

Digital Creativity for developing Digital Maturity Future Skills



Learning Lab Format Template

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Digital Creativity
for developing
Digital Maturity
Future Skills



Erasmus+

The Learning Lab Format is a practical guide for supporting educators in organizing an intensive Learning Lab for their students.

The Learning Lab Format is composed of two parts: one is an online guide on the DC4Dm website (<https://www.dc4dm.eu/format/>) and the second one is a template, who is presented in this document.

The template allows to prepare an action plan and tick all boxes in preparation of the educational workshop. Educators can use it to guide their organization, check the logistical and material preparation, and document the training session. One template example is presented first, then a blank one to complete.

Your title

DC4DM Learning Lab

Your logo



Where & When



6-17 november 2023
in Saint Etienne, France

Short description

Here a short description of your LearningLab
Your LearningLab described in a few sentences

Organizing Team

Desirable Outcomes

Goals

What do you want to achieve ?
What is the end goal ?
What should the learners know after the LLab ?
What are the success indicators ?

Macro themes

What are your macrothemes ?
Description of these macrothemes

Stakeholders

Learners

Who do you intend to invite to the workshop ?
What inscription procedure ?
Call for LLab experience

Mentors - StartUp

Which companies are selected ?
Short description of their stories

Teachers

Who are the teachers that will facilitate the LearningLab ?

Logistical aspects

Location

Host support

Budget

Agenda

WELCOME - LAUNCH

DAY 1

ACTIVITY

What activity ?
Add the link to the activities templates or support

MATERIAL NEEDS

what do you need ?
What types of materials do you need ? Pens, tape, glue, markers, sticky notes, paper, ...
What room configuration ?
What about the space size : chairs, tables, white board, lighting system ?
What is the wifi connection ?
Do you need sound system, microphones, projector, adapters ?

GALLERY - FEEDBACK

Pictures of learners work
Make a board with pictures of fun moments
invite the learner to share their experience, ...

NOTES

Take notes about how it works, what to improve

30'	<p>Welcome Welcome your participants - Check in</p>	<p>List of stakeholders & learners Welcome area Welcome package (LLab agenda, goodies, badge, ..)</p>	<p>Add photos of the LLab live</p>	<p>notes on the workshop questionnaire notes on the conference discussion</p>
60'-90"	<p>Launch the objectives of the Learning Lab presentation of the main theme of LLab the context of the LLab conferences and discussion on the theme</p> <p>Lunch Break</p>	<p>Room configuration : meeting, conference Sound system, microphones, projectors</p> <p>Add the link to your presentation support</p>	<p>Add photos of the LLab live</p>	<p>notes on the workshop questionnaire notes on the conference discussion</p>
10'	<p>Process presentation presentation of DC4DM Process (model, tools, objectives, phases, sharing day) and agenda</p> <p>Teams of learners presentation of the teams defined or activity to define the learners teams</p>	<p>Add the link to your presentation support agenda of the LLab communication tools, document sharing area</p> <p>I list of the learners teams or activity guide to create teams</p>	<p>Photos of the activities</p> <p>feedback of learners</p> <p>feedback of Start-up</p> <p>feedback of teachers</p>	<p>notes on the workshop questionnaire notes on the conference discussion</p>
10'	<p>Break</p> <p>Macro themes and start-ups/SME presentation of the defined macro themes presentation of the start ups and their stories</p>	<p>drinks, water, fruit - green cup</p> <p>Room configuration : meeting, conference Sound system, microphones, projectors Add the link to the presentations</p>	<p>feedback</p> <p>feedback</p> <p>feedback</p> <p>feedback</p> <p>feedback</p> <p>feedback</p>	<p>notes on the workshop questionnaire notes on the conference discussion</p>
10'	<p>Wrap-up to conclude the day : congratulations to all to engage to share by feedback process to give instructions for the following day</p>	<p>material for the feedback process (post it wall) instructions for the following day</p>	<p>feedback</p> <p>feedback</p>	<p>notes on the workshop questionnaire notes on the conference discussion</p>
	<p>Welcome drinks to welcome the learners to create social links</p>	<p>place to share a drink or play, have a fun time</p>		






PHASE 1 HORIZON SCANNING

	ACTIVITY	MATERIAL NEEDS	GALLERY - FEEDBACK	NOTES
DAY 2	15' Warm up Activity Welcome and teambuilding activity	teambuilding material	<p>Add photos of the LLab live</p>	
	Pre process Activity - Driver Sustainability Choose one activity in the driver and apply it : <ul style="list-style-type: none"> learning by walking stepping into the doughnut what's the goal 	material referenced on the pre-process activity		
	30' Horizon Scanning Introduction Presentation of Phase 1 : process, objective Detailed presentation of activities <ul style="list-style-type: none"> trend research and Steep analysis domain map and schedule of the phase 1	an example of phase1 presentation is available on toolkit		
	Trend research and steep analysis Team work Template available in the toolkit DC4DM <i>Walk around the teams to make sure they are working in the right direction, answer their questions</i>	template available in the toolkit DC4DM room configuration : team work in island white board for each team (markers, eraser) online document sharing system break area : drinks, fruits, ...		
	5'-10' Wrap-up to conclude, congratulate on a positive point, to engage to share by feedback process to give instructions for the following day			
DAY 3	15' Warm up Activity Welcome and teambuilding activity	teambuilding material	<p>Add photos of the LLab live</p>	
	Trend research and steep analysis Team work <i>walk around the teams to make sure they are working in the right direction, answer their questions</i>	room configuration : team work in island white board for each team (markers, eraser, ..) break area : drinks, fruits, ...		
	Lunch Break			
	Domain map Team work <i>walk around the teams to make sure they are working in the right direction, answer their questions</i>	template available in the toolkit DC4DM room configuration : team work in island white board for each team (markers, eraser) break area : drinks, fruits, ...		
	15' Sharing time Each team presents its work from phase 1 and their specific theme	room configuration : large group sound system and projection system		
	5'-10' Wrap-up to conclude, congratulate on a positive point, to engage to share by feedback process to give instructions for the following day			

PHASE 2 VISIONING

	ACTIVITY	MATERIAL NEEDS	GALLERY - FEEDBACK	NOTES
DAY 4	15' Warm up Activity Welcome and teambuilding activity	teambuilding material	 	
	Pre process Activity - Driver Ethics Choose one activity in the driver and apply it : • Ethical Game • Moral value finder	material referenced on the pre-process activity		
	30' Visioning Introduction Presentation of Phase 2 : process, objective Detailed presentation of activities • Alternative Futures • Scenario matrix map and schedule of the phase 2	an example of phase2 presentation is available on toolkit	 	
	Lunch Break			
	Alternative Futures Team work Template available in the toolkit DC4DM <i>Walk around the teams to make sure they are working in the right direction, answer their questions</i>	template available in the toolkit DC4DM room configuration : team work in island white board for each team (markers, eraser) online document sharing system break area : drinks, fruits, ...		
5-10' Wrap-up to conclude, congratulate on a positive point, to engage to share by feedback process to give instructions for the following day				
DAY 5	15' Warm up Activity Welcome and teambuilding activity	teambuilding material	 	
	Scenario matrix Team work <i>Walk around the teams to make sure they are working in the right direction, answer their questions</i>	template available in the toolkit DC4DM room configuration : team work in island white board for each team (markers, eraser, ...) break area : drinks, fruits, ...		
	Lunch Break			
	Scenario matrix Team work <i>Walk around the teams to make sure they are working in the right direction, answer their questions</i>	room configuration : team work in island white board for each team (markers, eraser) break area : drinks, fruits, ...	 	
	5-10' Wrap-up to conclude, congratulate on a positive point, to engage to share by feedback process to give instructions for the following day			
DAY 6	15' Warm up Activity Welcome and teambuilding activity	teambuilding material	 	
	Scenario matrix Team work <i>Walk around the teams to make sure they are working in the right direction, answer their questions</i>	room configuration : team work in island white board for each team (markers, eraser, ...) break area : drinks, fruits, ...		
	Lunch Break	Encourage learners to get away from their computer or desk and unplug during the break		
	Scenario matrix Team work	room configuration : team work in island white board for each team (markers, eraser)	 	
	30' Sharing time Each team presents its work from phase 2 and their scenarios Discussions with start-up /SMEs, learners	room configuration : large group sound system and projection system		
	5-10' Wrap-up to conclude, congratulate on a positive point, to engage to share by feedback process to give instructions for the following day			

PHASE 3 IDEATING & PROTOTYPING

	ACTIVITY	MATERIAL NEEDS	GALLERY - FEEDBACK	NOTES
DAY 7	15' Warm up Activity Welcome and teambuilding activity	teambuilding material	<i>Add photos of the Lab live</i>  Feedback Feedback Feedback Feedback Feedback Feedback	notes notes notes notes notes notes
	Pre-process Activity - Driver Tech Foresight Choose one activity in the driver and apply it : • Butterfly Effect • From Past to Future • Nurturing technological curiosity	material referenced on the pre-process activity		
	30' Ideating & Prototyping Introduction Presentation of Phase 3 : process, objective Detailed presentation of activities • Brainstorming & inspiration Stimuli • Build to think and schedule of the phase 3	an example of phase3 presentation is available on toolkit	 Feedback Feedback Feedback Feedback Feedback Feedback	notes notes notes notes notes notes
	Lunch Break			
	5'-10' Brainstorming & inspiration stimuli Team work Template available in the toolkit DC4DM <i>Walk around the teams to make sure they are working in the right direction, answer their questions</i> Wrap-up to conclude, congratulate on a positive point, to engage to share by feedback process to give instructions for the following day	template available in the toolkit DC4DM room configuration : team work in island white board for each team (markers, eraser) online document sharing system break area : drinks, fruits, ...		
DAY 8	15' Warm up Activity Welcome and teambuilding activity	teambuilding material	<i>Add photos of the Lab live</i>  Feedback Feedback Feedback Feedback Feedback Feedback	notes notes notes notes notes notes
	Brainstorming & inspiration stimuli Team work Template available in the toolkit DC4DM <i>Walk around the teams to make sure they are working in the right direction, answer their questions</i>	room configuration : team work in island white board for each team (markers, eraser) break area : drinks, fruits, ...		
	40' Sharing time Discussions between start-up /SMEs and learners To select the most promising idea	room configuration : team work in island	 Feedback Feedback Feedback Feedback Feedback Feedback	notes notes notes notes notes notes
	Brainstorming & inspiration stimuli Team work Select and deepen the idea	room configuration : team work in island white board for each team (markers, eraser) break area : drinks, fruits, ...		
	5'-10' Wrap-up to conclude, congratulate on a positive point, to engage to share by feedback process to give instructions for the following day			
DAY 8	15' Warm up Activity Welcome and teambuilding activity	teambuilding material	<i>Add photos of the Lab live</i>  Feedback Feedback Feedback Feedback Feedback Feedback	notes notes notes notes notes notes
	Build to think Team work Template available in the toolkit DC4DM	room configuration : team work in island white board for each team (markers, eraser) break area : drinks, fruits, ... material to build : paper, cardboard, plastics, photos, tape, string, plants, fabrics, boxes, .. color printer, 3D printer, ...		
	Lunch Break			
	Build to think Team work	room configuration : team work in island white board for each team (markers, eraser) break area : drinks, fruits, ... material to build	Feedback Feedback Feedback Feedback Feedback Feedback	notes notes notes notes notes notes
	5'-10' Wrap-up to conclude, congratulate on a positive point, to engage to share by feedback process to give instructions for the following day			

S H A R I N G T I M E

D A Y 1 0

ACTIVITY

15'

Warm up Activity
Welcome and teambuilding activity

15'

Sharing Day introduction
presentation of the Sharing day objective and schedule
Instructions for the teams presentation

Preparation of final presentation
Team work

Lunch Break

Sharing Day
Acknowledgements
Presentation of the LLaB Week, activities, photos

Teams presentation

Open discussion

Sharing Day Closing Ceremony
Happy drinks and Networking

MATERIAL NEEDS

teambuilding material
'relaxing activity

room configuration : teamwork in island
white board to each team
break area

room configuration : large group
sound system, microphones, projector

GALLERY - FEEDBACK

Add photos of the LLaB live



feedback	feedback
feedback	feedback
Feedback	Feedback
feedback	feedback
feedback	feedback
Feedback	Feedback

NOTES

notes	notes
notes	notes
notes	notes

LEARNING LAB: Title & Subtitle



name and logo of the hosting organisation

LOCATION:

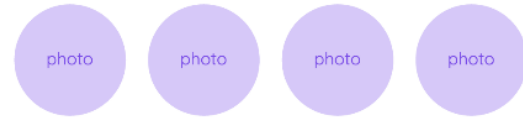
DATES:

THEME & PURPOSE

Describe what the Learning Lab is about. Use a simple language and keep it short!

.....
.....
.....
.....
.....
.....

THE ORGANISING TEAM



name surname	name surname	name surname	name surname
TYPE OF ROLE	TYPE OF ROLE	TYPE OF ROLE	TYPE OF ROLE
contribution:	contribution:	contribution:	contribution:
.....

DESIRABLE OUTCOMES

Goals

What are the learning objectives?
What kind of results do you want to achieve?
What is the end goal of this experience?
.....

Macro-Themes

Describe the macro-themes which you would propose to the teams. Why are these relevant?

Impact

What kind of impact do you expect to generate?
How would you define the success of the operation? Which success indicators would you consider?

ACTORS INVOLVED

Learners

Who are the type of learner participants?
What is their disciplinary background? And how many?
How to recruit them?

Trainers / Facilitators

What kind of teaching and facilitation expertise are necessary?
How many ?

Mentors

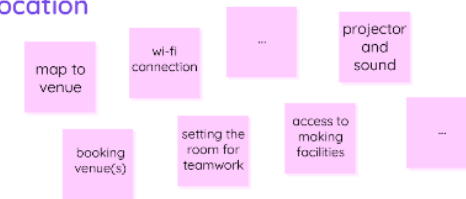
What kind of expertise should integrate the programme to provide further orientation to the learners?

Companies & Start-ups

What kind of tech-companies and type of business should be involved to orient or stimulate the design process?

LOGISTICS

Location



Host support



Budget

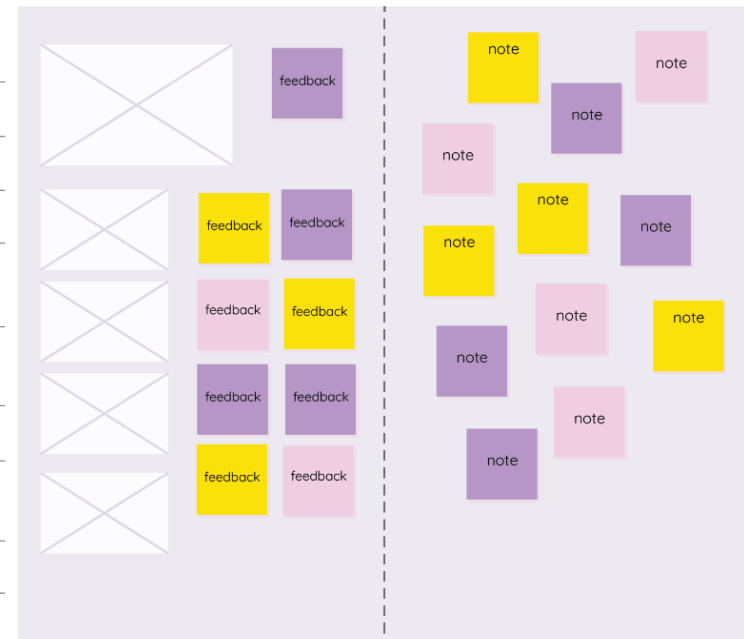


AGENDA

timing	ACTIVITY DESCRIPTION	LOGISTICS & MATERIALS TO SET UP	PHOTO DOCUMENTATION & PARTICIPANTS' FEEDBACK	NOTES
	Define which activities you plan for the day and for each one define its duration. When referring to the use of one of the methods and tools from the DC4DM model, add the corresponding link to the dc4dm Miroverse link.	For each activity and phase of the day schedule, define what materials are needed, what tasks need to be fulfilled, and possibly which person of the organising team is in charge.	Collect here some images from the most important moments of the day, trying to highlight what was critical for the effectiveness of both activities and people's interactions. Collect the participants' feedback through the day.	Reflect on what have worked and what could be improved. Write down a few notes to remind yourself what was critical for the success of either activities or learning objectives.

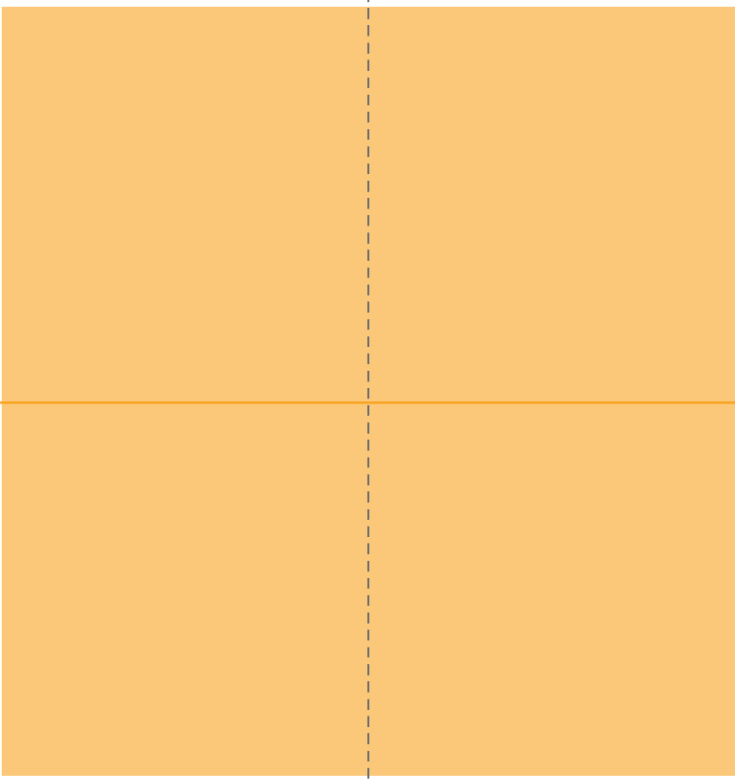
WELCOME & LAB KICK-OFF
DAY 1

30"	Check-in	Printed list of participants and badges
15"	Welcome presentations	Projector & room set up
45"	Theme & objectives presentation	Opening presentation file
60"/90"	Lunch break	Lunch vouchers / Catering service
45"	DC4DM Process & Agenda presentation	Projector & room set up & wifi Printed copies of the programme and access to miroverse board
20"	Pre-formed teams / team building activity	Projector & room set up & wifi
10"/20"	Coffee break	Catering service
60"/90"	Presentation of Macro-themes and Companies /Start-ups	Presentation files by guest companies and experts
10"	Wrap-up	
90"/120"	Welcome Drinks	Vouchers for drinks / Catering service



DAY 2
DAY 3
HORIZON SCANNING PHASE

10"	Warm-up activity	instructions and material
...	PRE-PROCESS activity Driver: Sustainability	DC4DM Toolkit - Pre-Process instruction material
15"	HORIZON SCANNING PHASE presentation	DC4DM Toolkit - Presentation example
...	Trend Research and Steep Analysis - teamwork	DC4DM Toolkit - layout
10"	Wrap-up and Feedback	post-it notes
10"	Warm-up activity	instructions and material
...	Trend Research and Steep Analysis - teamwork	DC4DM Toolkit - layout
60"	Lunch break	vouchers / catering service
...	Domain Map - teamwork	DC4DM Toolkit - layout
30"	Sharing time	projector
10"	Wrap-up and Feedback	post-it notes



VISIONING PHASE

DAY 4

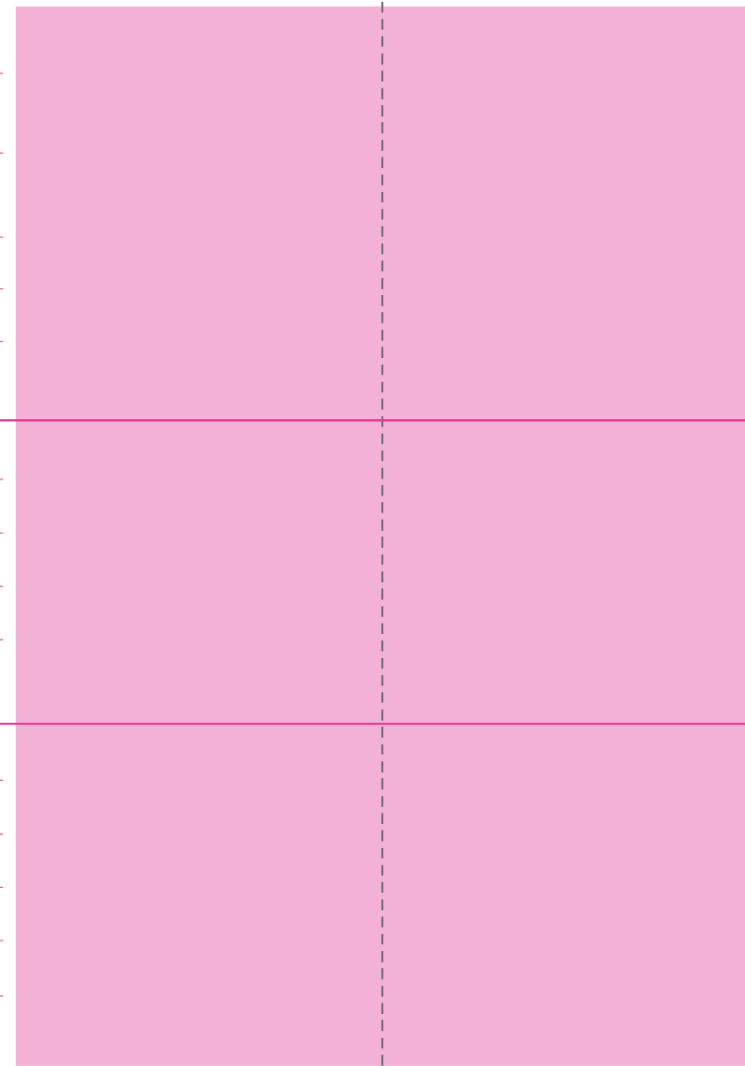
10"	Warm-up activity	instructions and material
...	PRE-PROCESS activity Driver: Ethics	DC4DM Toolkit
15"	VISIONING PHASE presentation	DC4DM Toolkit presentation example
60"	Lunch break	vouchers / catering service
...	Alternative Futures - teamwork	DC4DM Toolkit - layout

DAY 5

10"	Wrap up and Feedback	post-it notes
10"	Warm-up activity	instructions and material
...	Scenario Matrix - teamwork	DC4DM Toolkit
60"	Lunch break	vouchers / catering service
...	Scenario Matrix - teamwork	DC4DM Toolkit
10"	Wrap up and Feedback	post-it notes

DAY 6

10"	Warm-up activity	instructions and material
...	Scenario Matrix - teamwork	DC4DM Toolkit
60"	Lunch break	vouchers / catering service
...	Scenario Matrix - teamwork	DC4DM Toolkit
45"/60"	Sharing time	projektor
10"	Wrap up and Feedback	post-it notes



IDEATION & PROTOTYPING PHASE

DAY 7

10"	Warm-up activity	instructions and material
...	PRE-PROCESS activity Driver: Tech-Foresight	DC4DM Toolkit
15"	IDEATION & PROTOTYPING PHASE presentation	DC4DM Toolkit presentation example
60"	Lunch break	vouchers / catering service
...	Brainstorming & Inspiration Stimuli - teamwork	DC4DM Toolkit - layout Post-it notes, paper and markers Boards - adaptable work space
10"	Wrap up and Feedback	post-it notes

DAY 8

10"	Warm-up activity	instructions and material
...	Brainstorming & Inspiration Stimuli - teamwork	DC4DM Toolkit - layout Post-it notes, paper and markers Boards - adaptable work space
60"	Lunch break	vouchers / catering service
30"/45"	Sharing time	
...	Brainstorming & Inspiration Stimuli - teamwork	DC4DM Toolkit - layout Post-it notes, paper and markers Boards - adaptable work space
10"	Wrap up and Feedback	post-it notes

DAY 9

10"	Warm-up activity	instructions and material
...	Build to Think - teamwork	recycled material, props, tape, glue, etc.
60"	Lunch break	vouchers / catering service
...	Build to Think - teamwork	recycled material, props, tape, glue, etc.
10"	Wrap up and Feedback	post-it notes



SHARING DAY
DAY 10

10"	Warm-up activity	instructions and material
15"	Sharing Day presentation and instructions	
...	Preparation of the final presentations - teamwork	room configuration and material
60"	Lunch break	voucher / catering service
...	Sharing Day Presentations	venue - list of participants - projector
...	Sharing Day Open Discussion	venue - configuration - video documentation
20"	Closing Cerimony	printed certificates
60"/90"	Drinks & Networking	catering service

