SafetyCulture**



# ICEBREAKERS ENERGIZERS



Icebreakers and energizers are necessary to start or boost online training activities.

**Icebreaker** is a (quick) activity which is used at the beginning of a course or a lesson to help the students and teacher get to know each other.

**Energizer** are classroom-based activities that integrate physical activity (PA) with academic concepts

The tools detected as useful to be used for the Synchronous Electronic Learning are:

- Miro
- Kahoot
- Mentimeter



# MIRO



Miro is a **digital whiteboard** that makes it easy to **collaborate and cooperate** with others.



The software allows one to **create notes and designs, move things around and communicate** through embedded video calls or online chats.



Miro is **used** for blended learning, distance education, flipped classrooms and other online learning projects in schools, universities, workplaces and other sectors.



Miro is a platform that can be used for **online learning** that enables you to energize the students and involve them in expressing their thoughts.



It also **allows you to communicate** with the students and encourage brainstorming and exchanging ideas.



# KAHOOT



Kahoot is a tool that **delivers and presents questions to students.**



It is set up as a **game** that students can play either **individually or in groups**. Instructors provide students with **multiple-choice questions**; you can host a Kahoot live to teach in class or remotely or assign a student-paced



Kahoot is **used** for blended learning, distance education, and other live or online learning in schools, universities and workplaces



Kahoot is a funny and engaging tool that can be used for online learning that enables you to energize the students live in class or via a video conferencing tool to connect students virtually!



**Questions and answers are displayed** on a shared screen while students answer on their devices, but you can choose to display questions on their devices, too!



Kahoot could also be a great way to break up the middle of the class to check for understanding.

# Kahoot!



# MENTIMETER



Mentimeter is an **online presentation-building tool** that facilitates audience engagement.



The tool allows presenters to include **polls, multiple-choice questions, quizzes, and scales** with which audience members can interact live.



Mentimeter is **used** for blended learning, distance education, flipped learning and other online learning projects in schools, universities, workplaces.



Mentimeter is a platform that can be used for online learning that enables you to engage with students using presentations and quizzes, multiple choice questions, ranking, scales.



**Track learning and understanding** by asking questions and downloading results. Communicate and interact with your students.



# MIRO EXERCISE



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NFZDIxUIRhOFgwdVJkbFpaczNEdUd1czh0NW50c1VqVGJ3W  
XRXM0JzSmJVau9DTHwzNDU4NzY0NTQxNjMxOTk4NDgxfDI  
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[https://miro.com/app/board/uXjVMq3HJK0=?share\\_link\\_id=898182877383](https://miro.com/app/board/uXjVMq3HJK0=?share_link_id=898182877383)

# QUIZZES

## MULTIPLE-CHOICE



A quiz is a quick and informal assessment of student knowledge.

Multiple choice (MC), objective response or MCQ (for multiple choice question) is a form of an objective assessment in which respondents are asked to select only correct answers from the choices offered as a list.

The tools detected as useful to be used for the Synchronous Electronic Learning are:

- EdApp
- Flippity
- Wakelet
- Wordwall
- Genially
- Socrative
- Crossword Compiler



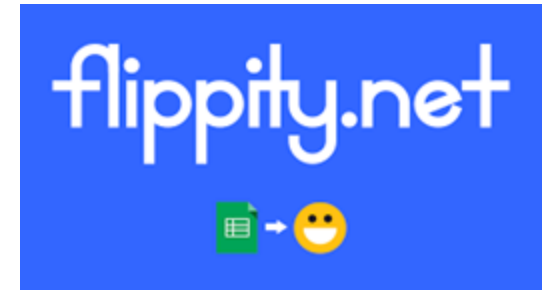


# FLIPPITY



Flippity is an **online simple way to create interactive games** or tools to engage students in learning activities. It can also make helpful tools to **aid teachers** in classroom management.

Flippity is **used** for blended learning, distance education, flipped learning and other online learning projects in schools, universities, workplaces.



Flippity can be used for online learning and once you set up the template it's possible to publish the activity to the web before sharing the link with students via chat, email or in Google Classroom.

Flippity can be used for SEL training by:

- Icebreaking
- Checking comprehension
- Self assessment tool
- Knowledge centred tools as Flash Cards, Timeline, Typing Test, Spelling words activities, Crossword, Bingo.



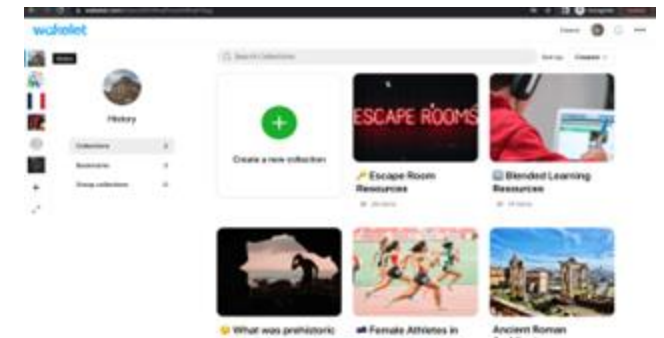
# WAKELET



Wakelet is an **online platform that allows teachers and users to gather, organize and share multimedia** resources (text, images, videos, podcasts, songs) with students, colleagues and learning communities.

Wakelet is **used** for blended and in person learning, webinars, distance education, flipped learning, and other online learning activities in schools.

Wakelet gives the possibility to **create a collection** with text, links, images PDF files, tweets video and more. The collections can be added to Google Classroom or Teams and used as resources so teachers and students can organise a mix of content for easy access and work collaboratively.



# WORDWALL



Wordwall is an **online tool for creating learning activities**. Teachers can enter the topic they would like to cover in class into the Wordwall and receive a variety of ready-made, customisable activities such as quizzes, word games and much more.



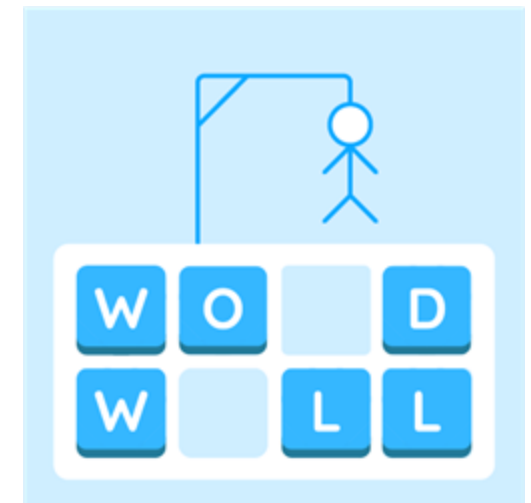
Wordwall is **used** for blended learning, distance education, flipped learning and other online learning projects in schools, universities, workplaces.



Teachers can create word walls that **support student's learning providing example words which highlight difficult concept**.



Wordwall is a platform that can be used for online learning that can be an interactive tool for students that can be used to develop academic vocabulary.



# GENIALLY



Genially is the world leader in **interactive visual communication**.



An online tool to create stunning **presentations, interactive images, gamifications, quizzes, breakouts, portfolios** and enrich them with interactivity and animation effects in seconds.



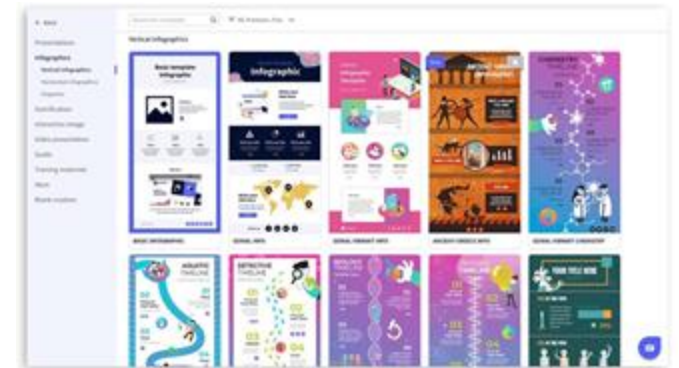
Genially is **used** for blended learning, distance education, flipped learning and other online learning projects in schools, universities, workplaces.



Genially is a platform that can be used for online learning that enables you to **engage with students using presentations, create simple slideshows and offers greater depth with interactive images**.



It's possible to add video links, text and other with hidden elements to be discovered and interacted with.



# SOCRATIVE



Socrative is an **interactive web-based student response system** that help teachers to **evaluate, stimulate conversation and learning through polls and quizzes.**



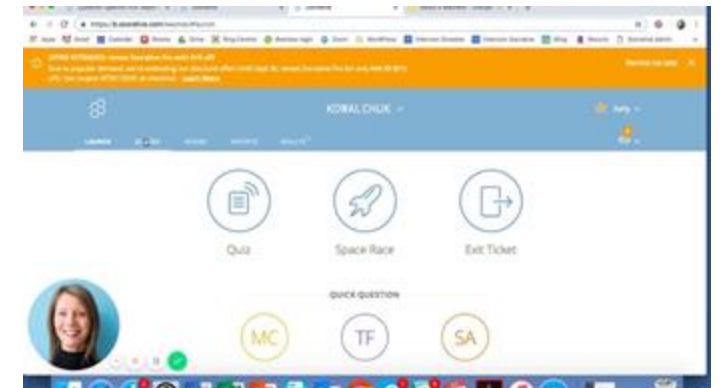
Socrative is **used** for blended learning, distance education, flipped learning and other online learning projects in schools or Universities.



It's possible to **create your own quiz and these are automatically graded.** Is also possible to create **reports** to evaluate student knowledge.



Socrative is a platform that can be used for online learning to give quizzes and on the fly assessments to students.



# CROSSWORD COMPILER



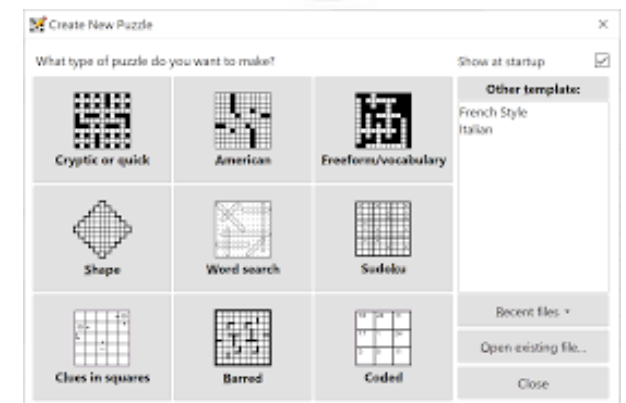
Crossword Compiler is an **online word search, sudoku, crossword puzzle maker** software for Windows. An easy way to build crossword puzzles in different languages.



Crossword Compiler is **used** for blended learning, distance education, and other online learning projects in schools, universities, workplaces.



Crossword Compiler is a software that can be used for online learning providing students with an opportunity to **evaluate their knowledge** and require students to **pay attention to terminology and correct** spelling.



# ONLINE BRAINSTORMING, SNOWBALL TECHNIQUES, GROUP AND EXPERIENTIAL EXERCISES



**Online brainstorming**, also known as virtual brainstorming or web-based idea generation, is a collaborative process of generating ideas, solutions, or creative concepts through digital platforms.



**Snowball techniques** are research methods used to gather data from hard-to-reach or marginalized populations. It involves starting with a small number of participants, often referred to as "seeds," and then expanding the sample size through referrals from these initial participants.



**Group exercises** are structured activities conducted within a collaborative setting to achieve specific learning objectives. These exercises leverage the power of collective thinking and interaction among participants to enhance learning outcomes.



**Experiential Exercises** immerse participants in hands-on, real-world scenarios to foster learning through direct engagement. These exercises often simulate situations relevant to the subject matter, allowing participants to apply theoretical concepts in a practical context.



# ONLINE BRAINSTORMING, SNOWBALL TECHNIQUES, GROUP AND EXPERIENTIAL EXERCISES



The tools/techniques detected as useful to be used for the Synchronous Electronic Learning are:

- Miro
- Cmap
- Padlet
- Coggle
- Creately
- Mindmomo
- Lucidchart





# MIRO



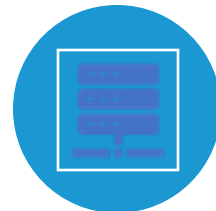
Miro is an **online collaborative whiteboard platform** that enables teams to **work together remotely and visually**. It provides a **digital canvas** where users can create, organize, and share ideas, information, and projects in real-time, fostering effective teamwork and brainstorming sessions.



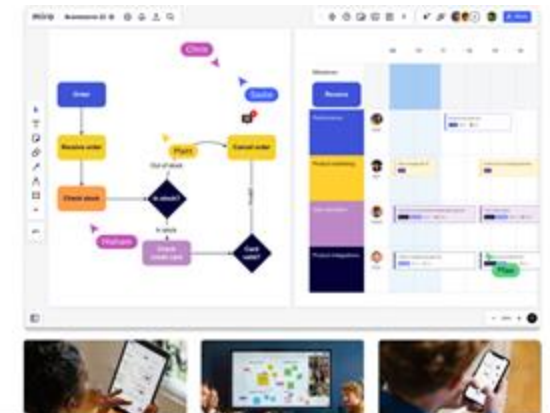
Miro is a digital collaboration platform designed to **facilitate remote and distributed team communication and project management**.



Miro is widely **used** in various industries and sectors, including business, education, design, product development, project management, and more.



It is particularly valuable for **distributed teams, remote work setups**, and organizations seeking to **enhance their collaborative processes**.



# CMAP



Cmap is a **concept mapping software** that enables users to create **visual representations of ideas and concepts**, known as concept maps.



These maps consist of **nodes representing concepts and lines connecting them** to show relationships, providing a clear and organized way to represent complex information.



It **empowers users to construct, navigate, share and criticize knowledge models** represented as concept maps.



Cmap is **used** in various educational and professional settings, including classrooms, research projects, strategic planning, and knowledge management.



It is particularly valuable for **organizing and understanding complex topics and facilitating collaborative learning and decision-making processes**.



# PADLET



Padlet is an educational technology startup company based in San Francisco, California and Singapore. Padlet provides a **cloud-based software-as-a-service**, hosting a **real-time collaborative web platform in which users can upload, organize, and share content to virtual bulletin boards** called "padlets".

It is an online tool that serves as a **virtual bulletin board**, allowing users to post and organize digital content, such as text, images, videos, and links, in a visual and interactive format.



It is **used** in classrooms, workshops, brainstorming sessions, project management, and knowledge sharing. The tool's adaptability and versatility make it valuable for a **wide range of activities**.

Padlet finds application in various educational, professional, and creative contexts.



# COOGLE



Coggle is a web-based tool designed for creating visual mind maps and diagrams. It is a freeware mind mapping web application.



Coggle produces hierarchically structured documents, like a branching tree: organize ideas, concepts, and information through interconnected nodes and branches, providing a clear and dynamic representation of relationships.



With its intuitive interface and collaborative features, Coggle is ideal for brainstorming, planning, note-taking, and knowledge organization.

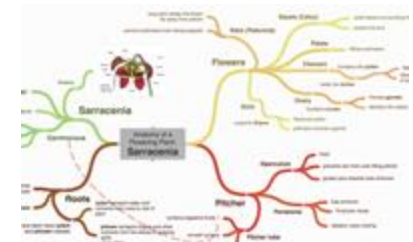


Coggle is utilized in various domains:

**Education:** Enhancing learning through visual organization of subjects and concepts.

**Business Collaboration:** Facilitating brainstorming, project planning, and strategic thinking, enabling teams to collectively structure and share ideas.

**Personal Productivity:** Organizing thoughts, to-do lists, and creative ideas.



# CREATELY



Creately is a **web-based platform** that allows users to **create, collaborate on, and share various types of diagrams, flowcharts, mind maps, and wireframes.**

Its intuitive interface and real-time collaboration capabilities make it a **versatile tool for visualizing ideas, processes, and concepts.**

Creately has two versions: an online cloud edition and a downloadable offline edition for desktop which is compatible with Windows, Mac and Linux.

Creately **finds applications** in various sectors:

- **Education:** Facilitating interactive learning through visual representations of concepts and processes.
- **Business:** Supporting project planning, process mapping, and team collaboration. It provides Data-linked visual apps to streamline efforts and processes.
- **Design and Project Management:** Creating wireframes, prototypes, and mockups for various design projects, like Product Design, Software Design, IT, HR, Marketing, Sales.



# MINDOMO



Mindomo is a versatile freemium **collaborative mind mapping, concept mapping and outlining tool.**

It can be used to **develop ideas and interactively brainstorm**, with features including sharing, collaboration, task management, presentation and interactive web publication.

Mindomo is a web-based platform that offers a **user-friendly interface and various features** to enhance idea organization, creativity, and collaboration.

- **Education:** Enabling interactive learning through visual representations of concepts and knowledge.
- **Business:** Supporting project management, strategic planning, and ideation sessions.
- **Personal Productivity:** Organizing thoughts, setting goals, and structuring ideas.



## Mindomo



# LUCIDCHART



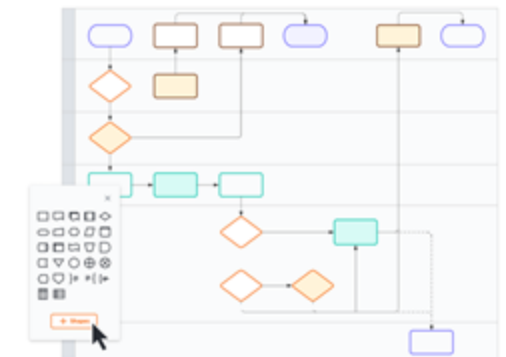
Lucidchart is a **versatile diagramming and visualization tool**.

It enables users to create a **wide range of diagrams, charts, flowcharts, mind maps, wireframes, and more**. The tool is cloud-based, which means users can access their diagrams from any device with an internet connection.

Lucidchart **finds applications** in various sectors:

- **Education:** Facilitating visual learning, collaborative assignments, and concept mapping.
- **Business:** Supporting project management, process documentation, and communication of complex ideas. It offers solutions for Remote Teams, Engineering, IT, Operations, Product and Sales.
- **Design:** Creating interactive wireframes, user flows, and prototypes

 **Lucidchart**



# ONLINE EVALUATIONS OR TRAINING NEEDS ANALYSIS PLATFORMS



The project partners detected the **platforms** in use in several countries and contexts where Synchronous Electronic Learning is provided for **online evaluations or training needs analysis**.

These challenges include **technical** complexities like connectivity disruptions, potential participant disengagement, risks of academic dishonesty, privacy and security, digital literacy disparities, potential bias, and subjective interpretation.

**Training Needs Analysis (TNA) identifies gaps between desired and actual skills, knowledge, and competencies systematically.** Performing TNA remotely can encounter similar difficulties and we can also affirm that online platforms might lack the interactive nature of face-to-face interactions, potentially affecting the depth and quality of information collected during the analysis.

However, overcoming these obstacles is possible, and equipping participants and administrators with a proficient understanding of platform functions to ensure a seamless **evaluation process** is essential.





# ONLINE EVALUATIONS OR TRAINING NEEDS ANALYSIS PLATFORMS



The tools detected as useful to be used for the Synchronous Electronic Learning are:

- Microsoft Forms
- Google Forms
- Google Sheets
- Netigate
- EdApp



# MICROSOFT FORMS



Microsoft Forms is an **online survey and form builder tool that allows users to create surveys, quizzes, polls, and questionnaires**. It provides various question types, customization options, and real-time response tracking.



Microsoft Forms is widely **used** in educational institutions, businesses, and organizations for **conducting surveys, assessments, feedback collection, and event registrations**.



To use Microsoft Forms, you can:

- **Create Form:** Choose from a variety of question types and add questions to your form.
- **Customize:** Personalize the form by adding images, themes, and other design elements.
- **Distribute:** Share the form via email, link, or embed it in a webpage.
- **Collect Responses:** Gather responses from participants as they submit their answers.
- **Analyze Results:** View and analyze the collected data with built-in charts and graphs.



# GOOGLE FORMS



Google Forms is an **online survey and assessment tool** developed by Google.



It allows users to **create customizable forms, surveys, questionnaires, and quizzes.**



Google Forms is widely **used** in educational settings, businesses, and organizations for collecting data, conducting surveys, and administering quizzes and assessments.



Google Forms can be effectively employed in SEL due to its **real-time data collection and analysis capabilities.** Trainers can quickly create quizzes, polls, and assessments to gauge learners' understanding during live sessions.



Additionally, **collaborative forms** can be used to facilitate group discussions and gather collective insights in real-time.



# GOOGLE SHEETS



Google Sheets is a **web-based spreadsheet application** offered within the Google Workspace suite.



It enables users to **create, edit, and collaborate on spreadsheets in real-time**. Unlike traditional spreadsheet software, Google Sheets offers various **functionalities**, including data organization, calculations, chart creation, and visualization.



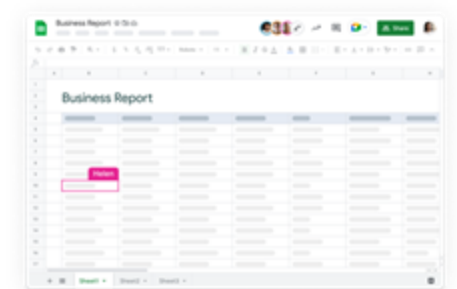
Google Sheets is **used** in diverse contexts, ranging from personal data management to professional collaboration.



It is widely employed in business settings for financial analysis, project management, data tracking, and reporting.



It supports tasks such as grade tracking, data collection, and collaborative assignments in educational environments.



# NETIGATE



Netigate is a versatile **online survey and feedback platform** designed to **gather valuable insights from various stakeholders**.



It offers a **wide range of survey creation and distribution tools, advanced analytics, and reporting features**.



With its user-friendly interface, Netigate **empowers trainers to conduct efficient training needs analyses and assessments**.



Netigate is **used** by businesses, educational institutions, nonprofits, and government agencies to collect feedback, assess training needs, measure employee engagement, and gather customer opinions.



It offers **solutions for different industries and sectors**, as Human Resources and Marketing, but not explicitly for Education.



# ASSESSMENT OF LEARNING OUTCOMES

**Test of knowledge**

[www.menti.com](http://www.menti.com)  
code **58 50 62 95**



YOU ARE USING TRAINING MATERIALS  
FOR SKILLS DEVELOPMENT AND CERTIFICATION FOR TRAINERS OF SYNCHRONOUS ELECTRONIC LEARNING .

SELCERT PROJECT BROUGHT TOGETHER A GROUP OF PARTNERS WITH DIVERSE EXPERTISE TO DEVELOP A QUALIFICATION FRAMEWORK,  
A PROGRAMME AND CERTIFICATION SCHEMES FOR THE TRAINER OF SYNCHRONOUS ELECTRONIC TRAINING.

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This publication was developed by **Asnor** under  
the project "Skills Development and Certification for Trainers of Synchronous Electronic  
Learning".

Project Agreement Number: 2021-2-PL01-KA220-VET-000051360 Erasmus+  
KA220 Cooperation Partnership in Vocational Education and Training programme.

Funded by the European Union. Views and opinions expressed are however  
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