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IMPLEMENTATION PLAN IN PARTNER ORGANISATIONS

- 1. Use of digital tools and hybrid technologies in the education and training process**
- 2. Use of video and photo for the purpose of conveying educational content and information**
- 3. Integration of artificial intelligence tools in education and organisational activities**



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1. USE OF DIGITAL TOOLS AND HYBRID TECHNOLOGIES IN EDUCATION AND TRAINING

Based on the competences acquired in Lithuanian mobility, knowledge was gathered and infographics were developed to support the gradual and structured integration of digital tools into training and administrative processes by partner organisations.

Integration of tools into the learning process

Partner organisations will introduce:

- **Google Drive** will be used as a centralized repository for learning materials, providing structured document storage, secure sharing, and version control. This will promote transparency, team collaboration and uniform access to up-to-date information across all partner organisations.
- **Asana/Notion** will be implemented to structure project, task and learning planning, allowing for a clear division of responsibilities, tracking progress and improving work coordination. These tools will strengthen effective time management and ensure transparent work organization.
- **Educaplay** will be used to create interactive learning activities – crossword puzzles, quizzes, placement tasks and gamified tests – providing dynamic knowledge testing and instant feedback. This will increase motivation and engagement in adult education, especially in hybrid and remote classes.
- **Lumen5** will allow the organizations/educators to convert textual content into structured video materials, making it easier to visualize complex information. The tool will help you quickly create professional explanatory or informative videos without in-depth editing skills, strengthening the availability of digital communication and learning content.

Digital tools will be integrated not piecemeal, but as part of a unified hybrid learning model, where face-to-face classes are complemented with interactive and visually enriched digital elements.

Implementation mechanism (within a 12-month framework)

Implementation will be organized gradually:

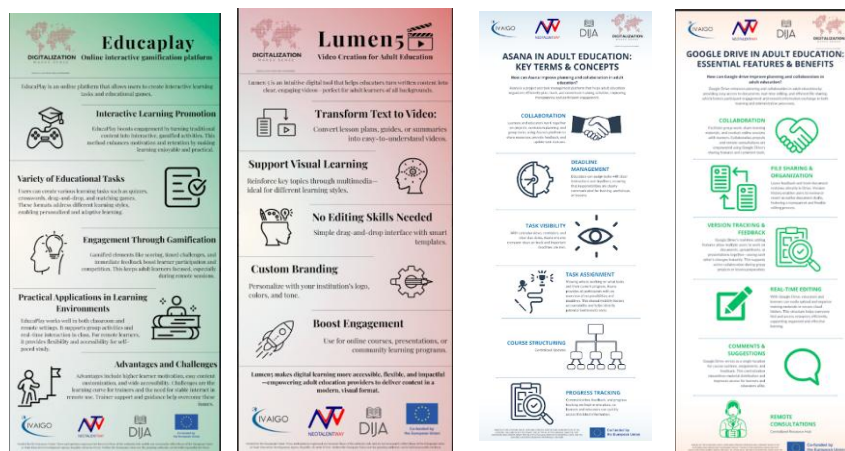
- At least 2 internal training sessions **will be organised within each organisation**, ensuring the transfer of knowledge from the mobility participants to the rest of the staff. (One session has already been conducted)

- Each educator will develop **at least one full-fledged digital learning unit within a year**, which includes interactive elements.
- A centralised repository of digital materials with uniform quality principles will be created.
- The digital screen will be used for the circulation of information, the reflection of project news and the visualization of the learning content.
- The hybrid learning approach (face-to-face + digital assignments + remote support) will be gradually integrated into at least 50-70% of the courses offered.

At the end of the year, an impact analysis will be carried out, assessing the level of engagement, the frequency of use of digital materials and the development of digital competences of staff.

Expected impact

- At least **60% of employees will regularly use at least two digital tools** in their professional activities;
- The involvement and activity of learners will increase, especially in remote classes;
- Higher transparency of the learning process and structured task management will be ensured;
- A unified, sustainable digital infrastructure will be strengthened in the organisations, which will continue to operate beyond the end of the project.



Download the infographics here:

https://drive.google.com/drive/folders/1kNvCZ_WZxturrHjiwX3w5aJCpgTnJkQ2?usp=drive_link

2. USE OF VIDEO AND PHOTO FOR THE PURPOSE OF CONVEYING EDUCATIONAL CONTENT AND INFORMATION

Based on the practical competences acquired during the Spanish mobility, infographics were developed that will introduce a structured approach to the use of visual content in education and communication in partner organisations.

Integration of tools and approaches into the learning and communication process

The following directions will be introduced:

- At least 2 internal training sessions **will be organised within each organisation**, ensuring the transfer of knowledge from the mobility participants to the rest of the staff. (one session has already been conducted)
- The use of photos and videos as a basic element of educational materials, especially for explanatory and practical topics;

CapCut – professional creation of educational video content

- ✓ CapCut will be used to develop structured and targeted learning videos, especially in hybrid and remote learning formats. The tool allows you to:
- ✓ edit videos with texts, subtitles and animations;
- ✓ add voice recordings and visual effects;
- ✓ create short, explanatory microlearning materials;
- ✓ ensure accessibility through automatic subtitles.

CapCut facilitates the work of educators, allowing you to create quality audiovisual content without in-depth editing skills. It improves the perception of information, especially for visual and kinesthetic learning styles, and increases engagement in the remote environment.

Edpuzzle – interactive and reflective videos

Edpuzzle will be used to make video materials active and learning-oriented. The platform allows you to:

- post questions during video playback;
- control the progress of watching videos;
- analyse learners' responses and engagement;

- provide individual feedback.

Such an approach turns passive viewing into an active learning process, strengthens critical thinking and promotes self-directed learning. Edpuzzle is especially effective in hybrid learning and independent tasks.

Canva – professional development of visual communication and learning materials

Canva will be systematically integrated into the training and administrative processes of partner organizations as a key tool for creating visually structured and accessible content.

Pedagogical application

Canva allows educators without technical design skills to develop:

- structured and visually appealing presentations;
- infographics for simplified explanation of complex topics;
- worksheets, rubrics and methodological materials;
- training posters and visual support materials;
- educational content for social media.

The advantage of the tool is the use of ready-made templates, which ensures a professional result and reduces the preparation time. This is particularly relevant in adult education, where visual clarity and the structurality of information contribute to more effective acquisition of knowledge.

Organizational application

In administrative and project work, Canva will be used:

- for the preparation of visual reports and presentations;
- development of infographics for project results;
- for the formation of internal and external communication materials;
- to support marketing and visibility activities.

The real-time collaboration feature allows teams to work in a shared environment that strengthens teamwork and efficiency.

H5P will be used to create interactive tests, video questions and playful tasks, providing active engagement and immediate feedback in the learning process.

Genially will allow you to create visually dynamic and interactive presentations, scenarios and educational materials that improve the perception and motivation of information in adult education.

Introduction of uniform visual style and quality principles (composition, light, storytelling, accessibility).

📌 Implementation mechanism (within a 12-month framework)

Implementation provides for:

- Organization of internal workshops on the development of quality visual content;
- Development of a common visual guideline;
- Creation of regular short training videos in each organization (minimum goal of 5 quality materials per year);
- Integration of interactive video in at least 40-50% of remote or hybrid classes;



- Regular publication of content on digital platforms and social networks;
- Monitoring engagement and view indicators.

Download infographics here:

[https://drive.google.com/drive/folders/1WkULwECnJsTGpNLYsq_wCDi3-qzqeuo?usp=drive link](https://drive.google.com/drive/folders/1WkULwECnJsTGpNLYsq_wCDi3-qzqeuo?usp=drive_link)

During the year, a systemic approach will be strengthened, where visual content becomes an integral part of the learning process and communication.

Expected impact

- Increased involvement and motivation of participants, especially in a remote environment;
- Improved clarity and perceptibility of learning content for different learning styles;
- Strengthened professional visibility and international visibility of organizations;
- Developed audiovisual skills and creative capacity of staff.

3. INTEGRATION OF ARTIFICIAL INTELLIGENCE TOOLS IN EDUCATION AND ORGANISATIONAL ACTIVITIES

Based on the knowledge gained during the training of Latvian experts and the developed infographics, the partner organizations will implement a structured and responsible model for the use of artificial intelligence (AI).

Integration of AI tools into learning and administrative processes

The following lines of application will be introduced:

- **ChatGPT** will be used to prepare training materials, tests, presentations, and administrative documents, speeding up the work process and providing structured, customizable content. This promotes personalized support for learners and reduces teachers' preparation time.
- **NotebookLM** will be used for analyzing information, compiling documents, and creating structured summaries, especially when working with extensive training or project materials. It helps to systematize knowledge and facilitates research and methodological work.
- **Manus** will be integrated as a digital learning and internal processes platform that supports the organization of structured training, monitoring of progress and visual presentation of content. It strengthens the capacity of the organization, improves internal communication and contributes to sustainable professional development.
- **Gemini** will be used for information analysis, idea generation and structuring of learning content, supporting research and methodological work in adult education.
- **Gamma, Napkin and similar tools** will allow you to quickly create visually structured presentations, infographics and conceptual materials, automating the design process and increasing the quality of the content.
- AI will be used for personalized feedback and explanations for learners;

- AI as a productivity support tool in planning and information analysis.

AI will be implemented as an auxiliary tool, while maintaining human professional responsibility and critical evaluation.

Implementation mechanism (within a 12-month framework)

- At least 2 internal practical sessions on the safe and effective use of AI have been organised (one session has already been conducted);
- Each educator uses AI in the preparation of at least one unit of study during the year;
- Integration of AI into administrative processes (reports, emails, project documentation);
- Impact and effectiveness assessment at the end of the year.

Gradually, at least 60% of the staff will be involved in the regular use of AI tools.

Expected impact

- Reduced training preparation time;
- More personalized learning process and faster feedback;
- Increased innovation capacity and competitiveness of organizations;
- Strengthened digital competence and critical thinking in the use of AI.



Download infographics here:

https://drive.google.com/drive/folders/1TojoVLe8sCPkVI2XGmr6L8a_Uvqt9ph?usp=drive_link

4. MONITORING, SUSTAINABILITY AND COMPLIANCE FRAMEWORK

✦ Measurable indicators (KPIs) for implementation [ADDED]

To demonstrate that the digital, hybrid, visual, and AI tools acquired during the project are actively implemented in partner organisations, the following measurable indicators will be monitored:

- **Number of staff trained** in digital, hybrid, visual, and AI tools (per organisation)
- **Percentage of courses using hybrid learning tools** (face-to-face combined with digital components)
- **Number of digital materials created**, including videos, interactive tasks, presentations, and infographics
- **Learner satisfaction**, assessed through feedback questionnaires after training activities
- **Engagement metrics**, including participation rates, views, completion rates, and interaction levels in digital learning environments

These indicators will allow organisations to evaluate the effectiveness of implementation and adjust practices where necessary.

Sustainability and continuation after the project [ADDED]

To ensure long-term impact beyond the project duration, partner organisations will implement the following sustainability measures:

- Integration of digital, hybrid, visual, and AI practices into organisational policies and internal procedures
- Inclusion of these approaches in future Erasmus+ activities and training offers
- Continuous staff training, including onboarding of new employees and educators
- Regular updating and review of tools and methods as technologies evolve

These measures will ensure that the competencies gained during the project become a permanent part of organisational development strategies.

Ethical use, GDPR, and copyright considerations [ADDED]

Given the use of digital platforms and artificial intelligence tools, partner organisations will apply responsible and compliant practices:

- Ensuring full compliance with the General Data Protection Regulation (GDPR)
- Responsible and ethical use of artificial intelligence, maintaining human oversight and critical evaluation
- Protection of personal data and confidentiality in digital environments
- Respect for copyright and the use of licensed or properly attributed materials

These principles will guide the safe and ethical implementation of digital and AI-based practices in education and organisational activities.



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2023-2-LV01-KA210-ADU-000169885 “Digitalization makes sense”

Pielikums nr.1



NEOTALENTWAY

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Defined NEEDS / SOLUTIONS

Needs before project	Solutions
• Lack of effective digital tools for organising, planning, and monitoring daily tasks. • Limited digital competences among staff, particularly regarding practical tools for education and management. • Insufficient use of visual and audiovisual resources in training and communication activities. • Weak internal communication and limited access to up-to-date project information. • Limited understanding of how artificial intelligence can support education and organisational tasks.	• A digital task management system was introduced to organise activities, assign responsibilities, track progress, and validate completed tasks within the team. • A shared cloud-based workspace was created to centralise all project documents, materials, and results, ensuring easy access for all staff members. • Internal communication was strengthened through digital channels, including the installation of an information screen at the centre and regular updates via the website and social media. • Digital tools for visual and audiovisual content creation were introduced, enabling staff to produce infographics, animated videos, and more engaging training materials. • Artificial intelligence tools were practically integrated to support productivity, content creation, and training preparation, promoting a more efficient and innovative digital working culture. • Some new tools implemented are: Google Drive, Asana, Lumen5, Edpuzzle, ChatGpt, Gemini, Capcut, Educaplay, Padlet.

CREATION OF A DIGITAL PLATFORM

Problem: why it was necessary to create it	Solution
• Lack of a central online space to present project information and results in a structured and accessible way. • Limited access to digital training resources for staff, learners, and external stakeholders. • Need to improve the user experience of the website to facilitate navigation and access to key content, language change • Absence of interactive learning elements to support self-paced learning and engagement. • Limited opportunities for users to provide feedback and contribute to platform improvement.	• A dedicated project page was created on the Neotalentway website to present the project objectives, activities, and results in a clear and accessible format. • A training platform was developed within the website, offering online courses based on the materials created during the project. • Website usability was improved by simplifying navigation, reducing the number of clicks needed to access key information, and enhancing visual clarity, added language change possibility. • A suggestion and feedback space was introduced to encourage users to share ideas and contribute to the continuous improvement of the platform and its courses.



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Contenido del Curso

Modulo 1. CANVA

☐ CANVA-Digitalization Make Sense

MODULO 2. CAPCUT

☐ CAPCUT- Digitalization Make Sense

Modulo 3. EDPuzzle

☐ EDPuzzle- Digitalization Make Sense



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Formaciones



<https://neotalentway.com/digitalization-makes-sense/>

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Title: Digitalization Makes Sense Number: 2023-2-LV01-KA210-ADU-000169885 Dates: 01/05/2024 – 31/12/2025

¿Cuál es el objetivo del proyecto?

Promover la inclusión y la igualdad en la educación de adultos aumentando la capacidad de los pequeños proveedores de educación de adultos y mejorando su competitividad mediante el uso de herramientas y soluciones digitales.



Objetivos específicos

1. Introducir a las organizaciones de educación de adultos en las oportunidades digitales y dotarlas de herramientas prácticas para su aplicación en las operaciones diarias.
2. Aumentar los conocimientos y competencias de la dirección y el personal en el uso de herramientas digitales para mejorar el proceso de educación y formación.
3. Facilitar el aprendizaje y la integración de la información digital y la inteligencia artificial en las prácticas de educación de adultos.
4. Reforzar la capacidad de las organizaciones para desarrollar y aplicar soluciones digitales en su trabajo diario.

IMPLEMENTATION OF AN AGILE SYSTEM

Problem: why it was necessary to create it	Solution
Before the project, internal communication relied mainly on email, which made it difficult to track information, follow task progress, and ensure that all staff had access to up-to-date content. Information was often dispersed across different channels, reducing transparency and slowing down decision-making processes. There was also a need to make key project information visible not only to staff but also to students and visitors in a simple and immediate way. An agile system was therefore required to centralise information, improve internal coordination, and support real-time communication within the organisation.	To address these needs, was introduced as a central digital hub for internal communication and task management, allowing staff to share updates, manage projects, and store documentation in a single shared space. A laptop connected to a screen installed at the entrance of the centre was set up to continuously display project-related information, including images, key messages, and highlights, ensuring high visibility throughout the day. The content shown on the screen is prepared digitally and updated regularly, allowing information to be transmitted automatically without requiring active searches by staff or students. In parallel, a shared cloud drive was created to store all project materials and results, ensuring consistent access to the same information across the organisation. This agile system strengthened transparency, improved coordination, and supported a more dynamic and responsive internal communication model.



For those who wish to learn more, a platform has been created within the Neotalentway website to offer training courses, the first of which uses the materials developed in the project.

<https://neotalentway.com/digitalization-makes-sense/>

DISSEMINATION FINAL ACTIVITY

Description	
The final dissemination event of the Digitalization Makes Sense project took place on 10 October in Granada, Spain, in a face-to-face format. The event was organised in a dedicated indoor venue suitable for presentations and group discussions, ensuring accessibility for all participants. A total of 32 participants, as recorded on the official signature sheets, attended the event. During the event, participants were introduced to the project's objectives, main activities, and achieved results, with a particular focus on digitalisation in adult education and organisational practices. A structured presentation showcased the international mobilities carried out within the project, including methodologies, learning outcomes, and good practices exchanged among partner organisations. The session also included practical explanations of the digital tools explored during the project and their potential application in teaching, learning, and everyday professional contexts. Promotional materials (personalised USB flash drives containing project results, infographics, power banks branded with project and Erasmus+ identity, backpacks with the project logo) were distributed to participants to support dissemination and ensure continued engagement with the project after the event.	Photos: https://drive.google.com/drive/folders/1GYRIPt8kOxDV7cblS1OkjLtx4EWNbnUp?usp=sharing Attendance list: https://drive.google.com/drive/folders/1GYRIPt8kOxDV7cblS1OkjLtx4EWNbnUp?usp=sharing

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