



FINLIT – Learning path for librarians-educators

Public libraries are local centers of culture, information, and education. In small towns and rural areas they are usually the only establishments open and accessible to all groups of the local community. Their network is so densely woven that it does not bypass even very small towns. In many areas, they are the only **centers of non-formal education available to adults**.

In responding to user needs, librarians act as local educators, although their formal education does not include adult education topics. They educate users in many areas, supporting them not only with cultural needs, but also with work life, health, or handling the household budget. Thus, librarians are most often self-taught without the appropriate qualifications to work with adults. They are well educated in information management and are trusted in the community as respected individuals because of their knowledge and commitment to the community.

However, operating in a knowledge-based society presents new challenges for librarians. Everyday users are confronted with increasingly specialized information and communication technologies, which they have to use to access services that are increasingly available only via the Internet. Financial literacy, in particular, is a complex area, but one that cannot be ignored because handling home finances cannot be eliminated from our daily lives. To tame this new knowledge, residents turn - as always - to librarians and librarianship.

The series of trainings for librarians-educators developed under the FinLit project was created in response to the needs of librarians to strengthen their competence and knowledge in teaching adults and transferring financial knowledge to confidently and professionally respond to the needs and expectations of the local community. The series includes both online and hybrid trainings as well as self-study on the finlit.eu platform.

Elements of the training cycle for librarians

1. Financial education of librarian-educators

Before teaching library users about finances, we recommend taking **two 6-module financial education courses** (basic and advanced levels). These are the same financial education courses that librarians will use to train residents but the assessment scale is higher. To successfully fulfill their role as facilitators in training, librarians need to have sufficient knowledge. The financial courses are detailly described in the FINLIT program for users.

FINLIT Program - <https://finlit.eu/edu/mod/page/view.php?id=1852>

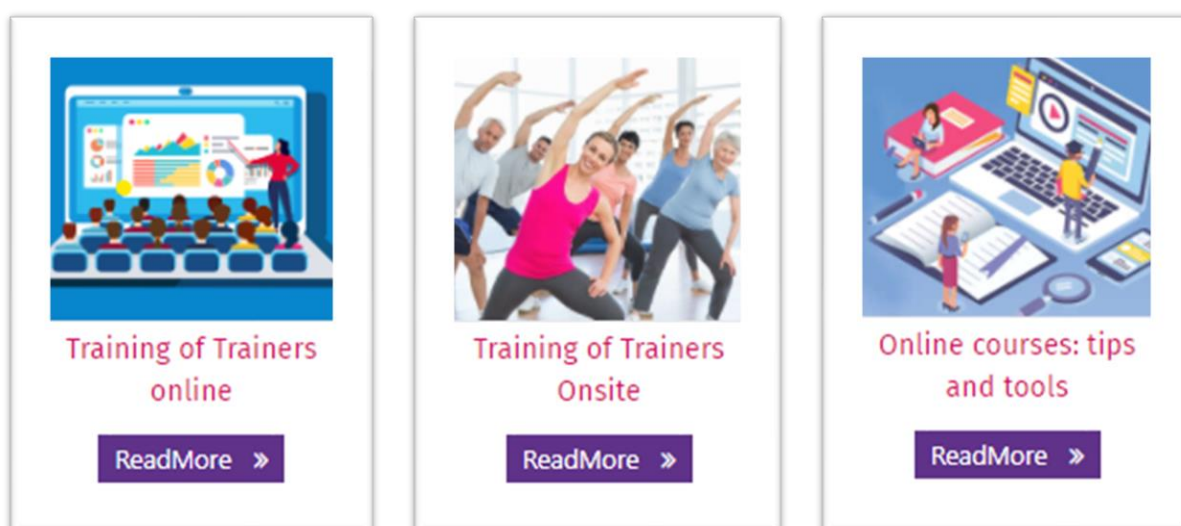
2. Training of trainers (ToT)

During this phase, librarians will learn what methods to use to teach adults, what challenges may be encountered, and how to develop their educator skills. The training should be conducted by key trainers - educators experienced in training adult educators and familiar with the work of libraries. The training program for librarian-educators has several components:

2.1 ToT training of educators Online course in 6 modules

2.2 Onsite training program (8 session x 90 minutes) - to be organized by the library for its librarians as needed.

2.3 Online training; tips and tools - an online course, created in response to the needs of librarians to expand the library's offer of online meetings and trainings. This course is recommended not only for beginning educators but also for those seeking inspiration for conducting adult education online using active methods.



3. Preparation for financial education classes in the local library.

Thinking about librarians planning activities in the field of financial education, we have prepared **12 scenarios of educational meetings** tailored to the content of modules of e-learning FINLIT courses in financial education for library users. The scenarios are designed both to conduct classes in the hybrid formula (blended learning), when the course meetings take place in the library) and online.



So on the finlit.eu platform you will find a package of materials to help librarians learn **how to act as financial literacy guides for adult library users**. The materials are available in 5 languages: English, Bulgarian, Polish Romanian and Slovenian, free of charge.

Training content, or what will librarians learn?

Educational content in e-learning courses is rich and diversely presented. There are charts typically informative, tasks to be performed by the learner, summaries, tests. There are also references to external resources – articles, video and audio materials. The modules are tailored to the knowledge and skills of people who do not have a trainer's background, but are already somewhat familiar with working with adults, such as leading meetings as part of book clubs or other library activities. After passing the course with the appropriate score, you can receive a certificate.

ToT for librarians-educators (2.1)

ToT stands for training of trainers.

By taking this course, librarians can achieve the following goals:

- increase knowledge of adult education and adult learning styles
- learn how to create learning situations;
- learn about tools and techniques that support adult education and practice using them;
- learn what is the role of an educator;

The course consists of 6 modules and finishes with an assessment test:

1. How do adults learn?
2. Introduction to facilitation
3. Simple solutions to increase engagement
4. Conflict resolutions
5. Useful online tools for FE trainers
6. Code of ethics of FE trainers (educators)

Here are sample module contents:



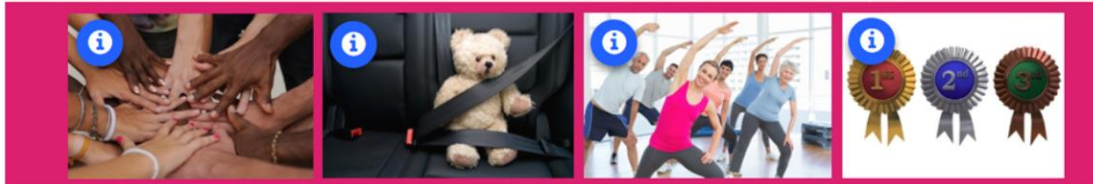
Educational situation

Check your
knowledge!

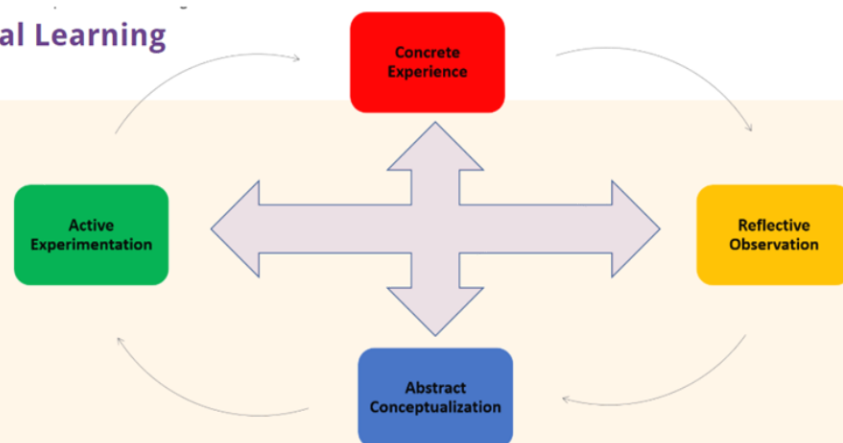


What conditions should be secured for an educational situation to occur?

Click on i-icon to learn.



Experiential Learning Model

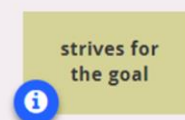
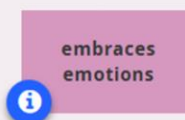
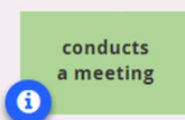


Source: Alice Y. Kolb, David A. Kolb, The Kolb Learning Style Inventory 4.0: Guide to Theory, Psychometrics, Research & Applications, Experience Based Learning

Introduction to facilitation

Who is a facilitator?

A facilitator is a person who makes it easier for a group to achieve their goal. Here - achieving the educational goal. What exactly does the facilitator do? Click the blocks to find out what is hidden under the slogans.



Asking questions

This is the simplest engaging technique. And necessary. Participants finish the e-learning training module, invite them to offline activities - and ask a question. If you present some knowledge yourself, you come to the end and ... ask a question.



You ask for an opinion, for a solution, for the correct answer, for missing data, for experience, for emotions. It engages, increases energy levels, increases commitment. Participants feel invited to participate actively and important in the education process.

Asking questions, however, seems so obvious that some people think it is easy.

But that's not true. See what experiences Marcin and Ania have with questions. Click their characters to read.

Work in group

Working in groups of 3-5 people usually is a popular technique used during educational activities. Technically - as long as you have space - it's easy. However, think about how you will use it - because you have a minimum of two options. Click on two points to get to know them

1

Each group does the same - e.g. it creates a list of benefits from regular saving, followed by mutual presentation of work results or discussion.

2

Each group deals with a different part of the same task, e.g. one group creates a list of the benefits of regular saving, the other - a list of disadvantages, and the third - a list of steps to take to start saving. Finally, the effects of work are gathered into one whole, as the effect of the work of the whole group.

Types of conflicts

The most known typology of conflicts is the so-called Moore's conflicts. This American mediator, moderator and designer of conflict management systems divided conflicts into 5 categories.

Click each of the wheel elements to see what is hidden under the name of the type of conflict.

Causes of Conflicts



Compromising Strategy



commonly associated with zebra or fox

The compromising strategy typically calls for both sides of a conflict to give up elements of their position in order to establish an acceptable, if not agreeable, solution.

This strategy prevails most often in conflicts where the parties hold approximately equivalent power. Business owners frequently employ compromise during contract negotiations with other businesses when each party stands to lose something valuable, such as a customer or necessary service.

Movies

„The Wolf of Wall Street“, „Big Short“ or „The Pursuit of Happiness“? Which of these movies will you use during your financial education class?

Do not plan a full projection, because you have neither the time, nor (probably) a license, but why not show participants a few minutes piece that will illustrate classes on investment funds, the global financial system or achieving financial freedom?



Rule 3

The librarian does not act as an economic expert during the implementation of the project. He doesn't have to answer questions about financial issues.

On-site training program for educators (2.2)

Training goals

- to increase facilitation skills of FINLIT educators,
- to refresh FINLIT educators' knowledge on adult education, method of group engaging and ethical aspects of the program,
- to familiarize FINLIT educators with the e-learning platform as a tool for educators.

Training agenda consist of 8 module sessions planned for 90 minutes each:

1. Introduction to the training
2. Knowing your audience and its needs
3. Commitment reaching and difficulties solving
4. Questions and other communication tools
5. Practicing facilitation skills
6. Practicing facilitation skills
7. Practicing facilitation skills
8. E-learning platform and the summary of the training

Training outline

1. How to conduct a diagnosis of local residents' needs for financial literacy - community profile, needs assessment.
2. Verification of knowledge and skills (in personal finance and ICT) of potential participants; methods and tools.
3. Users' knowledge of ICT - digital skills test.
4. Library enables training - team, equipment, space....
5. Group recruitment methods for courses.
6. Introduction to facilitation - the role of the facilitator.
7. Promotion of new library offering, financial education for adult users - methods and planning.
8. Networking and cooperation with local entities (associations, local business, local government.
9. Working in a team (financial education as part of library activities, division of tasks in a team of librarians, co-leading financial education training in the library, etc.).
10. Difficult situations and conflict resolution.
11. Monitoring and evaluation.

Training materials were also prepared for the educator.

E-learning course: How to deliver online training? – tips and tools (2.4)

By taking this course you will:

- increase your knowledge of online education methods
- expand your knowledge of designing online learning situations
- learn which applications are recommended by online training practitioners

- remember which elements of classroom training should be incorporated into remote education
- increase your alertness to common mistakes made during training

The course consists of 5 modules:

Module 1: Introduction and key recommendations

Module 2: How do I schedule online training?


Module 3: Selected applications to support online training delivery. Overview

Module 4: Applications are not everything - what else should be taken care of when planning online training?

Module 5: Mistakes you don't have to make

Here are sample module contents:

Module 2: How do I schedule online training?



How do I schedule online training?



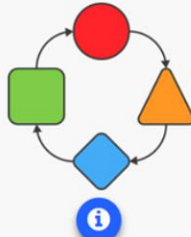
Financial literacy through public libraries

Module 2

Module 1: Introduction and key recommendations

Key recommendations

Before we look in detail at what to take care of during training, we'll start with three key recommendations that you should always keep in mind. Click on the blue icon below the pictures to see what do they relate to?

Warm-up

Before we take a closer look at this type of application, one warm-up question:

What are the "whiteboards" usually used for during online training?



- They are provided as a place for participants to take notes during training,
- Their main use is to create an attendance list.
- With the use of additional lighting, they provide light diffusion and better visual effects.
- They replace flipcharts and provide space for the trainer or participants to write or draw.

Educational meeting scenarios for financial education courses (3)

The scenarios provide guidance on how to conduct financial education classes both in the form of in-person meetings at the library as well as online, i.e. they allow for the implementation of the course for residents in a hybrid formula (blended learning) as well as online.

Files below describe training scenarios for different course modules

- Training scenarios
 - EN_SCENARIO_Module 1_FINANCIAL PLANNING AND PERSONAL BUDGET_basic level.docx
 - EN_SCENARIO_Module 2_THE FINANCIAL SYSTEM_basic level.docx
 - EN_SCENARIO_Module 3_CREDITS AND LOANS_basic level.docx
 - EN_SCENARIO_Module 4_INSURANCE_basic level.docx
 - EN_SCENARIO_Module 5_CONSUMER PROTECTION AND SECURITY_basic level.docx
 - EN_SCENARIO_Module 6_CENTRAL BANK_basic level.docx

Below are files with training scenarios for different modules

- ▼ Training scenarios
 - EN_SCENARIO_ Module 6_EARNING IN RETIREMENT_advanced level.docx
 - EN_SCENARIO_Module 1_BANKING ONLINE_ advanced level.docx
 - EN_SCENARIO_Module 2_ONLINE SHOPPING_advanced level.docx
 - EN_SCENARIO_Module 3_SECURE FINANCES ON INTERNET_advanced level.docx
 - EN_SCENARIO_Module 4_SAVING AND INVESTING_advanced level.docx
 - EN_SCENARIO_Module 5_INHERITANCE_advanced level.docx

How to participate in FINLIT training for librarians?

1. Register on the FINLIT platform - follow the user instructions
<https://drive.google.com/drive/u/0/folders/1f6x0DxBz-1WVpMPvkl3mrLgYolhEPast>
2. Contact your national coordinator in Bulgaria, Poland, Romania, Slovenia – the partner countries of the FINLIT project [<https://finlit.eu/edu/mod/page/view.php?id=7>] to discuss the organization of a financial education course in your library.

FINLIT training is free for both library users and librarian-educators. After going through a series of training courses for librarians on the finlit.eu platform, they will be certified as facilitators and can conduct financial education for adult users in their libraries. Librarians are not financial experts – **they become guides to financial literacy for residents.**

Upon successful completion of the online courses, each librarian receives an automatically generated **Certificate** with a unique number.

Dear Librarians!

Get trained and incorporate financial education into your library's offerings!

