



JOINT CURRICULUM

PROJECT NUMBER:2022-1-PT01-KA220-ADU-0000087183



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ABOUT THIS PUBLICATION

This report details the Joint Curriculum for the PRIORITY45 Virtual course. This publication is the result of the activities carried out by the consortium partners within the Erasmus+ project **PRIORITY45: Promoting employment of 45+ adults through a disruptive training approach** (Cooperation partnerships in adult education, project number: 2022-1-PT01-KA220-ADU-000087183). More information is available at <https://priority45.eu/>.

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1 JOINT CURRICULUM DEFINITION

The Joint Curriculum developed in the PRIORITY 45 project is focused on 45+ adults to support them to be active and ready to labour and business challenges in times of resilience and globalisation. It contains a description of the training modules and units that the PRIORITY 45 course will contain, based on the identified learning outcomes.

The partnership consortium has developed the content for the Joint Curriculum based on the previous learning outcomes defined and harmonized based on EQF and further summarised. The Curriculum includes a detailed description of modules, units, duration, and weight.

The previous learning outcomes were developed based on a Competency Map of the current and needed competences and skills of adults 45+. In the first approach, the consortium presented a set of learning outcomes, based on the competences, skills and knowledge. In a second round, these first learning outcomes were trimmed to be integrated and harmonized in the present Joint Curriculum.

2 INNOVATION IN THE CURRICULUM ORGANISATION

Although several projects in the last few years have been carried out addressing the needs of training of 45 + adults and the promotion of the importance of establishing training plans for this target group, they either focused on unemployed people with universities backgrounds, younger population or else they did not consider the labour changes brought about by digitalisation or by the COVID19 pandemic.

PRIORITY 45 wants to impact in all potential 45+ adults with re/upskilling needs, considering the changes brought by the COVID19, using the approach related to the Liquid Education approach by Z. Bauman, with content adapted to the needs of today's fast-moving and changing world, where the way to success lies in having new ideas, original projects and giving priority to quality over quantity.

Therefore, PRIORITY 45 has a game-changing character, nowadays, due to its main topic, the partners involved (with previous experience in these kinds of projects, the topics and their wide network) and the necessity of this project to cope with the current crisis as COVID19 or Ukraine's conflict and all its impact.

3 WAYS TO USE THE PRIORITY 45 JOINT CURRICULUM

To enable the upmost efficient use of the Joint Curriculum, the PRIORITY 45 Consortium has decided to provide three possible options to learners, training centres and organisations, that enable adults 45+ to learn what they want and how they want and employers to promote the skills they find more useful.

The possibilities are the following:

- **Option 1: P45 Short-term Training Unit**
 - Duration: 50h
 - Weight: 4.5 ECVETs
 - Procedure: the learner has to successfully complete all the modules and units.

- **Option 2:**
 - Duration: 25h
 - Weight: 2.25 ECVETs
 - Procedure: the learner can choose to complete modules 1+4+5 (25h) or modules 2+3 (25h) according to his/her interest.

- **Option 3: Full “Shopping list”**
 - Duration: depending on the chosen units
 - Weight: 0.20 ECVETs
 - Procedure: the learner can choose a pack of 5 units he/she wants to complete from any of the modules.

4 MODULES

Module 1: Resilience	Module 2: Growing with other	Module 3: Getting organized	Module 4: Critical and innovative thinking	Module 5: Learn to learn
Flexibility Adaptation Change management	Leadership Communication Active listening Teamwork Cooperation Interaction with others Emotional intelligence Social skills	Time management Planning and work-life flow	Problem-solving Creativity Innovation Critical thinking Proactivity & initiative	Learn to learn Benefits of improving ICT / digital skills Language skills: Benefits of learning new languages Oral and written communication

4.1. Module 1: Resilience

The main purpose of this module is to:

- Emphasise the importance of a 45+ worker’s ability to adjust to changes that occur on a regular basis in the business world, including in the structure, business needs, work processes, protocols and personal responsibilities of an individual in a company.
- Raise acknowledgement of how important it is to keep up with new ICT equipment.
- Foster understanding of how constructive criticism can be used to one’s advantage.
- Promote understanding of how important it is for an individual to be able to understand the responsibilities of his/her colleagues in case of his/her absence while knowing how to prioritise tasks in work processes.
- Foster the understanding the need for constant changes, as well as its benefits and positive effects on people and organisations.
- Raise understanding on how changes can affect a 45+ worker and how to be successful in achieving the change needed.

Learning methods

- PowerPoint presentations and animated videos
- Practical examples, role-playing.

Evaluation

- Multiple choice
- Self-assessment questionnaires.

Units

1.1 FLEXIBILITY		Hours: 3
Learning outcomes	On successful completion of this unit, participants shall be able to: <ul style="list-style-type: none"> • Understand the importance of co-worker’s responsibilities • Understand the importance of prioritising tasks in cases of emergencies • Identify and put into use information coming from constructive criticism • Prioritise tasks in case of emergency 	
Content	Constructive Criticism: a tool for personal and professional growth Advantages of keeping up with co-worker’s responsibilities Task Prioritising	

1.2 ADAPTATION		Hours: 2
Learning outcomes	On successful completion of this unit, participants shall be able to: <ul style="list-style-type: none"> • Understand the importance of the ability to adjust to changes in their working place • Understand the importance of the ability to adjust to changes in personal life • Identify ways of adjusting to changes in their workplace • Identify ways of adjusting to changes in personal life • Analyse ways of adjusting to changes in their workplace • Analyse and compare ways of adjusting to changes in personal life 	
Content	Adjust to changes in the organisations Adjust to changes in personal life	

1.3 CHANGE MANAGEMENT		Hours: 2
Learning outcomes	On successful completion of this unit, participants shall be able to: <ul style="list-style-type: none"> • Identify when changes are needed • Identify the benefits of changes for an organisation • Identify the positive effects of changes on the way that people work • Understand the benefits of changes for an organisation • Understand how changes can have a positive impact on people • Identify the actions that an individual can carry out to achieve the change 	
Content	The need for change Benefits of changes for an organisation Positive effects of changes on people and their work Change: how to achieve it	

4.2. Module 2: Growing with others

The main purpose of this module is to:

- Demonstrate the importance of collaboration, social skills and emotional intelligence in the workplace, with a special focus on 45+ workers.
- Raise awareness on how to enhance innovation through creativity, as well as professional and personal development.
- Foster the understanding of concepts related to strategies of leadership and its importance to good cooperation and teamwork.
- Raise awareness about the value of communication in the workplace and in the interaction with others and strategies that enhance it, such as active listening.

Learning methods

- PowerPoint presentations
- Interactive tools (websites, online videos, platforms)
- Practical examples, role-playing

Evaluation

- Multiple choice
- Self-assessment questionnaires
- True or false
- Puzzles

Units

2.1 LEADERSHIP		Hours: 3
Learning outcomes	On successful completion of this module, participants shall be able to: <ul style="list-style-type: none"> • Define leadership • Recognise the importance and competence of leadership • Understand different types of leadership • Know advantages and disadvantages of different leadership styles • Recognise the differences between leader and boss • Recognize the skills to be a good leader 	
Content	Leadership Functions of leadership Types/styles of leadership Skills to be an effective leader	
2.2 COMMUNICATION		Hours: 2
Learning outcomes	On successful completion of this module, participants shall be able to: <ul style="list-style-type: none"> • Describe communication styles • Identify positive and negative aspects of communication styles • Identify strategies to communicate successfully • Recognise the importance of assertiveness in daily life communication 	
Content	Communication styles Strategies to communicate successfully Assertiveness Body language	
2.3 ACTIVE LISTENING		Hours: 2
Learning outcomes	On successful completion of this module participants are able to: <ul style="list-style-type: none"> • Describe the importance of active listening in personal and professional contexts • Identify different techniques to improve communication • Identify distractors in communication situations • Use verbal and non-verbal signals to encourage the speaker to talk 	
Content	Definition and importance of active listening Verbal and non-verbal communication Barriers to active listening Techniques for active listening	

2.4 TEAMWORK		Hours: 3
Learning outcomes	On successful completion of this module participants are able to: <ul style="list-style-type: none"> • Define the concept of teamwork and its benefits • Identify the better skills to improve teamwork • Recognize strategies that promote a better teamwork environment 	
Content	Teamwork Benefits of teamwork Skills to improve teamwork Strategies to promote a better teamwork environment	

2.5 COOPERATION		Hours: 2
Learning outcomes	On successful completion of this module participants are able to: <ul style="list-style-type: none"> • Understand the importance of cooperation and its benefits in the workplace • Identify strategies to improve cooperation and common effort • Recognize relevant strategies that can improve this skill in the workplace 	
Content	Cooperation Benefits of cooperation in the workplace environment Strategies to improve cooperation	

2.6 INTERACTION WITH OTHERS		Hours: 3
Learning outcomes	On successful completion of this module participants are able to: <ul style="list-style-type: none"> • Understand the importance of good and proper communication with others • Identify strategies and good practises that can improve proper behaviour with others, understanding and respecting boundaries • Recognize rules of respect and tolerance in the workplace and other contexts 	
Content	Basis of interaction Benefits of a good and positive interaction with others Rules of respect and tolerance How to respect and establish healthy boundaries	

2.7 EMOTIONAL INTELLIGENCE		Hours: 3
Learning outcomes	On successful completion of this module participants are able to: <ul style="list-style-type: none"> • Define emotional intelligence • Understand the importance of recognising and managing own emotions and those of others • Identify strategies related to the development of emotional intelligence 	
Content	Emotional intelligence Benefits of improving emotional intelligence in the workplace environments Strategies to improve emotional intelligence Emotional intelligence on a lifelong approach	

2.8 SOCIAL SKILLS		Hours: 2
Learning outcomes	On successful completion of this module participants are able to: <ul style="list-style-type: none"> • Understand the importance and methods of conflict resolution • Identify the importance and methods of conflict resolution • Identify the terms and elements of relationship management • Analyse the importance and methods of conflict resolution 	
Content	Conflict resolution Relationship management Intergenerational relationships	

4.3. Module 3: Getting organised

The main purpose of this module is to:

- Demonstrate the importance of effective time allocation, goal setting, and prioritization techniques to help individuals make the most of their time, improve productivity, reduce stress, and achieve a better work-life flow.
- Foster the understanding of concepts related to efficiency and productivity and the value of planning to achieve them.
- Analyse the priorities and work-life flow in relation to age and life course.

Learning methods

- Text-based learning material (pdf)
- PowerPoint presentations
- Animated videos
- Practical examples, role-playing.

Evaluation

- Multiple choice
- Self-assessment questionnaires
- 3-step self-assessment process (beginning-middle-end)

Units

3.1. TIME MANAGEMENT		Hours 3 hours
Learning outcomes	On successful completion of this module, participants shall be able to: <ul style="list-style-type: none"> • Understand the importance of time management in personal and professional contexts • Identify common time management challenges and obstacles • Understand the concept of productivity and its relationship to time management • Gain knowledge of tools, technologies, and resources that can assist in time management 	
Content	Time management Time management challenges Prioritisation and focus Tools, technologies, and resources	

3.2 PLANNING AND WORK-LIFE FLOW		Hours 2 hours
Learning outcomes	On successful completion of this module participants shall be able to: <ul style="list-style-type: none"> • Understand planning and organisation at work, differentiating between effectiveness and efficiency • Know the SMART methodology • Know how to use DAFO analysis • Organise a working day independently • Know strategies to balance professional and personal life 	
Content	Introduction to planning Setting smart goals Creating actionable plans Work-life flow	

4.4. Module 4: Critical and innovative thinking

The main purpose of this module is to:

- Promote the development of innovative behaviours which help 45+ workers and organisations to adapt to changes and challenges of today's labour market.
- Improve critical thinking in the workplace enhancing problem-solving, decision-making, innovation, collaboration, and overall team effectiveness.
- Foster understanding of the importance of proactivity in personal and professional contexts, namely after 45 years of age.

Learning methods

- Text-based learning material (pdf)
- PowerPoint presentations
- Practical examples, role-playing.

Evaluation

- Multiple choice
- Self-assessment questionnaires

Units

4.1 PROBLEM-SOLVING		Hours 2
Learning outcomes	On successful completion of this module participants shall be able to: <ul style="list-style-type: none"> • Understand different types of problems and their characteristics • Recognize problem-solving models, frameworks, and techniques • Understand the importance of data gathering, analysis, and interpretation in problem-solving • Develop decision-making skills to evaluate potential solutions and select the most appropriate one 	
Content	Different types of problems Problem-solving models, frameworks and techniques Data gathering and analysis Interpretation techniques in problem solving	

4.2 CREATIVITY		Hours 2
Learning outcomes	On successful completion of this module participants shall be able to: <ul style="list-style-type: none"> • Understand the importance of creativity in the workplace • Identify different strategies to build and improve innovative and creative thinking • Recognize strategies to have creative and original ideas 	
Content	What is creativity? Benefits of improving creativity Strategies to improve creativity	

4.3 INNOVATION		Hours 2
Learning outcomes	On successful completion of this module participants shall be able to: <ul style="list-style-type: none"> • Understand the concept of innovation and its relevance • Identify the innovation process and its stages • Have the basic knowledge to build innovative ideas through Innovative Thinking • Identify and address challenges and obstacles that arise during the innovation process 	
Content	Introduction to innovation Different forms of innovation Innovation process to create new ideas	

4.4 CRITICAL THINKING		Hours 2
Learning outcomes	On successful completion of this module participants shall be able to: <ul style="list-style-type: none"> • Understand the importance of forming judgements • Make own ideas based on reliable information • Identify strategies to make analysis of available facts, evidence and observations • Build arguments to form a judgement 	
Content	What is critical thinking? Benefits of developing critical thinking Strategies to improve critical thinking	

4.5 PROACTIVITY & INITIATIVE		Hours 2
Learning outcomes	On successful completion of this module participants are able to: <ul style="list-style-type: none"> • Understand the concept of proactivity and its importance in personal and professional contexts. • Identify benefits and advantages of taking initiative in various situations. • Recognize best practices and examples of proactive behaviours in different domains. 	
Content	Introduction to proactivity/initiative. Benefits of taking initiative. Proactive behaviours in different domains. Best practices and examples.	

4.5. Module 5: Learn to learn

The main purpose of this module is to:

- Promote strategies and knowledge on learning to learn and its importance in professional and personal life.
- Foster understanding about language competencies and how written and oral communication can be improved at the workplace.
- Raise awareness of the significance and applicability of ICT skills and digital literacy in the current digital era.

Learning methods

- Text-based learning material (pdf)
- PowerPoint presentations
- Practical examples, role-playing.

Evaluation

- Multiple choice
- Self-assessment questionnaires

Units

5.1 LEARN TO LEARN		Hours: 2
Learning outcomes	On successful completion of this module, participants shall be able to: <ul style="list-style-type: none"> • Explain the definition, aim and process of learn-to-learn • Identify strategies that can be used to better focus on learning • Identify ideas and activities to avoid procrastination 	
Content	What is the learning-to-learn process? Strategies to learn to learn Procrastination	

5.2 BENEFITS OF IMPROVING ICT / DIGITAL SKILLS		Hours: 2
Learning outcomes	On successful completion of this module participants shall be able to: <ul style="list-style-type: none"> • Understand the importance and relevance of ICT skills and digital literacy in today's digital age • Identify fundamental ICT concepts, tools, and technologies • Recognise the impact of digital technologies on various aspects of personal and professional life • Understand the role of digital literacy in accessing information, engaging in lifelong learning, and participating in the digital economy 	
Content	Importance and relevance of ICT skills and digital literacy at 45+ Fundamental ICT concepts, tools, and technologies Benefits and opportunities associated with improving ICT skills and digital literacy Role of digital literacy in accessing information and engaging in lifelong learning	

5.3 LANGUAGE SKILLS: BENEFITS OF LEARNING NEW LANGUAGES		Hours: 2
Learning outcomes	On successful completion of this module participants shall be able to: <ul style="list-style-type: none"> • Understand the cognitive and cultural benefits of language learning • Understand the impact of language learning on personal and professional growth • Recognize the connection between adaptability, flexibility, lifelong learning, and language skills 	
Content	Cognitive and cultural benefits of language learning. Personal and professional growth through language acquisition. Role of language skills in effective communication and a globalized world.	

5.4 ORAL AND WRITTEN COMMUNICATION		Hours: 2
Learning outcomes	On successful completion of this module participants shall be able to: <ul style="list-style-type: none"> • Describe strategies for conducting effective oral and written presentations • Identify effective oral, and visual communication skills • Recognize strategies in oral and written presentations that allow to effectively deliver the message 	
Content	Plan presentations Email writing	

PRIORITY 45



Centro Tecnológico
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