Training Course on Digital Literacy and Competency Frameworks for Educators

Professional Development Training Course Outline

Category	Educational Leadership and Management	**Duration**	10 Days
Base Fee	$3,000 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In the age of rapid digital transformation, educators must not only integrate technology into the learning process but also develop strong digital literacy and competency skills that align with international education standards. Training Course on Digital Literacy and Competency Frameworks for Educators is designed to empower educators with future-ready digital skills, critical thinking, and a robust understanding of digital tools and pedagogical frameworks. Through a structured and engaging curriculum, participants will explore digital citizenship, tech-integrated instructional strategies, data literacy, and online safety measures, equipping them to effectively support 21st-century learners.

Whether teaching online, in hybrid settings, or within traditional classrooms, educators must confidently navigate the digital ecosystem to enhance learning outcomes. This course provides practical insights into widely recognized digital competency frameworks such as ISTE Standards, DigCompEdu, and UNESCO ICT-CFT. Participants will gain hands-on experience with classroom tech tools, personalized learning systems, and AI-driven platforms—making them agile, informed, and empowered digital educators.

Programme Curriculum

Training Course on Digital Literacy and Competency Frameworks for Educators

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Course Objectives

1. Understand the fundamentals of digital literacy in education.
2. Apply digital competency frameworks like ISTE, DigCompEdu, and UNESCO ICT-CFT.
3. Develop and assess student digital skills in alignment with 21st-century learning outcomes.
4. Integrate digital tools and resources into curriculum planning and instruction.
5. Promote digital citizenship, online safety, and ethical technology use.
6. Use data analytics for evidence-based teaching and learning.
7. Leverage artificial intelligence (AI) in digital education.
8. Design personalized and adaptive learning experiences.
9. Evaluate and use Learning Management Systems (LMS) efficiently.
10. Apply blended learning strategies for inclusive and equitable education.
11. Support professional development using EdTech tools.
12. Utilize gamification and immersive technologies to enhance engagement.
13. Create action plans for digital transformation in educational institutions.

Target Audiences

1. K–12 Teachers
2. University & College Professors
3. Instructional Designers
4. Curriculum Developers
5. School Leaders & Principals
6. Educational Technology Coordinators
7. Teacher Trainers & Mentors
8. Policy Makers in Education

Course Duration: 10 days

Course Modules

Module 1: Introduction to Digital Literacy in Education

- Definition and scope of digital literacy
- Key trends in EdTech and digital learning
- The role of educators in a digital world
- Aligning digital literacy with global education goals
- Benefits of digital literacy for student outcomes
- **Case Study**: Finland’s digital education transformation

Module 2: Understanding Global Digital Competency Frameworks

- Overview of ISTE, DigCompEdu, and UNESCO ICT-CFT
- Comparison of key competency indicators
- Mapping curriculum to framework elements
- Framework-based teacher assessment
- Framework adaptation to local contexts
- **Case Study**: ISTE framework in US K-12 schools

Module 3: Integrating Technology in Lesson Planning

- Choosing effective digital tools
- SAMR and TPACK models
- Building interactive digital lesson plans
- Using collaborative platforms (e.g., Google Workspace)
- Real-time assessment with digital tools
- **Case Study**: Using Padlet and Nearpod in classrooms

Module 4: Developing Student Digital Skills

- Student digital literacy benchmarks
- Teaching online research and evaluation
- Encouraging responsible social media use
- Building student portfolios using tech tools
- Fostering critical thinking via digital tools
- **Case Study**: Digital portfolios in secondary education

Module 5: Data Literacy for Educators

- Introduction to educational data
- Using analytics to drive instruction
- Visualizing learning progress
- Data privacy and compliance regulations
- Tools for data collection and reporting
- **Case Study**: Learning analytics in Google Classroom

Module 6: Artificial Intelligence in Teaching & Learning

- AI basics for educators
- Adaptive learning platforms
- Chatbots and smart tutoring
- Bias and ethics in AI use
- AI for assessment and feedback
- **Case Study**: Using ChatGPT in lesson design

Module 7: Digital Citizenship and Online Ethics

- Teaching online safety
- Addressing cyberbullying and digital drama
- Promoting respectful communication
- Understanding digital footprints
- Creating a digital citizenship curriculum
- **Case Study**: Common Sense Media programs

Module 8: Enhancing Accessibility through Technology

- Universal Design for Learning (UDL)
- Assistive technology tools
- Supporting students with disabilities
- Language translation and closed captioning
- Inclusive instructional design
- **Case Study**: Microsoft Immersive Reader use in classrooms

Module 9: Optimizing LMS for Instructional Success

- Overview of popular LMS platforms

- Customizing course layouts and content
- Tracking learner progress and analytics
- Integrating third-party tools
- Using LMS for parent/teacher communication
- **Case Study**: Canvas LMS in higher education

Module 10: Building Blended and Flipped Classrooms

- Definitions and models of blended learning
- Tools for asynchronous learning
- Managing synchronous vs. asynchronous environments
- Video-based learning strategies
- Evaluating student performance online
- **Case Study**: Flipped classroom model in high schools

Module 11: Gamification and EdTech Engagement

- Principles of gamification in education
- EdTech gamification platforms (e.g., Kahoot!, Classcraft)
- Designing game-based assessments
- Motivation and reward systems
- Evaluating learning outcomes in gamified classrooms
- **Case Study**: Duolingo for language learning in schools

Module 12: Designing for Mobile Learning

- Mobile-first instructional design
- Recommended apps for K–12 and higher ed
- Mobile content creation tools
- Managing screen time and distractions
- Equity in access to mobile learning
- **Case Study**: WhatsApp micro-learning in African schools

Module 13: Professional Development Using EdTech

- Digital self-assessment tools for educators
- Building an online professional learning network (PLN)
- Participating in global MOOCs and webinars
- Using video reflection tools
- Tracking PD progress digitally
- **Case Study**: Teacher PD through Edmodo and Coursera

Module 14: EdTech Policy and Digital Transformation Planning

- Creating a school-wide digital vision
- Budgeting and resource allocation
- Building stakeholder buy-in
- Risk management and cyber hygiene
- Measuring digital transformation success
- **Case Study**: Kenya’s Digital Literacy Programme (DLP)

Module 15: Capstone Project – Digital Competency Action Plan

- Project overview and expectations
- Choosing a competency framework to apply
- Designing an implementation plan

- Monitoring and evaluating progress
- Presenting results and feedback
- **Case Study**: Personalized school-based digital literacy project

Training Methodology

- Interactive lectures and multimedia presentations
- Hands-on workshops and live tool demonstrations
- Group discussions and collaborative projects
- Digital sandbox sessions for tool testing
- Real-world scenario simulations and role-playing
- Reflective journaling and peer assessments

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	04 Dec 2026	Online	$2,000
23 Nov 2026	04 Dec 2026	Physical	$3,000
23 Nov 2026	04 Dec 2026	Physical	$6,000

Start Date	End Date	Location	Price
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$9,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$12,000

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