

# REWIND

RELAUNCHING ENTERPRISES THROUGH WORKERS' INNOVATION AND NEW DYNAMICS



## Learner Guide for the E-Learning Platform

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# Acknowledgement



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# Learner Guide for the REWIND E-Learning Platform

*This guide will help you navigate the platform, access the modules, and make your learning experience smooth. Whether you are a first-time user or familiar with e-learning, this guide will provide everything you need to get started.*

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## 1. Context

The development of the REWIND e-Learning platform and "Business & Management" Online Laboratory offers employees and learners (whether they are university graduates, from initial or continuing training, even those with low qualifications who are interested in setting up a business) a possibility of reassurance in their business takeover journey. An online training stimulating self-directed learning will allow them to familiarise themselves with the use of cooperative models to deal with a crisis in the company, the transmission or the absence of successors; multimedia resources will aim at the development of digital and transversal skills useful to strengthen the sense of initiative and to be able to cope adequately with the changes occurring in the labour market.

We developed an eLearning platform <https://rewind-elearning.eu/>, which is a series of modules modelled the WebQuest methodology. There are 7 'Modules' which then have a sub-module (the WebQuest style pages) within them. Each 'Module' also has a video to introduce the theme. The platform (and all the modules/sub-modules) are available in six languages. The user's browser language is automatically checked, and the correct language version is displayed to them. Users can also use the flag in the upper right of the platform to change language.

The main aims of the eLearning platform are to equip students and employees interested in creating/taking over a business with an online tool where you can access the REWIND training program as

well as a set of multimedia resources for self-learning in order to deepen certain transversal skills considered essential for cooperatives and social enterprises in the new digital context.

The e-Learning training is structured with a 'bite size' introduction video that introduces the module and is a pre-cursor to the course that entails five hours of independent learning. The target users of the e-Learning platform are employers and learners who are interested in taking over business.



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## 2. Introduction to the Platform

The REWIND E-Learning Platform is designed to help you learn through an interactive, web-based approach inspired by the WebQuest methodology. It offers seven main **Modules**, each focusing on a different theme. Within each module, you will find **Sub-modules** (WebQuest-style pages) that break the theme into manageable learning sections.

WebQuest are an instructional strategy that uses the internet as a primary resource for learning. It typically involves a structured inquiry-based task where learners/users explore our topics, use online resources, and engage in problem-solving or project-based activities.

Key components of our WebQuest include:

1. **What is it all about (Introduction):** Sets the stage and provides context for the task.
2. **How Can I learn More (Task):** Describes what students are expected to accomplish.
3. **Test Yourself (Process):** Outlines the steps students should follow to complete the task, including how to gather and analyse information.
4. **What have you learnt (Evaluation):** The key learning from the activities
5. **Conclusion:** Reflects on what users/learners have learned and how it applies beyond the task.
6. **Resources:** Lists the websites, videos and documents users/learners can use for research.

It aims to equip students and employees interested in creating/taking over a business with an online tool where you can access the REWIND training program as well as a set of multimedia resources for self-learning to deepen certain transversal skills considered essential for cooperatives and social enterprises in the new digital context.

Each module begins with a **Video Introduction** to give you a quick overview of the theme and set the context for the learning materials.

The videos are bite-size video and has only highlights from the topic and the entire topic is designed to inspire 5 hours of learning.

All content is available in six languages to cater to a diverse audience.



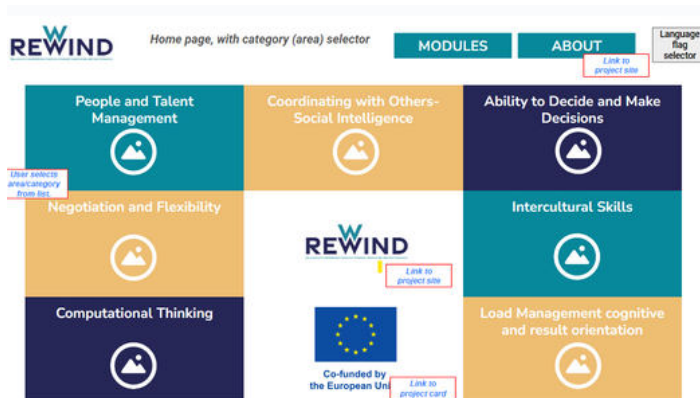
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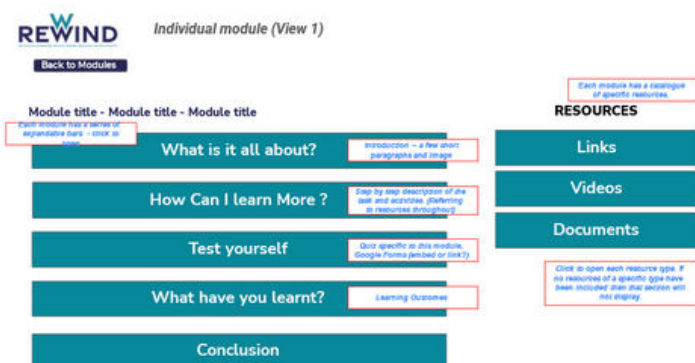
### 3. How to Navigate the Platform

- **Language Selection:** The platform automatically detects your browser language and will display the content in one of the six available languages (English, Italian, Greek, Spanish, French, and Swedish). If you wish to switch to a different language, simply click the flag icon in the upper-right corner and choose your preferred language.
- **Accessing Modules:** From the homepage, you can click on any of the Module tiles to view the associated Sub-modules. Each module is divided into smaller, digestible sections, helping you focus on one aspect of the theme at a time.
- **Sub-modules:** Within each sub-module, you will find activities, tasks, and resources designed to enhance your learning. These follow the WebQuest model, which encourages critical thinking, creativity, and independent research.

The Home page for the eLearning Platform looks like the below image:



Once you click onto a Module it will take you into the Topics page which can be seen from the below image.



There are in total seven modules and within each module there are three topics. They are as follows:

## modules

### People and Talent Management

### Negotiation & Flexibility

### Computational Thinking

### Coordinating with Others Social Intelligence

### Ability to Decide and Make Decisions

## topics

- Talent attraction: Effective recruitment and strategies
- Talent retention: A satisfying and motivating work environment
- Training and development: Enhancing skills and professional growth
  
- Red lines, Ethics and your Action Plan
- Negotiation Techniques and Tactics
- Flexibility in the Acquisition Process
  
- Using computational thinking for business problem solving
- Risk Assessment
- Data-driven decision making
  
- What is Social Intelligence?
- How do you Develop Social Intelligence?
- Adapting to Social Change
  
- What is decision-making?
- Quantitative and qualitative information: how to overcome this dichotomy?
- How is the process of choosing a business strategy?

## **Intercultural Skills**

- How to manage people who are praying at the workplace?
- How to manage racist behaviours in a company?
- Wearing religious symbols on the workplace

## **Load Management and Cognitive Result Orientation**

- What is Load Management Cognitive?
- Balancing Act: Mastering Load Management
- Mindful Mastery: Load Management and Cognitive Performance



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## 4. Learning Tips

- **Watch the Video First:** Each module has a video introduction that gives a broad overview of the theme. We recommend watching this first to familiarise yourself with the key ideas before diving into the sub-modules.
- **Pace Yourself:** The platform allows you to work at your own pace. Take your time to explore each sub-module fully before moving on to the next one.
- **Use the Resources:** The sub-modules contain resources like articles, links, or downloads that support your learning. Make sure to take advantage of these materials.
- **Complete the Activities:** Each sub-module includes activities that are crucial to your learning process. These activities might involve research, reflection, or other interactive tasks. Engaging with these will help deepen your understanding of the content.

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## 5. Accessibility Features

The platform is intended to be accessible for a diverse group of learners. Key features include:

- **Multi-language Support** - content is available in six languages (English, Italian, Greek, Spanish, French, and Swedish), ensuring that learners from different linguistic backgrounds can access the material in their preferred language.
- **Video Transcripts** – the videos not accompanied by transcripts those learners with hearing impairments can generate these using the in-built YouTube features.
- **Responsive Design** - the platform is fully responsive and can be accessed from both desktop and mobile devices, allowing you to learn on the go.
- **Customise the content** for your respective languages this could include adapting or modifying the content to fit the cultural and contextual needs of the target audience in their specific language.

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## 6. Troubleshooting

- **Language Display Issues:** If the platform does not display in your preferred language, try manually selecting your language from the flag icon at the top right of the screen.
- **Slow Loading Times:** If you experience slow loading times, particularly with videos, check your internet connection or try refreshing the page.
- **Video Playback Problems:** Ensure that your browser is updated to the latest version, and if issues persist, try using a different browser.



We hope you find the materials engaging and beneficial to your learning journey. Remember, learning is a process—take your time, explore the resources, and do not hesitate to reach out if you need assistance.

Thank you for choosing the **REWIND e-Learning Platform!**

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