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WIN

Introducing the job profile of the Workplace Innovation Manager

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WIN [E-Learning Platform](#)

Exploitation Manual for SMEs, HR specialists & VET Trainers

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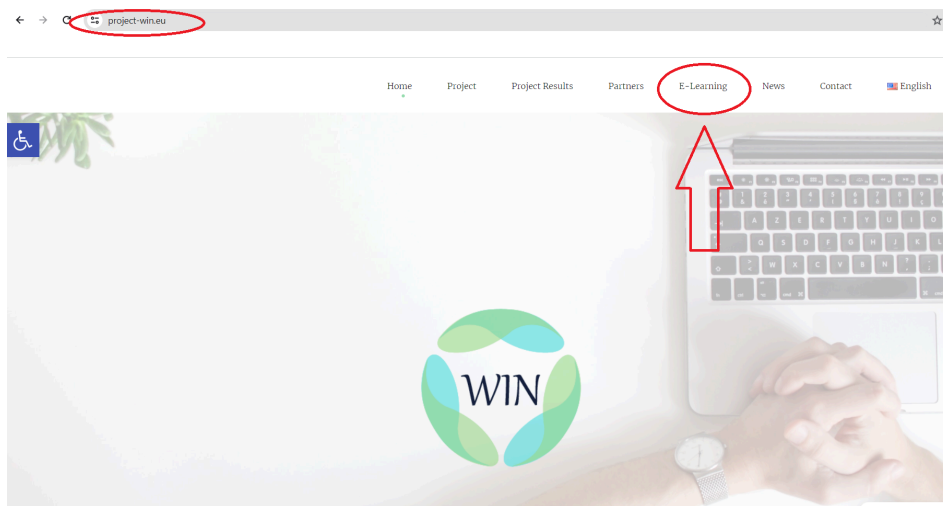
What is the purpose of the Manual?

The WIN E-learning platform Exploitation Manual shall serve a two-fold purpose: 1) It will ensure the availability and sustainability of the project's results 2) It will ensure the highest possible level of transferability of the tools, materials and methodologies developed within the WIN project. It is anticipated to be the first pan-European tangible material that provides a holistic framework regarding the new professional profile of the Workplace Innovation Manager. To this purpose, the Manual & Toolkit for Workplace Innovation Managers and policy makers will include: - The training curriculum and training material developed within the project; - Tools that Workplace Innovation Managers can exploit in order to act as the "center" of workplace innovation within their organizations, thus transferring useful knowledge and methodology to other key persons within their organizations; - The evidence and data collected through the piloting activities in the form of a consolidated report; - Policy briefs for the promotion and wider establishment of the Workplace Innovation Manager professional profile.

Who will use the Manual?

The main target groups of the Manual & Toolkit for Workplace Innovation Managers and policy makers are: - SMEs representatives and employers interested to establish the job profile into their organizations; - Professionals active in the field of HR management; - Representatives of public organizations; - VET experts and organizations interested to incorporate the relevant tools and methodologies; - Researchers in the field of workplace innovation; - Decision and policy makers.

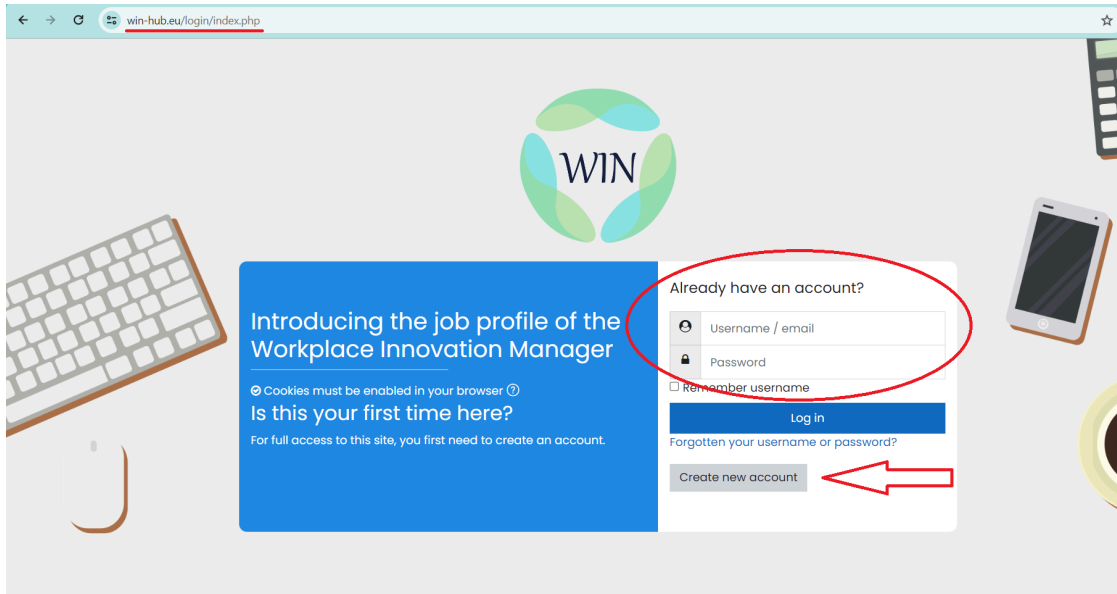
How to use the Manual?



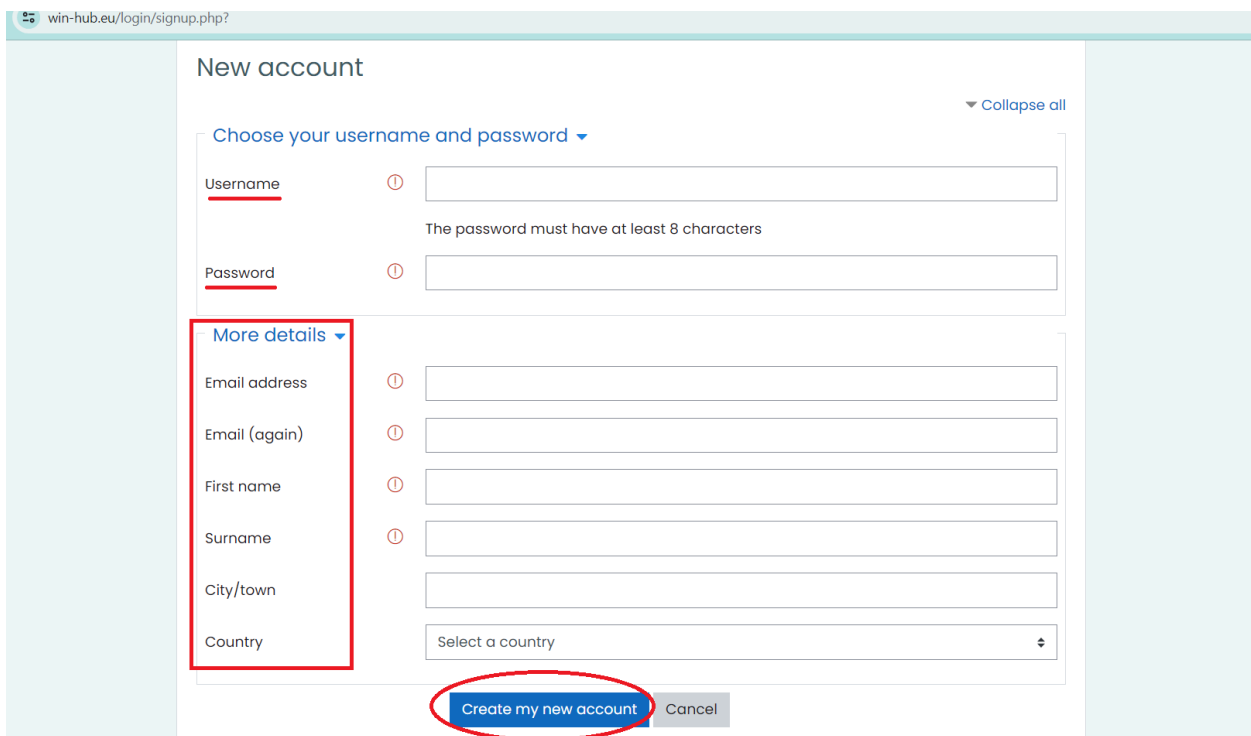
Log in

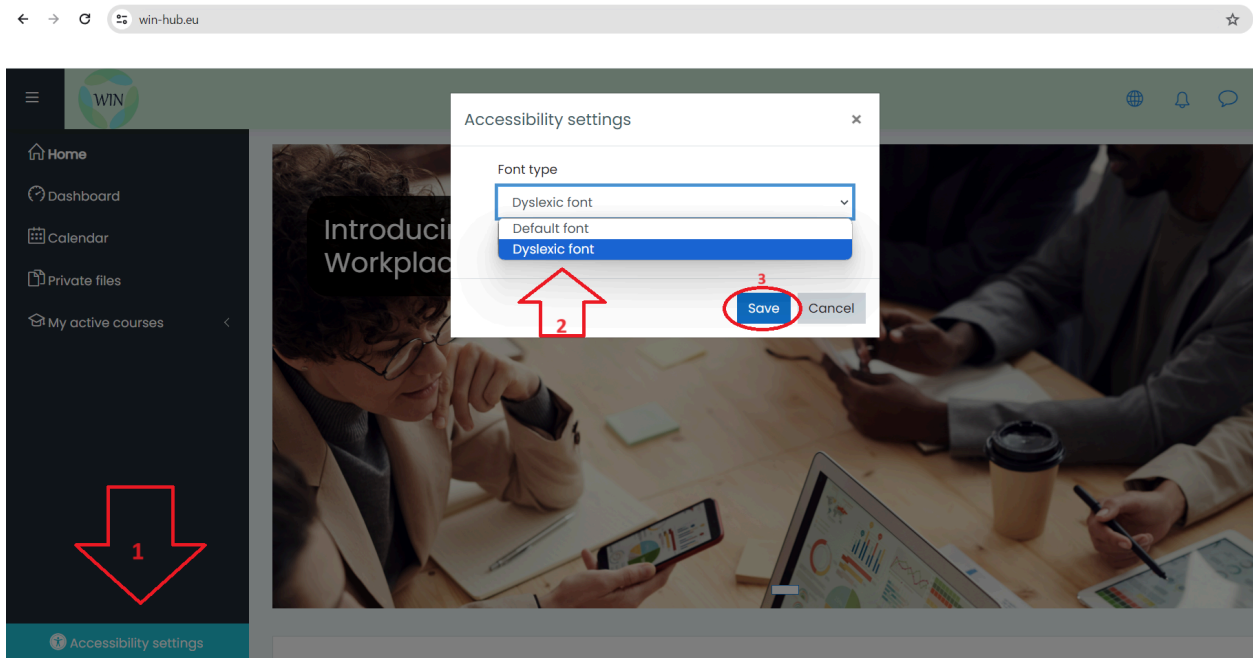
Any interested party can access free of charge the WIN [E-Learning Platform](#) through the WIN [website](#). Once into the website, a specific section dedicated to the E-Learning platform can be found in the upper right side (see the screenshot below).

After the platform is successfully opened, you have the option to either create a new account, or to enter an existing one.



In order to create a new account you need to choose a username and reliable password that will be used for the further logging in procedure. The personal information in the section below (see the screenshot) will be available for the other users in the platform.





Home Page

Once you have entered the platform with a valid account, you can start exploring the features. In the bottom left corner is a toolbar with accessibility settings.

For users with specific learning disabilities, there is a setting for **Dyslexic font** (screenshot below)

After setting the font (default or dyslexic), a list of training courses in the respective language can be found at the bottom of the Home page. The WIN platform and the training course are available in all project languages (English, Slovenian, Greek, Bulgarian, German, Hungarian). Once a specific version of the course is opened, it will appear also in the section My Active Courses (check both screenshots below).

WIN

- Home
- Dashboard
- Calendar
- Private files
- My active courses
- E-Library & Training Module
- Ηλεκτρονική βιβλιοθήκη & ενότητα κατάρτισης
- E-библиотека и модул за обучение

Introducing the job profile of the Workplace Innovation Manager

WIN

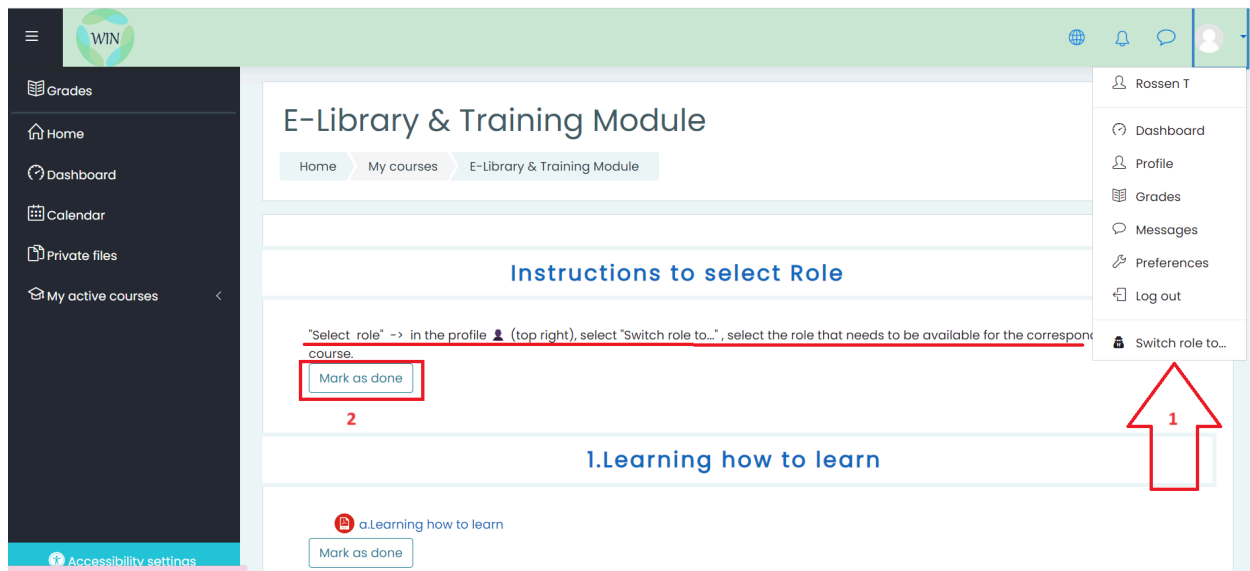
Available courses

Thumbnail	Title	Description	Access
	E-Library & Training Module	English Course	Access
	Ηλεκτρονική βιβλιοθήκη & ενότητα κατάρτισης	Μάθημα Ελληνικών	Access
	E-knjžnica in modul za usposabljanje	Tečaj Slovenščine	Access
	E-библиотека и модул за обучение	Курс по български език	Access

Accessibility settings

Role Selection

When you enter a course, you are signed in automatically as a trainee, however you have the option to switch your role through the bottom option of the dropdown list in the right top corner. The available options are trainer/trainee. It is better to select your role before you proceed on reviewing the materials and answer the quizzes. If your selected role is a trainer you will be able to see another topic in the course named "Teachers module", including assisting materials and guidelines for the trainer on how to conduct the WIN training and how to make use of the developed materials in the platform. Another difference between trainer/trainee log in, is that the trainers will be able to download in PDF each module as a whole in case they want to conduct the training in a different way, rather than using the platform.



Modules Guide

After choosing the respective role, you can proceed with module 1 - **Learning How to Learn**. After each chapter there is a self-assessment quiz that helps you monitor your

"Select role" -> in the profile (top right), select "Switch role to...", select the role that needs to be available for the corresponding course.

Done

1.Learning how to learn

- a.Learning how to learn
- Quiz_Learning is...
- b.Continuous Life long learning
- Quiz_Continuous lifelong learning

learning progress.

To start the quiz click here:

E-Library & Training Module

Home > My courses > E-Library & Training Module > 1.Learning how to learn > Quiz_Learning is...

Quiz_Learning is...

Grading method: Highest grade

Previous activity: [a.Learning how to learn](#) | Jump to... | Next activity: [b.Continuous Life long learning](#)

Once into the quiz, you will have 'True or False' questions. On the right side of the window, you can see how many questions you have left to complete the quiz.

The screenshot shows the 'E-Library & Training Module' interface. The breadcrumb trail is: Home > My courses > E-Library & Training Module > 1.Learning how to learn > Quiz_Learning is... The main content area displays a question: 'Learning is ... an ongoing process not an event'. Below the question, it says 'Select one:' and has two radio buttons: 'True' (selected) and 'False'. A red arrow labeled '1' points to the 'True' button. To the right, a 'Quiz navigation' box shows three question indicators (1, 2, 3) and a 'Finish attempt...' link. Below the question, a 'Next page' button is circled in red and labeled '2'. At the bottom, there are 'Previous activity' and 'Next activity' sections with a 'Jump to...' dropdown menu.

After all questions are completed, you will have the option to either review them or to submit.

The screenshot shows the 'Quiz_Learning is... Summary of attempt' page. The breadcrumb trail is: Home > My courses > E-Library & Training Module > 1.Learning how to learn > Quiz_Learning is... > Summary of attempt. The main content area features a table with the following structure:

Question	Status
1	Answer saved
2	Answer saved
3	Answer saved

Below the table, there are two buttons: 'Return to attempt' and 'Submit all and finish'. The 'Submit all and finish' button is circled in red. To the right, a 'Quiz navigation' box shows three question indicators (1, 2, 3). At the bottom, there are 'Previous activity' and 'Next activity' sections with a 'Jump to...' dropdown menu.

After submitting, you will see an overview of the questions and answers. On the right, you will see which questions were answered incorrectly. There is also detailed information about test completion and pass rate.

E-Library & Training Module

Home > My courses > E-Library & Training Module > I.Learning how to learn > Quiz_ Learning is...

Started on	Tuesday, 23 April 2024, 9:42 PM
State	Finished
Completed on	Tuesday, 23 April 2024, 9:50 PM
Time taken	8 mins 5 secs
Marks	2.00/3.00
Grade	6.67 out of 10.00 66.67%

Question 1
Correct
Mark 1.00 out of 1.00
[Flag question](#)

Learning is ... an ongoing process not an event

Select one:

- True ✓
- False

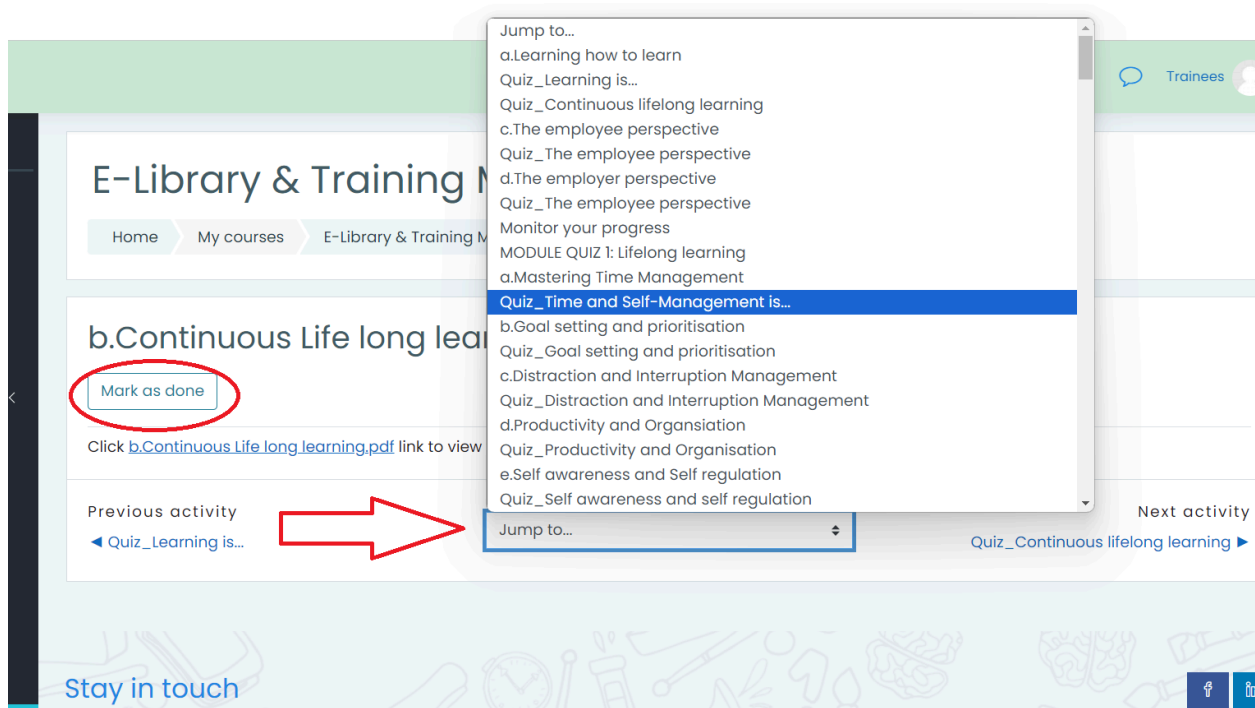
In order to know what the other person thinks or feels and to determine their reactions, we need to listen!

Quiz navigation

1 2 3
✓ ✓ ✗

Show one page at a time
[Finish review](#)


After the completion of the respective T/F quiz , there is option 'Jump to'. You can mark the completed quiz with Done and try another one that is corresponding to chapter of




the module


Monitor your progress feature:

Once you have completed all the quizzes, you can access your progress notebook by clicking on the "Monitor Your Progress" button:

Check it out! 

"Learning how to learn – Continuous self driven life-long learning" – Action Plan to Implement my Newly Acquired Knowledge





Name:

Date:

1. What I have learned: |

2. Where I apply the newly acquired knowledge:

3. The first step I take and (what and when):

The final quiz of each module will be called MODULE QUIZ N. The questions will be multiple choice (as opposed to the previous true or false quizzes).*

E-Library & Training Module

Home > My courses > E-Library & Training Module > 1.Learning how to learn > MODULE QUIZ 1: Lifelong learning

Question 1
Answer saved
Marked out of 1.00
[Flag question](#)

Which of the following can be considered as a learning style?

- a. Learning through experiential learning activities such as simulations, field days and participation in problem solving situations.
- b. Learning through discussions, listening to podcasts and recording of meetings.
- c. Acquiring knowledge and attitudes through punishment, observation or social interactions.
- d. All the above.

[Clear my choice](#)

Quiz navigation

1 2

[Finish attempt ...](#)

[Next page](#)

When the whole module is completed (eg. 1.Learning how to learn) the respective competence/skill is marked as Done.

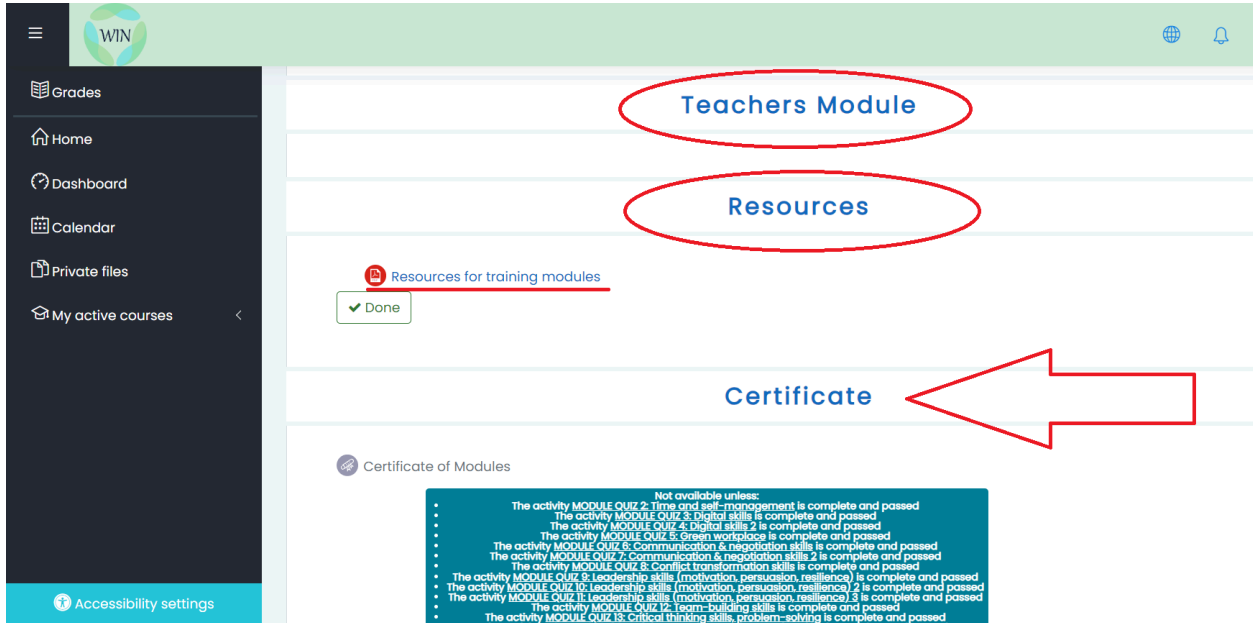
MODULE QUIZ 1: Lifelong learning

Done: Receive a grade Done: Receive a pass grade

Completion of this quiz is mandatory in order to receive the certificate.

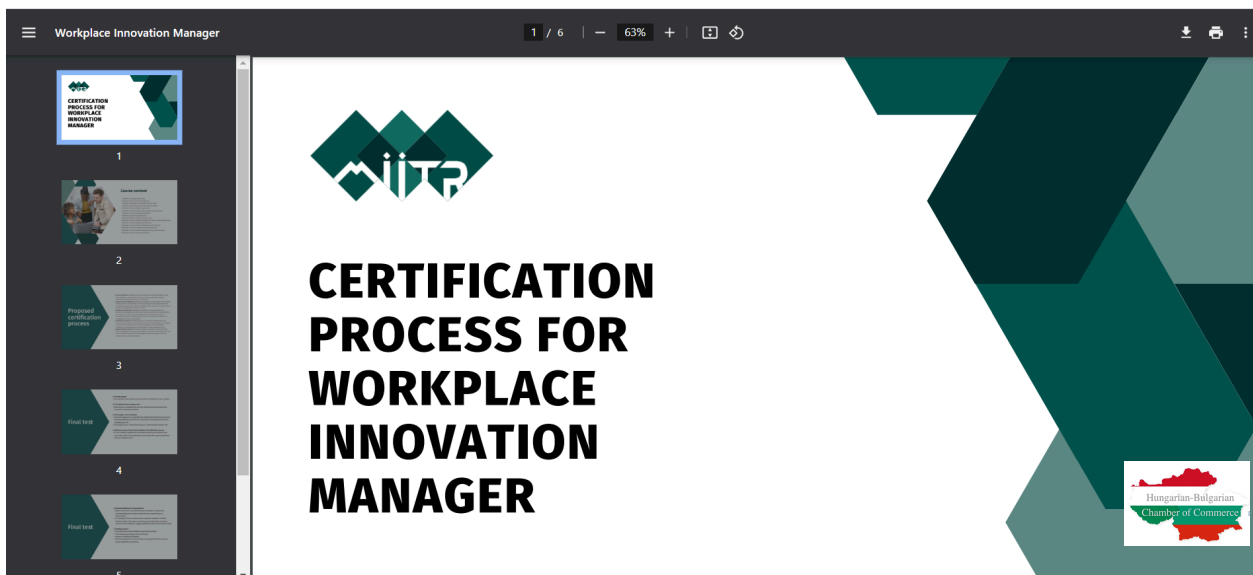
Before completing the full training course, you will be able to:

- Access the additional teacher module, which is designed to equip vocational trainers with the necessary skills to conduct their own training (**only in case you have chosen the trainer mode**)
- Access the resources section that is listing the scientific articles and relevant bibliography used while developing the training course
- Get your certificate!



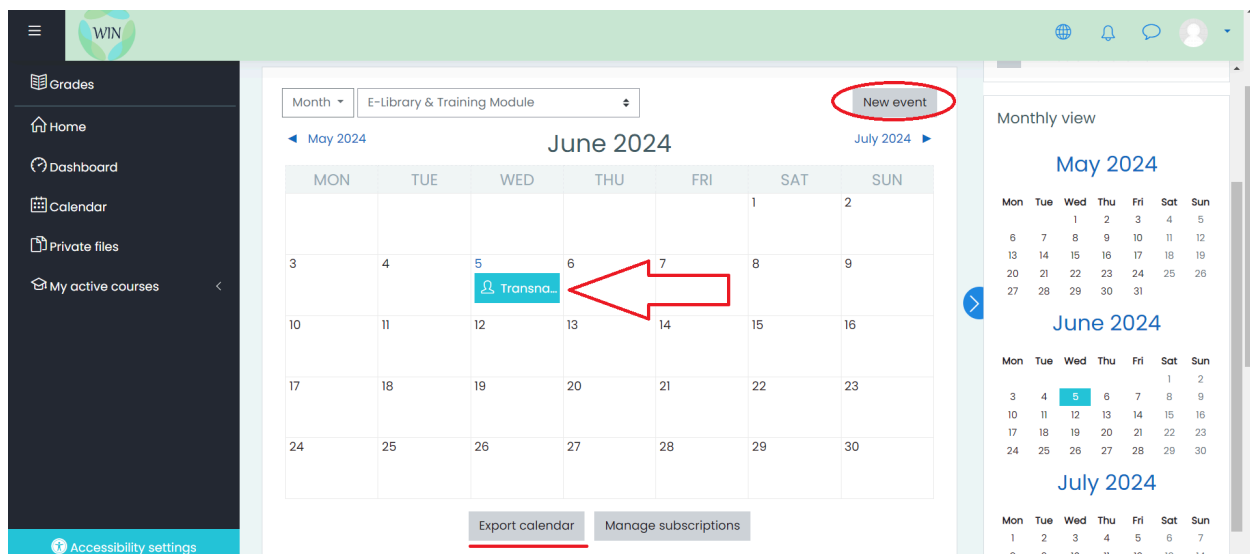
Certification process

In order to receive a certificate, you need to complete all quizzes from the 15 Modules that have the indication "Completion of this quiz is mandatory in order to receive the certificate". For a detailed overview of the certification process, click on the hyperlink to view the following PDF file:



Calendar features:

1. Create an event
2. Track it in the calendar
3. Export calendar (optional)



The calendar contains the following additional functions that will allow you to file the available events that have been created by the users.

Events key

- Hide site events
- Hide category events
- Hide course events
- Hide group events
- Hide user events
- Show other events

Social Panel

WIN

About The Project

WIN project will directly address the needs and challenges that companies, SMEs and organizations face in their efforts to manage and promote workplace innovation by introducing the professional profile of the Workplace Innovation Manager.

WIN project visualizes the role of the Workplace Innovation Manager as an internal knowledge hub that will be able to spread concepts on ideas management, design thinking and innovation capabilities throughout the organization.

Social Panel
Recent forum posts

- Gergana Georgieva
120 days ago
Re: Saying Hi
- Viktorija Kuzmanova
120 days ago
Saying Hi

Want to start a conversation?
Let's Talk!

Another useful feature of the WIN E-learning platform is the "Social panel" that we see before entering a course in the Home page. It gives the opportunity to discuss with other registered members, share experience and communicate with trainers for assistance in case you are a trainee.

When you click on the 'Social Panel' button, you will be able to see the list of available discussions, add a new one and attach relevant files.

Let's Talk!

1 discussion

[Add a new discussion](#) Search

Add your discussion

Your subject

Type your post

Choose files | No file chosen

Submit Cancel Use advanced editor and additional options

[Viktoria](#) [Saying Hi](#) 120 days ago

1 reply Last 120 days ago

When you add your subject and create your post, click the button 'Submit' in order to share your posts with the rest of the users. From the field 'Search' you will be able to apply filters in order to find specific posts/announcements (see the screenshot below).

Apart from the detailed overview of the history of the available posts, there is also the option to explore the users' profile by clicking the user name (see screenshot below). There you can see one's previous achievements, posts, registered discussions etc. There are also the options 'Add contact' and 'Send message' that allow you to establish further contact with the peer users.

Summary

The user manual for the WIN E-learning platform is designed to outline how to use the platform effectively while it provides clear instructions, screenshots, and explanations, ensuring you understand how to perform various tasks within the application.

The Manual will help to transform confusion into clarity, enabling users to explore the application confidently. It empowers users with the knowledge they need to utilize the platform's multiple capabilities. This shall improve productivity and facilitate a sense of confidence and satisfaction among users, regardless if they are trainees or trainers.



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