

# Deliverable 4.2

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## Training guidelines

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## List of abbreviations

Abbreviation	Full name
ILE	Independent Living Elderly
ICG	Informal Care Giver
D-ICG	Dedicated Informal Care Giver
FCG	Formal Care Giver

## Version History

Version	Date	Changes	Organization

## Lead partner(s) involved in deliverable

Lead partner	Date
KOR	

## CO- Partner(s) involved in deliverable

Organization	Name person
FSL	

# Training guidelines for end user partners

Setting up training guidelines for end-user partners involves creating a structured plan to educate and empower these partners to effectively use and engage with a product or service. Here's a step-by-step approach to establishing comprehensive training guidelines for the use of Solaria.

Establishing the following training guidelines will create a structured and effective program for end-user partners, enabling them to utilize the product efficiently and contribute positively to its success. Adjustments and refinements based on ongoing feedback and evaluation will ensure the program stays relevant and impactful.

## 1 Assess End-User Partner Needs

- **Survey and Feedback:** to start the setup of the plan we will collect input from end-user organisations (BONA, HLN, KOR) about their current knowledge, pain points, and desired outcomes about the organisation of training sessions.
- **Persona Profiling:** the end-user organisations (BONA, HLN, KOR) will be responsible for recruiting seniors and informal and formal care workers according to the criteria of the target group for the two phases of the field trials (as described in the Deliverable 4.1). The end-user partners (BONA, HLN, KOR) will develop a training for getting the users ready for the field trials.

## 2 Define Training Objectives

- **Clear Objectives:** the end-user organisations (BONA, HLN, KOR) will establish specific learning outcomes aligned with both partner needs and the product functionalities of Solaria.
- **Prioritization:** objectives based on importance and relevance to end-user partners' roles will be ranked.

## 3 Content Development

- **Curriculum Design:** a structured curriculum based on identified objectives will be created. The ethical and GDPR advices of AC will be taken into account. These advices can be found as an attachment in Deliverable 4.1.
- **Multimedia Resources:** varied resources (videos, manuals, interactive modules) for diverse learning preferences can be used.
- **Modular Approach:** training content will be broken down into digestible modules or sections for easier comprehension.

## 4 Training Methods

- **Instructor-Led Sessions:** we will arrange both live and virtual sessions for interactive learning.
- **Self-Paced Learning:** training sessions will be recorded so the staff members responsible for the training can learn at their own pace.
- **Workshops and Simulations:** if necessary we can conduct practical exercises to reinforce learning.

## 5. Training Delivery

- **Schedule:** we will plan training sessions considering partner & staff availability.
- **Channels:** various communication tools (webinars, video conferences, learning platforms) will be utilized to deliver training content.
- **Accessibility:** accessibility of materials across different devices and internet speeds will be ensured.

## 6. Training Support

- **Q&A Sessions:** we will arrange sessions for partners to ask questions and seek clarification.
- **Helpdesk/Support Team:** each end-user organisation will provide a dedicated point of contact for immediate assistance.
- **Peer Learning Communities:** all end-user organisation will facilitate forums or groups where staff can interact and share insights.

## 7. Assessment and Feedback

- **Evaluation Metrics:** the end-user organisations will define assessment criteria to evaluate the staff's understanding.
- **Feedback Loops:** we will gather feedback after each training session to improve future modules.
- **Iterative Improvement:** we will use feedback to enhance the training program continuously.

## 8. Documentation and Resources

- **Training Manuals/Guides:** we will create comprehensive guides summarizing key points.
- **Regular Updates:** we will keep materials updated to reflect any changes in the product.

## 9. Supportive Culture

**Company-wide Support:** we will ensure internal buy-in and support for ongoing training initiatives.

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