

Interreg Mediterranean



Del. 4.3.1 Training material for GRASPINNO Living Labs

Instruction guide

Module 3

Instructor guide

Instruction guide has been developed only for partners carrying out trainings. The document includes some suggestions to improve the training experience.

Module 3 Instructor guide

1. Materials required

We recommend that each participant have a copy of the Training Manual, and that you review each module before training to ensure you have any special materials required.

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2. Maximize Your Training Power

Make it customized. By tailoring each course to your participants, you will find that your results will increase a thousand-fold.

Make it fun and interactive. Most people do not enjoy sitting and listening to someone else talk for hours at a time. Make use of the tips in this book and your own experience to keep your participants engaged.

Make it relevant. Participants are much more receptive to learning if they understand why they are learning it and how they can apply it in their daily lives.

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3. Time management

Time management is about more than just managing our time; it is about managing ourselves, in relation to time. It is about **setting priorities** and **taking charge**.

The **80/20 rule**, also known as Pareto's Principle, states that 80% of your results come from only 20% of your actions.

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4. Tackling Procrastination

Procrastination means delaying a task (or even several tasks). The ability to overcome procrastination and tackle the important actions that have the biggest positive impact is very important.

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5. Introduce practical cases

It's important to bring practical demonstrations of the most relevant tools (DATABASE, eGPP support tool, LCC), by showing to the users how they work on the GRASPINNO UNIFIED Platform.

Please, provide the necessary information even about the practical cases described in GRASPINNO training material (smart SEAP and proper use of eGPP).

Thank you for your attention

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