Boost Your Digital Intelligence - B-Digi!

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1. INTRODUCTION

In today's fast-changing world, digital skills are essential for active participation in society. For youth facing social, economic, educational, or geographic barriers, digital literacy opens the door to opportunity, connection, and empowerment.

- Digital literacy means more than using a computer—it includes:
- Finding and evaluating online information
- Responsible communication and digital identity management
- Safety in virtual environments
- Creative and confident use of digital tools

These competencies are vital for education, employment, personal expression, and civic engagement. Digital inclusion acts as a powerful equalizer, giving all youth the means to learn, contribute, and shape their future.

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1. INTRODUCTION

This manual introduces digital literacy through six core areas:

1. Digital Communication
2. Project Management
3. Software Proficiency
4. Cybersecurity
5. Youth Development
6. Mentoring

Each section combines theory, practical tips, and real-life activities, helping young people build both technical skills and critical thinking.

By supporting included youth, the manual helps foster a more inclusive, skilled, and resilient generation. It promotes equal access to digital opportunities and encourages lifelong learning—empowering youth to advocate for themselves, engage in their communities, and confidently shape the digital future.

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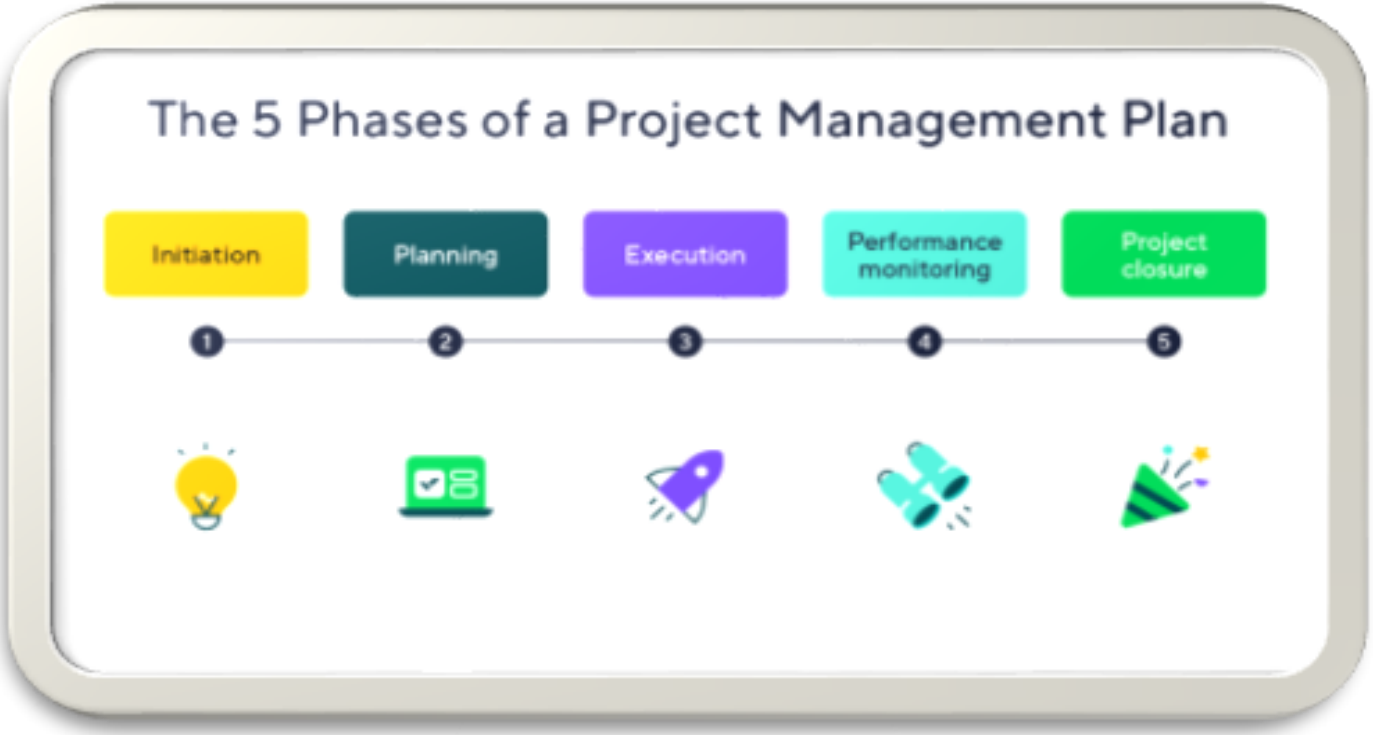
1. INTRODUCTION



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2. DIGITAL LITERACY

2.1. Introduction

Digital Literacy = a combination of the skills or competencies in finding, comprehending, evaluating, utilizing, sharing, and creating digital content using technology and the internet (Cornell University, 2009)

Digital Literacy = the ability to access the computer/mobile/internet for our day-to-day activities and being connected with others through the internet. Digital Literacy is those capabilities which fit an individual for living, learning and working in a digital society. (JISC, 2015)

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2. DIGITAL LITERACY

2.2. Theory

Different terms common to Digital Literacy that YOU must know:

- ❑Media Literacy
- ❑Information Literacy
- ❑ICT Literacy
- ❑Communication and Collaboration
- ❑Identity Management
- ❑Learning Skills

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2. DIGITAL LITERACY
2.2. Theory

Aspects of Digital Literacy:

- ❑ The Power of Internet:
- ❑ Use of Emails
- ❑ Uses of Apps
- ❑ Uses of Browser
- ❑ Uses of Government apps
- ❑ Uses of Payment Interface
- ❑ Ethical Uses of Internet
- ❑ Threats of Cyber Security

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2. DIGITAL LITERACY
2.2. Theory

8 elements of Digital Literacy :

- **Cultural** - how to engage appropriately in unique norms, values, and contexts.
- **Cognitive** - critical thinking skills.
- **Constructive** - to create or produce digital content.
- **Communicative** - to communicate effectively through digital platforms.
- **Confidence** - self-assurance to use and explore new digital tools and platforms.
- **Creative** - Employing creativity in using digital tools.
- **Critical** - *Developing a critical approach toward digital content*
- **Civic** - the impact of digital actions on society

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2. DIGITAL LITERACY
2.2. Theory

Digital Citizenship :

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2. DIGITAL LITERACY

2.3. How to apply

1. *Education*

❑ Vlog-s
❑ Wiki
❑Podcasts

2. *Science*

❑ Technology uses science to solve problems
❑ Science uses technology to make new discoveries

3. *Culture*

❑ The internet enables people to connect with any part of the world and to create shared experiences, online content and a sense of belonging

4. *Communication*

❑ people can now communicate live no matter where they go

5. *Business*

❑ No matter the size of your enterprise, technology has both tangible and intangible benefits that will help you make money and produce the results your customers demand.

6. *Health*

❑ Telemedicine / Tele-Health Systems
❑ Wearable
❑ Information systems

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2. DIGITAL LITERACY

2.3. How to apply

Activity no1:

Search for references to yourself on the Internet by looking up your name using your preferred search engine. What do you have to type in to find the “real you” and not either someone else with the same name or a one-dimensional representation of you? Is this an accurate representation of who you are, what your interests are, what you find interesting, and what you share with others online?
Once you’ve reviewed your search results, have a look at this TedX talk “What Do Your Digital Footprints Say About You?” by digital education and social media expert Nicola Osbourne.

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2. DIGITAL LITERACY

2.4. Additional resources

- BBC Learning English Course – What is Digital Literacy - https://www.youtube.com/watch?v=_LElWqXi7Ag
- GPB Education – Digital Citizenship - https://www.youtube.com/watch?v=yfZN4_gP5kQ
- Kaspersky – 11 Internet Safety Tips for Your Online Security - https://www.youtube.com/watch?v=aO858HyFbKI

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3. ONLINE COMMUNICATION

3.1. Introduction

- Online communication - an *essential aspect of modern life*, transforming how people interact, work, and share information.
- Individuals and organizations now engage through a *variety of online platforms*, including social media, emails, video conferencing, messaging apps, and forums.
- The ability to *connect instantly with people across the globe* has led to a more interconnected world, where geographic boundaries and time zones are no longer significant obstacles.
- As online communication continues to evolve, it brings both *opportunities and challenges,* ranging from issues of privacy and security to the impact of digital interactions on personal relationships and professional dynamics.
- Understanding the dynamics of online communication is crucial in *navigating this digital age effectively*.

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3. ONLINE COMMUNICATION

3.2. Theory

- ***Media Richness Theory*** (Daft & Lengel, 1986) posits that different communication mediums vary in their ability to transmit information and handle ambiguity. Rich media (such as video calls) are better at conveying complex messages, while lean media (like text messages or emails) are more suited to straightforward, unambiguous communication. The rapid development of online tools, including video conferencing, chatbots, and collaborative platforms, exemplifies how technological advancements have made online communication more flexible and efficient.
- ***Social Information Processing Theory*** (Walther, 1992) addresses how people form relationships and convey emotions in online environments. Walther argued that while face-to-face communication allows for instant emotional cues through body language and tone of voice, online communication compensates for these cues by allowing individuals to develop a sense of connection over time.

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3. ONLINE COMMUNICATION

3.2. Theory

- ***The Networked Communication Theory*** (Castells, 2009) further explores the impact of digital spaces on human interaction, emphasizing the role of social networks in online communication. Social media platforms like Facebook, Twitter, and LinkedIn facilitate widespread communication that transcends geographical boundaries and traditional power structures, allowing individuals to connect, share, and collaborate on a global scale.
- ***The Social Construction of Technology Theory*** (Bijker, Hughes, & Pinch, 1987) highlights the interaction between people and technology in shaping communication practices. According to this theory, the design and use of technology are not neutral but are influenced by social, political, and cultural factors.

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3. ONLINE COMMUNICATION

3.3. How to apply

1. Choosing the Right Communication Tool for the Task

- ✓ If a company needs to brainstorm ideas for a new product, a video meeting on platforms like **Zoom** or **Google Meet** allows team members to interact face-to-face, share visual materials, and discuss ideas in real time.
- ✓ For sharing a report update or confirming an appointment—email or messaging platforms like **Slack** or **Microsoft Teams** are more efficient and less time-consuming.

2. Effective Writing for Clarity and Tone

- ✓ Use “subject” lines in emails that summarize the content, and ensure the tone matches the context.
- ✓ When in doubt, end on the side of politeness and clarity. For example, instead of writing, “Need this by Friday,” consider saying, “Could you kindly provide this by Friday?”
- ✓ When possible, use **Outlook**.

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3. ONLINE COMMUNICATION

3.3. How to apply

3. Building and Managing Online Identity

- ✓ Regularly update your online profiles **(LinkedIn)** to reflect your current roles and accomplishments.
- ✓ Maintain consistency across platforms, ensuring that your personal and professional profiles complement each other.
- ✓ Be mindful of the content you post or share, particularly on social media, as it contributes to your digital footprint.

4. Active Listening and Prompt Feedback

- ✓ To improve active listening in online meetings, use tools like the chat feature to share comments or ask questions, ensuring everyone's voice is heard.
- ✓ In asynchronous communication (e.g., email), ask open-ended questions that invite further clarification or discussion. For example, instead of writing, "Got it, I'll do that," say, "I understand your concern. Could you clarify if you want me to revise the entire document or just the first section?"

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3. ONLINE COMMUNICATION

3.3. How to apply

5. Navigating Miscommunication and Conflict

- ✓ In case of conflict, take a moment to pause before responding. Re-read the message and consider how your response might be perceived.
- ✓ If necessary, suggest moving the conversation to a more personal communication channel (such as a video call) to prevent further misunderstandings.

6. Ensuring Privacy and Security

- ✓ If you are sharing sensitive information over email, consider using encrypted email services such as **ProtonMail**.
- ✓ When participating in online meetings, use password protection and waiting rooms in tools like Zoom to prevent unauthorized access. Additionally, make sure to verify the authenticity of messages before opening attachments or clicking on links, as these could lead to phishing attacks.
- ✓ Always use strong, unique passwords for your online accounts, enable two-factor authentication (2FA) where possible, and be cautious about sharing sensitive information on unsecured platforms.

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3. ONLINE COMMUNICATION

3.4. Additional reading materials for ongoing learning and support

1. Brodovskaya, E., Vladimirova, T., Dombrovskaya, A., Leskonog, N., Ognev, A., Shalamova, L., & Shchegortsova, Y. (2021). Intelligent search for strategies to minimize the risks of internet communication of teens and youth. In Proceedings of Fifth International Congress on Information and Communication Technology: ICICT 2020, London, Volume 1 (pp. 261-268). Springer Singapore.
2. Caspi, A., & Etgar, S. (2023). Exaggeration of emotional responses in online communication. Computers in Human Behavior, 146, 107818.

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4. DIGITAL PROJECT MANAGEMENT

4.1. Introduction

DPM is the management of digital projects like websites, software, apps, and marketing campaigns.

It combines **technical knowledge** with **agile methodologies** to drive innovation.

Digital Project Managers:

✓ Plan, execute, and deliver projects aligned with goals

✓Stay within **budget & deadlines**

✓Coordinate **cross-functional teams** (developers, designers, marketers)

Key focus: **Adaptability** in rapidly evolving tech environments

DPM uses digital tools to enhance: Tracking, Communication, Collaboration

As digital transformation grows, DPM is **critical for success and innovation**.

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4. DIGITAL PROJECT MANAGEMENT

4.1. Introduction

Choose the Right Tools
Pick software suited for tasks, time tracking, and communication (e.g., Trello, Asana, Slack).

Set Clear Objectives & Deadlines
Use platforms like Monday.com to visualize timelines and monitor progress.

Use Collaboration Features
Tools like Google Docs and Notion enable real-time co-editing and feedback.

Automate Repetitive Tasks
Simplify workflows with Zapier or Microsoft Power Automate.

Review & Adjust Regularly
Stay agile—review progress often and refine plans using digital dashboards & reports.

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4. DIGITAL PROJECT MANAGEMENT

4.2. Theory

The *Agile-Driven Adaptation Theory* argues that success in digital projects depends on the ability to:

✓ Adapt to rapid change

✓Embrace evolving technologies

✓Enable continuous collaboration

Why Agile Works in Digital Environments:

Digital projects are **iterative and flexible**, not linear

Agile methodologies (e.g., **Scrum, Kanban**) support:

- ✓ Flexibility & transparency
- ✓ Fast response to shifting scopes, tools, and priorities
- ✓ Continuous **feedback and refinement**

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4. DIGITAL PROJECT MANAGEMENT

4.2. Theory

The Role of Collaboration:

-Teams are cross-functional (design, development, marketing, analytics)

-Open communication & collaboration are essential to project success

To succeed, digital project managers must:

-Embrace flexibility and iterative planning

-Foster a collaborative team culture

-Adapt constantly to new client needs and tech changes

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4. DIGITAL PROJECT MANAGEMENT

4.3. How to apply

To run a digital project successfully, start by clearly defining the scope, goals, and deliverables—setting SMART objectives in alignment with stakeholders. Build a cross-functional team with clearly assigned roles. Use project management tools like Trello, Asana, or Jira to organize tasks and track progress efficiently.

Break the project into manageable steps, applying Agile or Waterfall methodologies as needed. Ensure regular team communication through tools like Slack or Teams, and hold check-ins to stay aligned. Continuously monitor progress and be ready to adjust timelines or resources when necessary.

At completion, deliver the project and conduct a short retrospective to evaluate outcomes and identify lessons for future improvement.

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4. DIGITAL PROJECT MANAGEMENT

4.4. Additional reading materials for ongoing learning and support

Books

1. Digital Project Management – Taylor Olson

Comprehensive guide on budgeting, timelines, and team coordination.

2. *Scrum* – Jeff Sutherland

Key agile principles for working faster and more effectively.

3. The Phoenix Project – Gene Kim et al.

A novel with real insights on IT, DevOps, and project success.

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4. DIGITAL PROJECT MANAGEMENT

4.4. Additional reading materials for ongoing learning and support

Online Platforms

- **Coursera** – Courses on Digital & Agile Project Management
- **LinkedIn Learning** – Courses on agile tools, collaboration, leadership
- **edX** – Includes "Managing Digital Transformation," and more

Websites & Blogs

- **ProjectManagement.com** – Articles, webinars, tools for digital PMs
- **PMI.org** – Global institute offering certifications, resources, and blog insights

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5. SOFTWARE PROFICIENCY

5.1. Introduction

Software Proficiency = development of new skills and knowledge

- ❑having a growth mindset
- ❑the role of Information Technology Qualification (ITQ) in supporting learners (*Online courses*, *workshops*, *one-on-one coaching*, etc)
- ❑personal benefits: *your problem-solving skills*
- ❑ongoing process: *new learning opportunities*

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5. SOFTWARE PROFICIENCY

5.2. Theory

The Benefits of Software Proficiency:

- ❑Increased productivity and efficiency
- ❑Improved job prospects and career growth
- ❑Enhanced creativity and innovation
- ❑Better communication and collaboration within teams
- ❑Cost-saving and time-saving benefits for organizations

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5. SOFTWARE PROFICIENCY

5.2. Theory

Challenges Faced by Beginners:

- ❑Overwhelming software interfaces
- ❑Complex terminology and jargon
- ❑Difficulty in understanding features and functions
- ❑No clear understanding of the software's purpose and application

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5. SOFTWARE PROFICIENCY

5.2. Theory

Navigating Software Proficiency Effectively:

- ❑Taking online courses and tutorials
- ❑Seeking help from experts and peers
- ❑Practicing regularly and experimenting with different features
- ❑Breaking down complex *tasks* into smaller, manageable steps
- ❑Learning from mistakes and seeking feedback

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5. SOFTWARE PROFICIENCY

5.2. Theory

Common **challenges** that people face when building software proficiency:

- ❑ Learning the basics
- ❑ Keeping up with updates
- ❑ Dealing with complexity
- ❑ Finding time to practice
- ❑ Troubleshooting issues

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5. SOFTWARE PROFICIENCY

5.3. How to apply

The **ITQ Framework** is a comprehensive set of standards that is designed to provide a clear and concise method for assessing an individual's proficiency in various software applications.

Some key points :

- ❑ Levels of proficiency - is divided into five levels, with each level corresponding to a specific set of skills and knowledge;
- ❑ Skill areas - covers a wide range of skill areas, including word processing, spreadsheets, databases, desktop publishing, presentations, and graphic design;
- ❑ Assessment - provides a standardized method for assessing an individual's proficiency in various software applications;
- ❑ Benefits - provides several benefits to both individuals and organizations;

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5. SOFTWARE PROFICIENCY

5.4. Additional resources

- ❑European E-Competences Framework 3.0 (2014) - https://www.aicanet.it/documents/10776/141330/European-e-Competence-Framework-3.0_CEN_CWA_16234-1_2014.pdf/408848f2-a045-4c88-999f-1d7280d12ee8
- ❑Online course ‘European e-competence Framework for SMEs’ - https://www.digitalsme.eu/online-course-european-e-competence-framework-for-smes/
- ❑11 Basic Computers Skills You need to know: A beginners’ Guide - https://blog.udemy.com/basic-computer-skills

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6. CYBERSECURITY AWARENESS

6.1. Introduction

- With increased online engagement comes heightened exposure to *cyber threats* such as identity theft, cyberbullying, and phishing attacks.
- *Cybersecurity awareness* among youth has become a critical focus in educating the next generation on how to navigate the digital world safely.
- Adolescents, who are often more adept at using technology but less informed about potential online dangers, are especially vulnerable to *cyber risks*.
- Raising cybersecurity awareness among youth is not only essential for individual protection but also for building a *safer online community*.

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6. CYBERSECURITY AWARENESS

6.2. Theory

- ***The Social Cognitive Theory*** (SCT), proposed by Albert Bandura, provides a framework for understanding how youth can develop cybersecurity awareness and engage in safe online behaviours.
- SCT emphasizes the role of observational learning, imitation, and modelling in behaviour acquisition.
- Individuals, particularly youth, learn by observing the behaviours of others and imitating these actions, especially when those behaviours are reinforced or praised. In the context of cybersecurity, youth often learn security practices from peers, family members, or educators. Therefore, modelling secure online behaviours and providing positive reinforcement can be powerful tools in fostering a culture of cybersecurity awareness.

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6. CYBERSECURITY AWARENESS

6.2. Theory

- ***The Protection Motivation Theory (PMT***) developed by Rogers (1975)suggests that individuals take protective actions based on their assessment of a threat's severity, their perceived vulnerability to the threat, the perceived benefits of protective actions, and the costs or barriers associated with taking those actions.

- When applied to youth and cybersecurity, the PMT suggests that young people are more likely to engage in safe online behaviours if they perceive the threats (e.g., identity theft, cyberbullying, or online harassment) as severe, recognize their vulnerability to these threats, and understand the benefits of taking protective actions, such as using privacy settings, applying software updates, or avoiding risky online behaviours.

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6. CYBERSECURITY AWARENESS

6.3. How to apply

1. Use Strong, Unique Passwords

- ✓ Use a password manager to generate and store complex, unique passwords.
- ✓ Many password managers, such as **LastPass** and **Dashlane**, are free and easy to use, and they help young users avoid the risk of password reuse.

2. Enable Two-Factor Authentication

- ✓ Enable **2FA** on all accounts that offer it, particularly social media accounts, email, and gaming platforms.
- ✓ Platforms like Instagram, Facebook, and Gmail offer 2FA as a free feature.

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6. CYBERSECURITY AWARENESS

6.3. How to apply

3. Be Cautious About Personal Information

- ✓ Be mindful of what you post online.
- ✓ Adjust privacy settings on social media platforms.
- ✓ On platforms like **Instagram, TikTok**, and **Facebook**, users can restrict who sees their posts, who can comment, and who can send direct messages.

4. Recognize and Avoid Phishing Scams

- ✓ Be trained to recognize phishing attempts by being sceptical of unsolicited messages that ask for personal information. A common example would be an email from a "bank" requesting account details.
- ✓ Hovering over links without clicking on them can reveal whether they lead to legitimate websites.

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6. CYBERSECURITY AWARENESS

6.3. How to apply

5. Regular Software Updates

- ✓ Turn on automatic updates for their devices, operating systems, and apps.
- ✓ On both **Android** and **iOS** devices, users can enable automatic app updates in the settings. This ensures that their software remains secure.

6. Use Secure Wi-Fi Networks

- ✓ Avoid connecting to unsecured Wi-Fi networks, especially when accessing sensitive accounts or entering passwords.
- ✓ If you must use public Wi-Fi, using a **Virtual Private Network (VPN)** is a good practice. A VPN encrypts internet traffic, ensuring that data remains secure even on untrusted networks.

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6. CYBERSECURITY AWARENESS

6.4. Additional reading materials for ongoing learning and support

1. "Cybersecurity for Kids: Protecting Your Digital Life" by the Federal Trade Commission (FTC), https://consumer.ftc.gov/identity-theft-and-online-security/protecting-kids-online
2. "Youth and Digital Privacy: Understanding the Risks and Protections" by the Cyberbullying Research Center; https://cyberbullying.org/
3. Zhu, C., Huang, S., Evans, R., & Zhang, W. (2021). Cyberbullying among adolescents and children: a comprehensive review of the global situation, risk factors, and preventive measures. Frontiers in public health, 9, 634909.

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7. YOUTH DEVELOPMENT PRINCIPLES

7.1. Introduction

Youth development is based on a strengths-based approach that nurtures young people in safe, inclusive environments. Positive relationships with mentors, peers, and communities help build confidence, resilience, and identity.

A core principle is meaningful engagement—youth should actively participate in shaping programs, take on leadership roles, and collaborate in projects. These experiences build skills like communication, teamwork, and problem-solving.

Youth development also focuses on life skills, academic support, and career readiness, preparing youth to face future challenges with confidence.

Ultimately, it empowers young people to grow into capable, engaged, and resilient members of society.

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7. YOUTH DEVELOPMENT PRINCIPLES

7.2. Theory

Youth development is grounded in theories that promote **holistic growth** and **empowerment**, particularly through the **Positive Youth Development (PYD)** approach. PYD emphasizes building on young people's strengths rather than focusing on their deficits.

Key to youth development is the creation of **safe, inclusive environments**, as supported by **ecological systems theory**, which recognizes the influence of families, schools, and communities. **Social learning theory** further highlights the role of mentorship, where youth learn through observation, modeling, and reinforcement.

Youth agency and autonomy are also central, drawing from **self-determination theory**—which stresses the importance of autonomy, competence, and relatedness. When youth lead and make decisions, they develop critical life skills and a strong sense of ownership.

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7. YOUTH DEVELOPMENT PRINCIPLES

7.2. Theory

Experiential learning and hands-on practice, rooted in **constructivist theories**, are vital for skill-building. Real-world experiences like internships or community service help bridge theory and practice.

Lastly, **ongoing evaluation and feedback**, inspired by **systems thinking**, ensure programs remain adaptive and responsive to youth needs.

Together, these theories support the development of confident, resilient, and capable young people ready to contribute to society.

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7. YOUTH DEVELOPMENT PRINCIPLES

7.3. How to apply

Applying youth development principles requires strategic actions that create **safe, inclusive, and empowering environments**. Organizations should implement policies promoting **safety, cultural competence, and zero tolerance for discrimination**, helping youth feel valued and respected.

Mentorship plays a central role. Trained mentors offer consistent support, model positive behaviors, and build trusting relationships that foster **resilience, confidence, and growth**.

Effective programs also **integrate youth voice and leadership**. Involving young people in planning and decision-making builds agency, strengthens leadership skills, and encourages ownership of their development.

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7. YOUTH DEVELOPMENT PRINCIPLES

7.3. How to apply

Skill-building and experiential learning are essential. Activities like **workshops, internships, and community projects** prepare youth for real-world challenges and encourage civic engagement.

Ongoing evaluation ensures continuous improvement. Regular feedback from youth and stakeholders helps refine programs, while **collaboration with families, schools, and communities** ensures consistent and holistic support.

A well-rounded, inclusive approach empowers youth to thrive—and benefits the broader community by fostering a generation of engaged, capable, and resilient leaders.

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7. YOUTH DEVELOPMENT PRINCIPLES

7.4. Additional reading materials for ongoing learning and support

A range of resources can support professionals in deepening their understanding and application of youth development principles. Foundational texts like *Positive Youth Development* by Richard M. Lerner and *The Ecology of Human Development* by Urie Bronfenbrenner offer theoretical grounding, while *Self-Determination Theory* by Ryan & Deci explores motivation and autonomy.

Scholarly articles from journals such as the *Journal of Youth Development* and *Child Development* provide empirical research and best practices for youth programs. Online platforms like **Search Institute**, **CSSP**, and **Youth.gov** offer tools, frameworks, and evidence-based insights to support youth-friendly environments and engagement.

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7. YOUTH DEVELOPMENT PRINCIPLES

7.4. Additional reading materials for ongoing learning and support

Workshops and professional development opportunities are available through organizations like **4-H** and the **National Youth Development Agency**, while conferences like those hosted by the **American Youth Policy Forum** keep practitioners informed on policy and innovation.

Lastly, **community-based initiatives**—including case studies from **Big Brothers Big Sisters** or **Boys & Girls Clubs of America**—provide practical, real-world examples of successful youth development strategies.

These resources empower educators and practitioners to design more impactful, inclusive, and evidence-informed youth development programs.

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8. MENTORING AND GUIDANCE

8.1. Introduction

Mentoring = a relationship usually between an older and younger person, a relationship which is based on acceptance and support, a relationship which aims to assist and foster the potential of the younger partner, which avoids attempts to minimize the unhelpful aspects of a power differential;

- ❑ it offers the opportunity to have positive role models;
- ❑ it has therapeutic as well as practical outcomes;
- ❑ it can foster resilience;

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8. MENTORING AND GUIDANCE

8.2. Theory

*** 4 program practices** that are essential for strong and effective mentoring relationships:

- ❑ Conducting reasonably intensive screening of potential mentors;
- ❑ Making matches based on interests that both the mentor and the mentee share;
- ❑ Providing an intensive training for mentors;
- ❑ Offering post-match training and support.

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8. MENTORING AND GUIDANCE

8.2. Theory

5 TYPES OF MENTORING

- ❑ Traditional One-to-One Mentoring.
- ❑ Group Mentoring.
- ❑ Team Mentoring.
- ❑ Peer Mentoring.
- ❑ E-mentoring (online mentoring or tele-mentoring).

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8. MENTORING AND GUIDANCE

8.2. Theory

4 STEPS TO APPLY A MENTORING PROGRAM

1. Program Design and Planning
2. Program Management
3. Program Operations
4. Program Evaluation

The most successful mentoring strategies are rooted in **genuine care, patience, and adaptability**.

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8. MENTORING AND GUIDANCE

8.3. How to apply

4 STEPS to BUILD a MENTORING PROGRAM

1. Create a mentoring agreement

2. Set the goals of the program

3. Design a personal development plan

4. Celebrating and Ending a mentoring relation

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8. MENTORING AND GUIDANCE

8.4. Additional Resources

- Mentor Canada,2023, *TipSheet*, https://mentorcanada.ca/sites/default/files/2023-12/MM2024%20Tipsheet.pdf
- Oscar Prieto-Flores & Jordi Freu, 2021, *Mentoring children and young people for social inclusion*; https://www.google.ro/books/edition/Mentoring_Children_and_Young_People_for/Kp3yDwAAQBAJ?hl=en&gbpv=1&dq=Strategies+of+mentoring+young+people+pdf&pg=PT41&printsec=frontcover
- Torie Weiston-Serdan, 2017, *Critical Mentoring*, https://www.google.ro/books/edition/Critical_Mentoring/qhHJEAAAQBAJ?hl=en&gbpv=1&dq=Strategies+of+mentoring+young+people+pdf&printsec=frontcover
- David L. DuBois & Michael J.Karcher, 2014, *Handbook of Youth Mentoring*, https://www.google.ro/books/edition/Handbook_of_Youth_Mentoring/Ust1AwAAQBAJ?hl=en&gbpv=1&dq=Strategies+of+mentoring+young+people+pdf&printsec=frontcover

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9. CAREER DEVELOPMENT

9.1. Introduction

- *Career development* is the process through which individuals explore, establish, and advance in their professional lives. It involves a series of activities and decisions that align one's skills, interests, and values with opportunities in the labour market.
- As work environments continue to evolve due to technological advances, globalization, and shifting economic landscapes, career development has become increasingly important in helping individuals navigate these changes.
- Career development also incorporates concepts of lifelong *learning, adaptability, and resilience*, reflecting the need to continuously update skills and *adapt to changing job markets*.
- For youth, career development takes on a particularly important role as they transition *from education to the workforce*, navigating decisions that will impact their futures.

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9. CAREER DEVELOPMENT

9.2. Theory

- Donald Super's ***Life-Span, Life-Space theory*** emphasizes that career development is a continuous, dynamic process occurring over the course of an individual's life. Super (1990) posited that career development is not limited to the period of formal education but unfolds across various stages of life. These stages include *growth, exploration, establishment, maintenance, and disengagement*. Super's model suggests that individuals go through different phases of self-concept development, which then influence their career decisions.
- John L. Holland's ***Theory of Career Choice*** (1997) provides another lens for understanding career development, particularly in how individuals align their interests and personalities with suitable work environments. According to Holland, people tend to fit into six personality types: Realistic, Investigative, Artistic, Social, Enterprising, and Conventional (RIASEC).

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9. CAREER DEVELOPMENT

9.2. Theory

- Each of these types corresponds to a particular work environment that values and fosters certain traits. Holland's theory suggests that youth, as they mature, should seek careers that align with their personality types to achieve job satisfaction and success.
- ***The Social Cognitive Career Theory*** (SCCT), developed by Lent, Brown, and Hackett (1994), builds on Albert Bandura's Social Cognitive Theory and emphasizes the role of self-efficacy, outcome expectations, and personal goals in career development. SCCT argues that career choices and achievements are influenced by cognitive factors such as one's beliefs in their abilities (self-efficacy) and the expected outcomes of pursuing certain careers.
- For youth, SCCT is particularly relevant as they are often in the early stages of forming their career paths and may not yet have a clear sense of their abilities in a professional context.

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9. CAREER DEVELOPMENT

9.3. How to apply

1. Exposure to a Variety of Careers

✓ Youth should be encouraged to participate in internships, volunteering, or shadowing professionals. For example, a high school student interested in healthcare might shadow a doctor or volunteer at a local hospital to gain insights into the profession.

2. Career Interest Assessments

✓ Tools like Holland's **RIASEC model** (Holland, 1997) or the **Myers-Briggs Type Indicator** (MBTI) help youth assess their interests and match them to potential careers.

✓ Utilize online platforms like **LinkedIn** or **Indeed** to explore job descriptions, connect with professionals, or learn about various industries.

3. SMART Goals

✓ SMART goals—specific, measurable, achievable, relevant, and time-bound.

✓ For instance, if a youth is interested in becoming a software developer, a SMART goal could be: "Complete an online coding course within the next 3 months to gain basic programming skills."

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9. CAREER DEVELOPMENT

9.3. How to apply

4. Short-Term and Long-Term Goals

- ✓ Help youth break down their career goals into manageable short-term (1-2 years) and long-term (5-10 years) objectives.
- ✓ Regularly revisit and adjust your goals as you acquire new skills and information.
- ✓ Flexibility is crucial, as interests and circumstances often change over time.

5. Seeking Mentorship and Advice

- ✓ High school counsellors and career coaches play a vital role in guiding students through the educational planning process. By speaking to professionals in the desired field, youth can gain insights into the qualifications, certifications, and degrees required.
- ✓ Youth should consider the financial and time investment required for different educational paths.
- ✓ Some professions may only require a certificate or associate degree, while others may require extensive graduate studies.

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9. CAREER DEVELOPMENT

9.3. How to apply

6. Professional Journey Mapping

- ✓ The process of charting out the career trajectory from the current position to future aspirations. For youth, this involves setting a roadmap that includes the necessary steps to gain skills, experience, and qualifications.

7. Identify Key Milestones

- ✓ Youth should identify major milestones in your professional journey. For example, for a youth pursuing a career in medicine, key milestones could include completing medical school, obtaining residency, and becoming licensed to practice.

8. Build a Network of Support

- ✓ Use tools like career mapping apps or mind maps to visualize your professional journey.
- ✓ Platforms like **Pathbrite** and **MyCareerShines** allow youth to create visual roadmaps that help them stay focused on their long-term career goals.

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9. CAREER DEVELOPMENT

9.4. Additional reading materials for ongoing learning and support

1. The Myers-Briggs Type Indicator® (MBTI®) assessment, https://www.mbtionline.com/?utm_source=tmb&utm_medium=mbbrand&utm_campaign=hero

2. Personality Test, Personality™, https://personality.co/?gclid=CjwKCAiAyJS7BhBiEiwAyS9uNXGY307i35N30hu84OTE4-qI6vwEHkyowVULO6WLnI0oU1bNUHe77hoCyMoQAvD_BwE&utm_source=google&utm_medium=cpc&utm_campaign=21980235338&utm_content=172032043336&utm_term=meyer%20briggs%20personality&matchtype=e&device=c&gad_source=1

3. Akosah-Twumasi, P., Emeto, T. I., Lindsay, D., Tsey, K., & Malau-Aduli, B. S. (2018, July). A systematic review of factors that influence youths career choices—the role of culture. In Frontiers in education (Vol. 3, p. 58). Frontiers Media SA.

10. PERSONAL DEVELOPMENT

10.1. Introduction

Personal development is an ongoing journey of growth rooted in self-awareness, motivation, and intentional effort. It begins with understanding one's values, strengths, and goals—laying the foundation for meaningful and aligned personal and professional progress.

Core practices like **mindfulness**, **time management**, and **lifelong learning** support self-improvement and goal achievement. Developing **self-esteem** and **resilience** is key, especially in facing challenges and learning from failure with a growth mindset.

Collaboration and feedback also enrich personal development, helping individuals grow through shared experiences and support. In a fast-changing world, adaptability becomes essential—ensuring we stay agile, purposeful, and fulfilled in all aspects of life.

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10. PERSONAL DEVELOPMENT

10.1. Introduction

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10. PERSONAL DEVELOPMENT

10.2. Theory

Personal development is a lifelong process that focuses on **emotional, mental, physical, and spiritual growth**. At its core lies **self-awareness**—understanding one's thoughts, emotions, and behaviors. This awareness is the foundation for intentional change and growth.

Continuous learning is vital. Embracing new experiences, staying open-minded, and adopting a **growth mindset** allows individuals to adapt and evolve in a dynamic world.

Goal-setting provides structure and direction. When goals are flexible and aligned with core values, they keep individuals focused and motivated—even through setbacks.

Resilience enables people to recover from challenges and turn failures into learning opportunities. It is a critical trait that sustains long-term growth.

Ultimately, progress requires **action**. Self-awareness, learning, and goals only lead to transformation when paired with consistent, purposeful effort.

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10. PERSONAL DEVELOPMENT

10.3. How to apply

Applying personal development requires more than understanding its concepts—it calls for intentional, daily action. The journey begins with **self-awareness**, cultivated through reflection. Taking time each day to observe your thoughts, emotions, and behaviors helps you make conscious choices and recognize areas for growth.

Next is adopting a **growth mindset**—believing that your abilities can be developed over time. Reframing challenges as learning opportunities empowers you to persist through difficulties with optimism and resilience.

Setting SMART goals provides direction. Clear, actionable goals keep you focused and motivated, especially when broken down into smaller, manageable steps. Celebrating progress reinforces consistency.

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10. PERSONAL DEVELOPMENT

10.3. How to apply

Commitment to **lifelong learning** is also key. Read books, take courses, or learn from everyday experiences to continuously expand your mindset and adaptability.

Crucially, you must **take consistent action**. Small, daily efforts—aligned with your values—lead to lasting transformation. Whether it's practicing new habits or refining existing ones, progress is built step by step.

Finally, embrace **resilience**. Setbacks are inevitable, but growth comes from reflecting, learning, and pushing forward. Viewing failure as feedback builds emotional strength and determination.

True personal development happens when awareness meets consistent, purpose-driven action.

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10. PERSONAL DEVELOPMENT

10.4. Additional reading materials for ongoing learning and support

Sustaining personal growth requires access to valuable tools and inspiration. A range of **books, courses, and online platforms** can support your journey by enhancing self-awareness, building skills, and reinforcing daily habits.

Recommended Books

- *Atomic Habits* by James Clear – Actionable strategies for long-term habit change.
- *The 7 Habits of Highly Effective People* by Stephen R. Covey – Timeless principles for character, time management, and goal achievement.
- *Mindset* by Carol S. Dweck – Explores the power of a growth mindset in overcoming challenges and reaching potential.

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10. PERSONAL DEVELOPMENT

10.4. Additional reading materials for ongoing learning and support

Online Learning Platforms

- **Coursera** – Courses like *The Science of Well-Being* help improve happiness and resilience.
- **LinkedIn Learning** – Focused content on time management, communication, and leadership.
- **Udemy** – Affordable courses on confidence, productivity, and discipline.

Websites & Blogs

- **Tiny Buddha** – Mindfulness-based insights for self-care and inner peace.
- **Zen Habits** – Focuses on simplicity, intentional living, and sustainable habit change.

These resources empower you to take ownership of your growth and design a purposeful, fulfilling life.

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11. Inclusivity and Diversity

11.1. Introduction

Europe is by nature a diverse continent, whose history has led diverse populations to live together. Diversity should be valued in all European areas and celebrated a sense of belonging to a shared set of values promoted, as well as respect for the identities of others.

In our days, young people are more diverse than ever. This changing reality creates more educational opportunities than ever before and makes it easier to experience mobility and other experiences abroad. On the other hand, young people continue to face many challenges in various life realities, for example: young people are those with long-term learning, sensory, hidden or physical disabilities, they are young parents, young careers, they are also homeless, refugees, asylum seekers, young migrants, gypsy or roma traveler, they are young people not in education, employment or training (NEET), and they are those with long-term mental health conditions, with learning disabilities or physical health needs

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11. Inclusivity and Diversity

11.2. Theory

Diversity is a concept widely used in everyday conversations and policy discourses. It's about empowering people by respecting and appreciating what makes them different. This can be in terms of *age, gender, cultural background, language, socio-economic status, disability, sexual orientation, religion, and education*, etc.
The diversity is important to acknowledge: gender, ethnic and cultural background, language, socio-economic status, disability, sexual orientation, religion, age, geographic location or visa status.

These different aspects of a young person's identity can expose them to overlapping forms of discrimination and marginalization, and amplify barriers to inclusion.

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11. Inclusivity and Diversity

11.2. Theory

Inclusion is a concept used widely in social and educational policy making to express the idea that all people living in a given society (should) have access and participation rights on equal terms.

As a process, inclusion seeks to ensure that everyone, regardless of their circumstances and background, has the possibility and means to participate fully in society.

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11. Inclusivity and Diversity

11.2. Theory

In the EU states members, the principles of inclusion, diversity and equality are part of other laws and strategies.

- in education, the EU state members are obliged to create an environment where every child and young people has not only access to education but the education is provided in a way that takes into consideration special educational needs or disability if child or young person has some
- in employment, young people and inclusion are stressed especially by the implementation of EU´s initiative "youth guarantee" as a reaction to high youth unemployment after the global economic crisis in 2008;
- Family law and laws on social services - a philosophy of securing the wellbeing of children, young people, families and other members of society, protection and support of the most vulnerable and disadvantaged ones;

The most reviewed documents were:

- the UN´s Declaration on the rights of the child (1959)
- the EU´s program Erasmus+ Inclusion and Diversity Strategy in the Field of Youth (2014)

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11. Inclusivity and Diversity

11.3. How to apply

It is based on values rooted in the principles of social justice.

8 Steps to inclusive youth work (National Youth Council of Ireland, 2016):

1. Organisational review - undertaking an assessment of the current practice;
2. Policy and Guidelines - When the youth work involves new approaches and practices it is important to document it. The best way to do this is by developing a policy or guideline document (road map).
3. Space and environment - Many youth organizations rent or share spaces, and this may limit how much they can adapt the physical setting, but youth workers often find creative ways to positively affect the spaces they use
4. Staff and volunteers - The attitude, commitment and self-awareness of staff and volunteers are core to inclusive youth work.
5. Activities and involvement of young people - Meeting young people 'where they are at' presents new considerations when talking about the inclusion of people from diverse identities as activities must be planned and adapted around their varying needs.
6. Resources - time, staff, space, management, money for activities and support for individual needs, training, upskilling;
7. Networking and partnership - Networking and building partnerships are strategic responses and they are in line with the organizational review as they take time to build and develop;
8. Mentoring and evaluation - Whatever tools the organization uses to evaluate its work, the key to assessing its inclusive youth work is to incorporate questions that put an equity, inclusion and responsive lens on it.

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11. Inclusivity and Diversity

11.4. Additional resources

- EU´s program Erasmus+ Inclusion and Diversity Strategy in the Field of Youth, 2014, https://ec.europa.eu/assets/eac/youth/library/reports/inclusion-diversity-strategy_en.pdf
- United Nations, Declaration of the rights of the child, 1959, https://cpd.org.rs/wp-content/uploads/2017/11/1959-Declaration-of-the-Rights-of-the-Child.pdf
- United Nations, Convention on the Rights of Persons with Disabilities, 2006, https://www.ohchr.org/en/instruments-mechanisms/instruments/convention-rights-persons-disabilities
- Salto Youth, Shaping Inclusion and Diversity, https://www.salto-youth.net/downloads/4-17-4182/ShapingInclusionDiversity.pdf

12. DIGITAL JOBS OF THE FUTURE

12.1. Introduction

- The *digital transformation*, fuelled by emerging technologies such as artificial intelligence (AI), machine learning, blockchain, and cloud computing, is reshaping the way businesses operate.
- The combination of technological advancements and the growing digital economy has created a surge in demand for *tech-savvy professionals*.
- As businesses adapt to the digital age, the demand for specialized roles, such as cybersecurity experts, data scientists, and AI specialists, is expected to intensify in the coming years.
- One of the major driving forces behind the rise of *digital jobs* is the increasing reliance on automation and AI to streamline operations, and enhance customer experiences.
- Automation, in particular, is not only transforming traditional roles but also giving rise to entirely *new career paths*.

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12. DIGITAL JOBS OF THE FUTURE

12.2. Theory

- Brynjolfsson and McAfee (2014), in their seminal ***work The Second Machine Age***, argue that we are entering a phase of exponential technological change, where automation and AI are significantly altering the types of tasks performed by humans.
- While automation displaces certain manual and repetitive jobs, it simultaneously creates opportunities for higher-level positions that involve managing, designing, and optimizing the technologies that automate tasks.
- Digital jobs, therefore, are not merely about replacing human labor with machines but about enabling individuals to work with and around these new tools. This transformation is seen in fields like AI and machine learning, where professionals are tasked with developing intelligent systems that can augment human decision-making (Chui et al., 2018).

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12. DIGITAL JOBS OF THE FUTURE

12.2. Theory

- The emergence of digital jobs also relates to the rise of the **"gig economy"** and **remote work**. According to De Stefano (2016), the gig economy refers to the increasing prevalence of short-term, freelance, and project-based work, often facilitated through digital platforms like *Uber, TaskRabbit,* or *Upwork*.
- This shift towards non-traditional employment models has been accelerated by the growth of the internet, which enables workers to connect with employers and clients from anywhere in the world. This expansion of remote work opportunities has been particularly notable during and after the COVID-19 pandemic, as businesses transitioned to remote or hybrid work models (Choudhury et al., 2020).
- As a result, digital jobs that can be performed from home or any location, such as virtual assistants, content creators, and digital marketing professionals, are expected to remain in high demand.

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12. DIGITAL JOBS OF THE FUTURE

12.3. How to apply - the top 10 digital jobs

1. AI and Machine Learning Specialist

- ✓ *Skills Needed*: Programming (Python, R), machine learning algorithms, deep learning, neural networks, data analysis.

2. Cybersecurity Expert

- ✓ *Skills Needed:* Network security, firewalls, cryptography, ethical hacking, risk management.

3. Cloud Computing Engineer

- ✓ *Skills Needed*: Cloud platforms (AWS, Azure, Google Cloud), DevOps, infrastructure as code, virtualization, containerization (Docker, Kubernetes).

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12. DIGITAL JOBS OF THE FUTURE

12.3. How to apply - the top 10 digital jobs

4. Blockchain Developer

- ✓ *Skills Needed*: Blockchain protocols (Ethereum, Hyperledger), smart contract programming (Solidity), cryptography, decentralized finance (DeFi).

5. Data Scientist

- ✓ *Skills Needed*: Statistics, data analysis, machine learning, Python, SQL, data visualization tools (Tableau, Power BI).

6. Digital Marketing Specialist

- ✓ Skills Needed: SEO, Google Analytics, content strategy, social media management, email marketing, paid ads (Google Ads, Facebook Ads).

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12. DIGITAL JOBS OF THE FUTURE

12.3. How to apply - the top 10 digital jobs

7. UX/UI Designer

- ✓ *Skills Needed*: Proficiency in design tools (Sketch, Figma, Adobe XD), wireframing, prototyping, user testing, and research.

8. E-commerce Manager

- ✓ *Skills Needed*: E-commerce platforms (Shopify, WooCommerce), customer experience optimization, inventory management, digital marketing.

9. AI Ethics Specialist

- ✓ *Skills Needed*: Understanding of AI, machine learning, policy development, data privacy, and ethics frameworks.

10. Product Manager (Tech)

- ✓ *Skills Needed*: Agile methodologies

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12. DIGITAL JOBS OF THE FUTURE

12.4. Additional reading materials for ongoing learning and support

1. https://learnwithdexa.com/15-digital-skills-that-will-be-in-high-demand-in-2025/
2. https://fourthrev.com/blog-the-top-10-most-in-demand-tech-careers-for-2025/
3. https://www.forbes.com/sites/jackkelly/2024/12/17/predictions-for-the-tech-job-market-in-2025/
4. https://www.linkedin.com/pulse/hottest-jobs-digital-tech-recruitment-2025-which-ones-keiran-hathorn-jlddc

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13. ACCESSIBILITY CONSIDERATIONS

13.1. Introduction

Accessibility is essential to creating **inclusive and equitable spaces**, both online and offline. It ensures that individuals of all abilities can engage fully with services, products, and environments. Far beyond legal compliance, accessibility is about designing experiences that are **usable, navigable, and valuable for everyone**, including those with physical, sensory, or cognitive disabilities.

In digital environments, **intentional design** is critical. Following the **Web Content Accessibility Guidelines (WCAG)** helps make content **perceivable, operable, understandable, and robust**. Key practices include using:

- Alternative text for images
- Captions for audio and video
- Descriptive links
- Clear structure with headings
- High-contrast visuals and resizable text

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13. ACCESSIBILITY CONSIDERATIONS

13.1. Introduction

Technology also plays a role through **screen reader compatibility**, **keyboard navigation**, and **voice control tools**. Regular testing with assistive technologies and users ensures real-world accessibility.

Physical accessibility is equally vital. Features such as **wheelchair ramps, accessible signage, and inclusive transport** enable mobility and participation in public spaces.

Accessibility fosters independence, dignity, and equal opportunity. Integrating it from the start leads to more inclusive systems and a fairer society for all.

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13. ACCESSIBILITY CONSIDERATIONS

13.2. Theory

Accessibility ensures that **digital products and environments** are usable by everyone, including people with disabilities. It's not just a legal obligation—it reflects a deeper **ethical responsibility** to create **inclusive, equitable experiences** that remove barriers to participation and access.

At its foundation lies the concept of **universal design**, which focuses on usability for the broadest possible audience, regardless of physical or cognitive abilities. This empowers individuals to engage equally with technology, education, and communication platforms.

Key areas of accessibility include:

- **Visual Impairments**: Use **alt text**, proper **color contrast**, and compatibility with **screen readers** or **Braille displays**.
- **Hearing Impairments**: Ensure **captions**, **transcripts**, and **sign language** support for audio and video content.

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13. ACCESSIBILITY CONSIDERATIONS

13.2. Theory

- **Motor Disabilities**: Enable **keyboard navigation**, **voice commands**, and compatibility with **adaptive technologies** like eye-tracking or switches.
- **Cognitive Accessibility**: Use **simple language**, clear layouts, and customization options to aid understanding and reduce cognitive load.

Accessible design benefits **everyone**, not just people with disabilities. It enhances **usability**, **efficiency**, and **user satisfaction**, while promoting **dignity, inclusion**, and **equal opportunity** in the digital world.

Accessibility isn't just good design—it's **human-centered design** that uplifts all users.

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13. ACCESSIBILITY CONSIDERATIONS

13.3. How to apply

Applying for accessibility accommodations requires a clear, step-by-step approach. Start by **identifying your specific needs**, such as physical modifications (e.g., ramps), digital tools (e.g., screen readers), or personal support (e.g., interpreters or extra time).

Next, **review the organization's accessibility policies**, often available in handbooks or online. Understanding the official procedures will help you navigate the process more effectively.

Then, **submit a formal request** outlining your needs and how they help you participate fully. Be specific, and include relevant documentation if required. Ensure your request aligns with applicable laws, such as the **ADA** in the United States.

Engage in an **interactive process** with the responsible team (e.g., HR or student services). This collaboration ensures that accommodations are reasonable and practical for all involved.

Finally, **follow up** if needed. If your request is delayed or denied, continue advocating respectfully. Remember: accessibility is a **legal right**, not a privilege.

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13. ACCESSIBILITY CONSIDERATIONS

13.4. Additional reading materials for ongoing learning and support

Staying informed about accessibility is essential for creating inclusive environments. A range of **books, websites, courses, and community resources** can help deepen your understanding and keep you up-to-date with best practices.

Books

- *Accessibility for Everyone* by Laura Kalbag – A practical, user-friendly guide to inclusive web design.
- *Designing for Accessibility* by Horton & Quesenbery – Covers the ethical and business case for digital accessibility.

Websites

- **W3C Web Accessibility Initiative (WAI)** – Offers official guidelines like **WCAG**, tools, and standards.
- **ADA National Network** – Provides ADA-related guidance for individuals and organizations.

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13. ACCESSIBILITY CONSIDERATIONS

13.4. Additional reading materials for ongoing learning and support

Online Courses

- **Coursera** – *Web Accessibility* by Google gives a tech-driven introduction to accessible design.
- **LinkedIn Learning** – Offers hands-on courses on making content and websites accessible.

Blogs & Communities

- **A11y Project** – A collaborative resource hub with tips and tools for accessible digital design.
- **Inclusive Design Principles** – Shares actionable design principles for inclusive experiences.

Continuous learning supports better accessibility, equity, and digital inclusion for all.

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14. Inclusive Learning Strategies

14.1. Introduction

Inclusion is a long-term strategy as a trans-disciplinary approach to the organization of educational activities within the entire education system.

Inclusion affects all actors in the educational process, including children with disabilities and their parents, students with normal development and their families, teachers and other professionals in the educational space, administration, and additional education structures.

The inclusive approach to education is a global trend that is causing significant changes in education systems, educational environments and relationships between participants in the educational process

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14. Inclusive Learning Strategies

14.2. Theory

Inclusive learning encourages and challenges educators to design and apply various instructional strategies to assist the learning processes of all students opines that, when implementing inclusive learning, a strategy must match learning objectives, be informed by continuous evaluation, and eventually respond to student readiness.

Inclusive learning = multilevel teaching and curriculum differentiation strategies;

Different types of inclusive earning strategies:

1. to learn life skills from one another (Page et al., 2022)
2. educators allowed students to express themselves through their own choices to simulate the lesson (Brennan et al., 2021)
3. inclusive education promotes practices that aim to educate all children together (UNESCO' 2021)

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14. Inclusive Learning Strategies

14.2. Theory

Variable forms of organizing the educational process (primarily in inclusive schools)

- ❑ individual approach and individual educational program for person with special needs;
- ❑ ensuring the implementation of a inclusive educational program for person with special needs;
- ❑ ensuring certification inclusive educational environments in educational institutions that implement inclusive programs;
- ❑ ensuring the implementation of a inclusive educational program for person with special needs;
- ❑ creation of opportunities for further education for persons with special needs at the vocational level and higher;
- ❑ willingness of educational institutions to provide services to persons with special needs in higher education;
- ❑ ensuring future professional integration and jobs for people with special needs after completing their studies;

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14. Inclusive Learning Strategies

14.3. How to apply

UNESCO Guidelines for Inclusion (2002):

1. *Inclusion of all children* - The value of inclusive education for every student is that he/she can work together with other children, and thus be included.
2. *Communication* - Knowing the importance of communication in teaching, the trainer will ensure that it is conducted within optimal learning parameters of learning, both vertically (teacher-student) and horizontally (student-student).
3. *Classroom organisation* - the environment in which learning can positively or negatively influence the process within each student.
4. *Lesson planning* - Designing lessons will be consistent with the individual and group learning needs of the students.
5. *Individual plans* - emphasize the importance given by the trainers to individual specifics, age and intellectual peculiarities of each student. Individual plans also emphasize and build a pupil's skills in various curricular areas.
6. *Individual support* - , "a school for all and everyone."
7. *Usage of additional means of support* - the equipment;
8. *Behavioural (control) management* - interventions that are focused on undesirable conduct during the activities.
9. *Team work* – joint ownership of responsibilities and decisions in relation to the issue of a student or another.
10. *Inclusive teaching practices*

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14. Inclusive Learning Strategies
14.3. How to apply

Inclusive teaching practices

1. Ensure your course reflects a diverse society and world
2. Ensure course media are accessible.
3. Ensure your syllabus sets the tone for diversity and inclusion
4. Use inclusive language
5. Share your gender pronouns
6. Learn and use students' preferred names
7. Engage students in a small group introductions activity.
8. Use an interest survey to connect with students.
9. Offer inclusive office hours.
10. Set expectations for valuing diverse viewpoints.

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14. Inclusive Learning Strategies

14.4. Additional resources

- Linda Graham, *Inclusive Education for the 21st Century*, 2020, https://www.google.ro/books/edition/Inclusive_Education_for_the_21st_Century/RIXxDwAAQBAJ?hl=en&gbpv=1
- British Council, *Toolkit for inclusive teaching strategies*, https://americas.britishcouncil.org/sites/default/files/bc-toolkit-en-final.pdf
- European Youth Forum, Diversity and Inclusion Guidelines, 2018, https://www.youthforum.org/files/Diversity20and20inclusion20guidelines.pdf
- Everyone Matters Erasmus Plus Project, TRAINING CURRICULUM ON INCLUSION & DIVERSITY IN YOUTH WORK, https://ec.europa.eu/programmes/erasmus-plus/project-result-content/0d770d0c-882d-42c3-a453-0a1a211f9de5/Training_Curriculum_-_Inclusion_and_Diversity_in_Youth_Work.pdf

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15. ONLINE LEARNING RESOURCES

15.1. Introduction

- Online learning resources have transformed the *educational landscape*, providing unprecedented access to knowledge and skills. These resources encompass a wide range of tools, from educational websites and interactive platforms to video lectures, forums, and digital textbooks.
- The shift to *online learning* offers learners the flexibility to tailor their learning experiences to individual needs, promoting self-paced and personalized education.
- As the internet continues to expand, new technologies such as *Artificial Intelligence (AI) and Virtual Reality (VR)* further enhance the learning experience by creating immersive, interactive environments.
- Platforms such as Coursera, Khan Academy, and edX offer courses from top universities, making high-quality education more accessible than ever before.

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15. ONLINE LEARNING RESOURCES

15.2. Theory

- ***Constructivist Learning Theory and Online Learning Resources*** - one of the foundational educational theories that underpin the development and use of online learning resources is constructivism.
- This theory, championed by scholars like Piaget (1976) and Vygotsky (1978), posits that learning is an active, student-centered process where learners construct knowledge through interaction with their environment.
- In this context, online learning resources can be seen as tools that facilitate this active construction of knowledge.
- Online environments often incorporate scaffolding techniques such as step-by-step tutorials, hints, and peer interactions through forums and discussion boards that align with Vygotsky's ZPD concept.

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15. ONLINE LEARNING RESOURCES

15.2. Theory

- ***Behaviorist Theory and Online Learning Resources:*** learning is a process of responding to stimuli and reinforcement.
- Online learning platforms that use quizzes, tests, and instant feedback are grounded in this theory.
- Websites like Duolingo, for instance, employ repetitive exercises, instant feedback, and rewards to motivate users to continue learning and reinforcing behaviour patterns. In these environments, learners' responses are shaped and modified through a system of rewards and consequences.
- The use of gamification in online learning resources, such as badges, progress bars, and leaderboards, is influenced by behaviourist principles. These elements provide extrinsic motivation, promoting engagement and persistence in the learning process (Gee, 2003).

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15. ONLINE LEARNING RESOURCES

15.3. How to apply

1. Establish Clear Learning Goals

- ✓ Create a learning plan that includes both short-term and long-term goals.
- ✓ If you want to learn coding, set an initial goal to complete an introductory course on platforms like **Codecademy** or f**reeCodeCamp**. Then, gradually build on that with intermediate or advanced courses.

2. Leverage Multiple Platforms and Resources

- ✓ Use platforms like **Coursera o**r **edX** for structured, university-level courses.
- ✓ Combine the latter with interactive platforms such as **Duolingo** for language learning or **Khan Academy** for supplementary lessons.

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15. ONLINE LEARNING RESOURCES

15.3. How to apply

3. Take Advantage of Interactive Features

- ✓ Platforms like **Quizlet** and **Kahoot!** allow learners to create custom quizzes and engage with peer-generated content, promoting both active recall and spaced repetition.
- ✓ Similarly, on platforms like **Udemy** or **LinkedIn Learning**, many courses include interactive assignments and discussion boards.

4. Participate in Collaborative Learning

- ✓ Online forums and discussion groups on **Coursera** or **Reddit's learning subreddits.**

5. Create a Consistent Learning Routine

- ✓ Use time-management tools like **Trello** or **Notion** to create weekly schedules and track your progress.

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15. ONLINE LEARNING RESOURCES

15.3. How to apply

6. Personalize Learning with Adaptive Learning Tools

- ✓ Platforms like **Smart Sparrow** and **Knewton** use adaptive learning to tailor the content and pace according to the learner's needs.
- ✓ **Khan Academy** offers a personalized learning dashboard.

7. Use Multimedia for Rich Learning Experiences

- ✓ Incorporate **Podcasts** for audio-based learning (e.g., The EdSurge Podcast).
- ✓ Incorporate platforms like **LinkedIn Learning** that combine video content with written explanations and interactive exercises.

8. Continuously Evaluate and Reflect on Learning

- ✓ Use tools like **Evernote** or **OneNote** to journal your thoughts, summarize key takeaways, and set new goals.

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15. ONLINE LEARNING RESOURCES

15.4. Additional reading materials for ongoing learning and support

I. BUSINESS & MANAGEMENT

1. Coursera Best Business Foundation Courses & Certificates [2025], https://www.coursera.org/courses?query=business%20foundation
2. Harvard Business School Online (HBX) - CORe (Credential of Readiness), https://online.hbs.edu/courses/core/
3. Project Management Professional (PMP)® Certification (Udemy), https://www.udemy.com/topic/pmp/
4. MIT OpenCourseWare, https://ocw.mit.edu/

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15. ONLINE LEARNING RESOURCES

15.4. Additional reading materials for ongoing learning and support

II. AI AND DIGITAL SKILLS

1. Coursera, Best AI Courses & Certificates [2025], https://www.coursera.org/courses?query=artificial%20intelligence&utm_medium=sem&utm_source=gg&utm_campaign=B2C_EMEA__coursera_FTCOF_career-academy_pmax-multiple-audiences-country-multi&campaignid=20858198824&adgroupid=&device=c&keyword=&matchtype=&network=x&devicemodel=&adposition=&creativeid=&hide_mobile_promo&gad_source=1&gclid=CjwKCAiAhP67BhAVEiwA2E_9gzKd3Eczp-WXcdHpEiiXaKGKV-XgWu7-iF4FpvhBOH541bMf2T0i4xoCGgwQAvD_BwE
2. Artificial Intelligence A-Z 2025: Build 7 AI + LLM & ChatGPT, https://www.udemy.com/course/artificial-intelligence-az/?srsltid=AfmBOoqtFJ-gvoRpEplyhL97Qm3SpTiWrd-08MfVSM4ya33vUJCHPyIlU&couponCode=NEWYEARCAREER

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15. ONLINE LEARNING RESOURCES

15.4. Additional reading materials for ongoing learning and support

III. ART & CREATIVE INDUSTRIES

1. Domestika, https://www.domestika.org/en/plus_offer_landing#EN_EUR
2. Proko, https://www.proko.com/browse/all/courses
3. Udemy, https://www.udemy.com/
4. Skillshare, https://www.skillshare.com/en/

IV. BIOSCIENCES

1. Introduction to Biology: The Secret of Life (edX), https://business.edx.org/courses/introduction-to-biology-the-secret-of-life-3
2. Health and medicine (Khan Academy), https://www.khanacademy.org/science/health-and-medicine/human-anatomy-and-physiology

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16. AUTOMATION AND AI SKILLS

16.1. Introduction

Automation and artificial intelligence (AI) are transforming the global economy by streamlining tasks, increasing efficiency, and reshaping industries. Automation replaces repetitive human tasks with technology, while AI enables machines to **learn, adapt, and make decisions** with minimal input. Key AI technologies include **machine learning**, **natural language processing**, and **computer vision**.

As adoption grows in sectors like healthcare, finance, and manufacturing, demand for professionals skilled in **AI development, data analysis, RPA, and AI ethics** is rising. These technologies are not just modifying roles—they're **creating new career paths** in fields such as data science, robotics, and AI research.

For today's professionals, understanding automation and AI is essential. Learning how to apply these tools increases competitiveness, improves productivity, and opens the door to innovation in a rapidly evolving workforce.

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16. AUTOMATION AND AI SKILLS

16.2. Theory

The **Skills Evolution Theory** proposes that as automation and AI reshape the workplace, the skills required to succeed will shift dramatically. Routine and even complex cognitive tasks will increasingly be handled by machines, prompting human workers to focus on roles emphasizing **creativity, emotional intelligence, strategic thinking**, and **ethical decision-making**.

This new reality calls for a **hybrid skill model**—combining technical proficiency in AI tools with soft skills that machines can't replicate. Workers will interpret AI outputs, provide empathetic care, and manage decisions involving nuance and human judgment.

The theory also highlights the growing importance of **lifelong learning**. With rapid tech advancement, professionals must continuously **reskill and adapt**, developing not only AI-related knowledge but also **resilience and cognitive flexibility** to navigate shifting roles.

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16. AUTOMATION AND AI SKILLS

16.3. How to apply

Building expertise in automation and AI requires a **strategic blend of education, practice, and networking**. Begin by assessing your current skill set. If you have experience in **programming, data analysis, or engineering**, you're well-positioned to advance. If not, start with foundational knowledge in **Python, statistics**, and **data science**.

Pursue **relevant education** through platforms like **Coursera**, **edX**, or **Udacity**, which offer courses and certifications in **machine learning, AI, and robotic process automation (RPA)**. Advanced learners may also consider university programs in **AI or data science**.

Next, focus on **hands-on experience**. Use open-source tools like **TensorFlow, Keras**, or **Scikit-learn** to build your own projects. Explore **RPA platforms** like **UiPath** or **Automation Anywhere** and publish your work on **GitHub** to build a portfolio.

Engage with the **AI and automation community** through forums, conferences, and hackathons. Networking offers exposure to emerging trends and job opportunities.

Finally, apply for **entry-level jobs or internships** in roles such as **AI developer, data analyst**, or **RPA engineer**. Real-world experience will help you grow into more advanced positions in this fast-evolving field.

BiDiGi
BOOST YOUR DIGITAL INTELLIGENCE

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16. AUTOMATION AND AI SKILLS

16.4. Additional reading materials for ongoing learning and support

To thrive in the rapidly evolving world of **automation and artificial intelligence**, continuous learning is key. A wide range of books, courses, and online platforms can help deepen your expertise and keep you current.

Books

•*Artificial Intelligence: A Guide for Thinking Humans* by Melanie Mitchell – A balanced and accessible overview of AI's promise and limitations.

•*Hands-On Machine Learning with Scikit-Learn, Keras, and TensorFlow* by Aurélien Géron – A practical, code-based guide for applying AI in real projects.

•*Architects of Intelligence* by Martin Ford – Expert interviews offering insights into the future of AI and its global impact.

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16. AUTOMATION AND AI SKILLS

16.4. Additional reading materials for ongoing learning and support

Online Learning Platforms

- **Coursera** – Includes “AI for Everyone” by Andrew Ng and Stanford’s “Machine Learning” course.
- **edX** – Offers top-tier courses from MIT and others, like the **AI MicroMasters**.
- **Udacity** – Project-based Nanodegrees in **AI and Machine Learning**, with mentoring support.

Websites & Blogs

- **Towards Data Science** – A go-to platform for articles, case studies, and tutorials in AI and machine learning.
- **AI Alignment Forum** – Focused on ethics and ensuring that AI aligns with human values.

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17. DRONES

17.1. Introduction

The use of technological resources such as mobile devices, digital cameras, social media networks, software applications, the Internet and others types of devices during the lessons became more popular.

Drones are flying robots, including unmanned aerial vehicles (UAVs) that can travel thousands of kilometres and small drones that fly in confined spaces. Aerial vehicles carry no operator, fly remotely or autonomously, and may carry lethal or non-lethal payloads.

Drone technology is seen as something new to be introduced in the classroom.

The integration of drones in education is able to increase **students' interest in STEM** as well as in innovation.

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17. DRONES

17.2. Theory

Different studies of using the drones in education :

- ❑ Drone programming significantly improved students' learning of spatial visualization and sequencing skills.
- ❑ The students that are using drones in their learning experienced greater level of physical, educational and psychological satisfaction.
- ❑ The workshops with drones based platforms helped in understanding, elaborating and explaining the content.
- ❑ Using drones in the educational process helped established social connections among students, helping them engage more and assisting the educational process.

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17. DRONES

17.2. Theory

The importance **<u>of choosing the right type of drone</u>**:

- ❑ the specificity of the drone selection for producing the needed outcomes;
- ❑ Depending on the environment of the use, the nature of the task, and the age of the learners the proper selection is needed to enhance learning outcomes.
- ❑ Compact drones have been highly preferable in small places due to their compact size, larger drones offer longer battery life, and drones that have long range seem to fit tasks outside of the classroom.
- ❑ The motion capture camera of the drones - Highly capacity cameras capture more in-depth and detailed motion and landscapes.
- ❑ the knowledge of the educators as well as the learners;

The **greatest advantage of integrating drones** in the classroom is the fact that they **are incredibly fun** and **educational**. Drones foster **intellectual curiosity and creativity**. The benefits of drone technology, particularly as a part of a STEM curriculum, are well worth the investment while being crucial in **preparing students for the future**.

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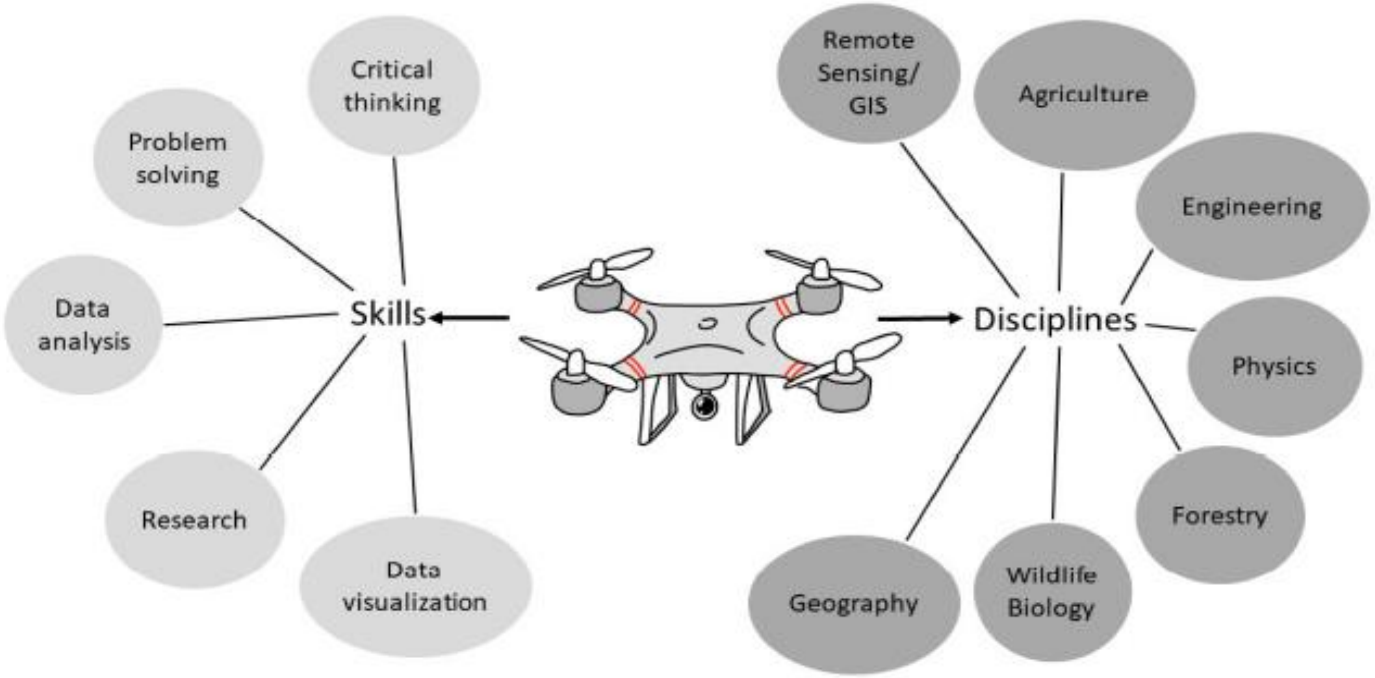
17. DRONES

17.3. How to apply



Drone skill sets in different educational disciplines

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17. DRONES

17.3. How to apply

Drone skill sets in different educational disciplines

Media - digital media and photo/video editing; camera settings, lighting conditions, and angles, which are fundamental skills in digital media production.

Environmental Science - providing students with an unparalleled perspective of the natural world; students can witness ecosystems, landscapes, and wildlife from a bird's-eye view.

Photogrammetry - This is a technique that involves capturing precise measurements and creating detailed 3D models from aerial imagery. By piloting drones equipped with high-resolution cameras, students can collect a series of overlapping images of a specific area or object.

Soft Skills - collaboration, negotiation, active listening, communication, focusing

Physical Activities

Teaching maths, geography, science, etc

Social Learning - give students glimpses of themselves and their place in the world

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17. DRONES

17.3. How to apply

Considerations for **the drones suitable for elementary schools** include:

- ❑ Drones with cameras for kids
- ❑ Rechargeable batteries
- ❑ Flight mission apps for sub-2kg drones
- ❑ Educational coding apps for micro drones
- ❑ Time it takes to learn to fly
- ❑ Cost of a drone
- ❑ Drone app integration
- ❑ Level of skill required
- ❑ Pre and post-sale support
- ❑ Ratio of drones to students

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17. DRONES

17.4. Additional resources

- ❑ Getting started with drones in your classroom – A teacher's Guide - https://shemaps.com/wp-content/uploads/2023/06/eBook_Getting-Started-with-Drones-in-your-Classroom_2023.pdf?srsltid=AfmBOooqtPEo8Dr3U_tgVO76XoXodig2Rf2hL7OvCwrahzlFyeQntf55
- ❑ Karen Joyce, Classroom Drone Essentials - https://youtu.be/6TBmCtxs7YU?si=tf0jwsZVOL6ZMnPw
- ❑ DSLRPros – The best precision Mapping & Surveying drones of 2024 - https://youtu.be/uZdUllGB7A4?si=IlU5HgPWXSAkKEWS

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18. GAMING

18.1. Introduction

- Gaming has evolved from a niche pastime into *a global cultural and economic phenomenon*. From the early days of arcade machines to the immersive experiences offered by modern virtual reality (VR) and cloud gaming, video games have become a major form of entertainment and an integral part of the digital landscape.
- The gaming industry now rivals other entertainment sectors in size, generating billions of dollars annually. What once began as simple pixelated games has expanded into intricate virtual worlds, rich with complex storylines, character development, and multiplayer experiences.
- At the same time, gaming has also attracted scholarly attention for *its impact on cognitive development, social behavior, and mental health*. With the rise of esports and professional gaming, the landscape of competitive entertainment has also undergone a significant change, reflecting the growing professionalization of gaming.
- Gaming is not merely a recreational activity but an important area of study with *broad implications* for technology, culture, and society.

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18. GAMING

18.2. Theory

- One of the earliest and most influential theories in understanding gaming is ***behaviorism***, particularly B.F. Skinner's operant conditioning model. In the context of gaming, this theory suggests that players are motivated by rewards, whether in the form of points, in-game items, or social recognition.
- According to ***cognitive psychology***, gaming can serve as a tool for developing cognitive skills such as problem-solving, multitasking, and hand-eye coordination. Video games, particularly strategy games, have been shown to enhance decision-making skills and the ability to process information rapidly, fostering better multitasking abilities.
- The concept of ***game mechanics***, which refers to the rules, systems, and structure that govern the behaviour of players within a game, is central to this idea. Players are driven by the positive reinforcement of rewards, often fostering a cycle of engagement and progression within the game.

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18. GAMING

18.2. Theory

- ***Cognitive Effects and Skills Development***: Playing action video games could improve *visual attention, spatial skills,* and the ability *to track multiple objects simultaneously*. video games that require strategic thinking and quick decision-making can lead to improvements in working memory and decision-making speed. Additionally, games that require multi-tasking can improve executive functioning, an essential aspect of cognitive control, particularly in young adults.
- ***Social and Psychological Impacts:*** Socially, video games—especially online multiplayer games—have been found to foster communities and *promote cooperative play*. The psychological impact of gaming can be more contentious. One of the most significant concerns regarding gaming is its potential to *foster addiction*.
- ***Educational and Therapeutic Uses of Gaming:*** Games can enhance *learning* by providing an engaging and interactive experience. Games like Minecraft, used in educational settings, teach creativity, problem-solving, and even programming. Gamification in therapy has become a growing area of interest, where game mechanics are integrated into *mental health interventions* to enhance motivation and engagement.

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18. GAMING

18.3. How to apply

1. Applying Gaming in Education

- ✓ Incorporate Points, Badges, and Leaderboards (PBL): The use of game mechanics like points, badges, and leaderboards has been shown to increase student motivation and participation. For instance **Kahoot!** and **Classcraft**.
- ✓ Create Simulations for Real-World Problems: Simulations allow students to apply theoretical knowledge to practical situations. For instance, **SimCityEDU**.

2. Applying Gaming in Mental Health and Therapy

- ✓ Use Biofeedback Games for Stress Management: Biofeedback games, such as **Calm** or **Spire**, allow players to monitor their physical responses.
- ✓ Design Therapeutic Games for Children: For children with conditions such as autism spectrum disorder or ADHD, games that use visual and auditory stimuli to reinforce positive behaviors can be very effective. For instance, **Re-Mission**.

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18. GAMING

18.3. How to apply

3. Applying Gaming in Business and Employee Engagement

- ✓ Incorporate Gamified Learning Platforms: Businesses can use gamified training platforms to teach new skills, improve employee knowledge, and track progress. For instance, platforms like **Coursera.**
- ✓ Create Performance-Based Challenges: Create challenges or "quests" for employees to achieve specific goals, such as improving sales, customer satisfaction, or productivity.

4. Applying Gaming in Physical Rehabilitation

- ✓ Gamify Physical Therapy: Virtual reality (VR) and motion-sensing games, such as those available on the **Wii Fit platform**, have been used in rehabilitation programs to encourage exercise.
- ✓ Virtual reality rehabilitation programs, like **MindMaze**, use VR technology to create rehabilitation exercises that patients can perform while interacting with virtual environments.

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18. GAMING

18.4. Additional reading materials for ongoing learning and support

1. Chan, G., Huo, Y., Kelly, S., Leung, J., Tisdale, C., & Gullo, M. (2022). The impact of eSports and online video gaming on lifestyle behaviours in youth: A systematic review. Computers in Human Behavior, 126, 106974.
2. Pietilä, I., Varsaluoma, J., & Väänänen, K. (2019). Understanding the digital and non-digital participation by the gaming youth. In Human-Computer Interaction–INTERACT 2019: 17th IFIP TC 13 International Conference, Paphos, Cyprus, September 2–6, 2019, Proceedings, Part II 17 (pp. 453-471). Springer International Publishing.
3. Liau, A. K., Choo, H., Li, D., Gentile, D. A., Sim, T., & Khoo, A. (2015). Pathological video-gaming among youth: A prospective study examining dynamic protective factors. Addiction Research & Theory, 23(4), 301-308.

19. SUMMARY

This manual is a **comprehensive learning resource** designed to equip included youth with the **digital competencies** needed for personal, educational, and professional growth. It integrates **theory, real-life application**, and **accessible design** to promote skill-building and confidence.

Core Areas Covered:

1. Digital Literacy

Responsible use of digital tools, ethical internet behavior, access to services, and information navigation.

2. Online Communication

Strategies for tone, digital identity, platform use, and managing online interactions.

3. Digital Project Management

Agile methods, planning tools, and teamwork techniques for managing digital projects.

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19. SUMMARY

4. Software Proficiency

Training aligned with ITQ & European e-Competence frameworks for daily digital tasks.

5. Cybersecurity Awareness

Practical guidance on digital safety, threat recognition, and protecting personal data.

6. Youth Development & Mentoring

Developmental models promoting agency, participation, and support through mentorship.

Purpose & Impact

- Promote **digital inclusion** and **lifelong learning**
- Strengthen **employability and participation**
- Support **educators, mentors, and youth organizations**

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