

# *E-Leaders High Tech Course*

## *Curriculum*

Developed by the partnership of the project E(U) Leaders.

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### Ecological Thinking!

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**Course module title:** E-Leaders High Tech Course Curriculum

**The Course aims to:**

- Enhance skills/competencies of entrepreneurs / leaders / employers / managers / VET trainers according to their needs, in order to manage their teams effectively and efficiently with virtual working environments.

**Characteristics**

- Supplementary based on the investigated areas of the Guidebook of inclusion of best practices on suitable digital working environments (PR1) & the e-leadership Model adopted within tech-based and non-tech-based organizations (PR2).
- Based on the training needs, challenges the e-leaders when managing virtual teams
- Target the development of e-leaders
- Suitable for individuals and organizations operating physically/virtually

**The Course will include:**

1. Training and mentoring methodology – course design, interactive delivery, course framework of each skill / competence / thematic area
2. Training / teaching theoretical and practical materials for each skill / competence / thematic area
3. Evaluation, effective follow-ups.
4. Education and training activities.

**Duration:** Estimated time of completion: Approximately 2-3 hours per module



## General description of the course including competences and skills to be achieved

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E-leaders High Tech Course. The course aims to further enhance the skills / competences of entrepreneurs / employers / leaders / managers / VET trainers / mentors/ educators according to their needs. The training material is supplementary it targets the e-leaders' personal development and includes a mentoring methodology for mentors.

### The Course will include seven (7) Modules:

1. e-leadership styles (the process by which a person guides and motivates the behavior in a technology-mediated environment, communication technologies), e-management strategies.
2. e-ethics (behavioral online ethics in the digital industry).
3. e-social skills and e-team building skills (communication etc.) e-leaders High-tech Course 7
4. Information and data literacy (a number of abilities and concepts that can help us determine exactly what our needs regarding information, data and digital content under various circumstances including data management).
5. Information security (digital identity protection, etc.), GDPR.
6. e-technology skills (innovative digital tools).
7. Evaluation and effective follow-up techniques.

The course is designed to enhance the skills and competences of a wide range of professionals, including entrepreneurs, employers, leaders, managers, VET (Vocational Education and Training) trainers, mentors, and educators. The course comprises seven modules, each focused on specific areas of development within the context of e-leadership and digital competency.

**Course Description:** This comprehensive course aims to empower participants with the essential skills and competences required to excel in the ever-evolving digital landscape. It is designed to cater to the unique needs of entrepreneurs, employers, leaders, managers, VET trainers, mentors, and educators, it provides them with the knowledge and tools necessary for effective leadership and management in working technology-mediated environments.

Competences and Skills to Be Achieved:

- 1. e-Leadership styles and e-management strategies:**
  - Understand and apply various e-leadership styles.
  - Develop effective e-management strategies for technology-mediated environments.
- 2. e-ethics:**
  - Grasp the principles of online behavioral ethics in the digital industry.
  - Foster ethical decision-making in digital contexts.
- 3. e-social skills and e-team building skills:**
  - Enhance communication skills specific to online environments.
  - Build and lead effective virtual teams.
- 4. Information and Data Literacy:**



- Develop the ability to determine information and data needs in different situations.
  - Acquire data management skills for efficient decision-making.
- 5. Information Security and GDPR:**
- Learn about digital identity protection measures.
  - Understand GDPR (General Data Protection Regulation) compliance and implications.
- 6. e-technology skills-Innovative digital tools:**
- Familiarize yourself with innovative digital tools and technologies.
  - Explore ways to leverage digital advancements for business and leadership purposes.
- 7. Evaluation and Effective Follow-Up Techniques:**
- Develop skills to evaluate the effectiveness of digital strategies and initiatives.
  - Implement follow-up techniques to continuously improve digital leadership practices.

Throughout the course, participants will gain theoretical knowledge and the opportunity to learn through practical exercises, case studies, and mentorship methodologies. By the end of the course, participants will be equipped with the competences and skills necessary to thrive as e-leaders, adapt to digital transformations, and make informed decisions in technology-driven settings.



## Contents (detailed learning outcomes of the course):

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### e-Leadership styles and e-management strategies:

Content and Learning Outcomes:

- e-leadership styles and e-management tactics can be learned, understood, and identified by the learners.
- The significance of e-leadership and e-management practices.
- advice on e-leadership and e-management practices.
- Have access to more resources.

Upon completing this module, participants should be able to:

**a. Identify and Analyze e-Leadership styles:**

- Recognize various e-leadership styles and their characteristics.
- Analyse the strengths and weaknesses of different e-leadership approaches.

**b. Select Appropriate e-Leadership styles:**

- Determine the most suitable e-leadership style for specific situations and team dynamics.
- Adapt leadership styles to meet the unique needs of technology-mediated environments.

**c. Implement Effective e-management strategies:**

- Develop and implement e-management strategies that align with organizational goals.
- Apply strategic planning and decision-making techniques tailored to digital contexts.

### e-ethics:

Content and Learning Outcomes:

- The learners can learn, understand and identify:
- e-ethics & Digital Ethics Types;
- Manage digital ethics in the workplace;
- Have a clear understanding of ethics for digital success

**a. Define e-Ethics:**

- Understand the concept of e-ethics and its importance in the digital age.
- Identify Digital Ethics Types: Recognize various types of digital ethics, including privacy ethics, data ethics, social media ethics, and more.
- Differentiate Ethical Issues: Distinguish between ethical dilemmas and issues that may arise in digital contexts.

**b. Managing Digital Ethics in the Workplace:**

- Implement Ethical Guidelines: Develop and implement ethical guidelines and policies for the workplace, considering digital ethics.
- Promote Ethical Behavior: Encourage employees and team members to adhere to ethical digital interactions and decision-making standards.
- Address Ethical Violations: Learn how to identify and address ethical violations effectively in digital environments.

**c. Privacy and Data Ethics:**

- Privacy Protection: Recognize the importance of protecting individuals' privacy and sensitive data in digital operations.
- Data Handling: Learn responsible and ethical practices for collecting, storing, and using data in digital contexts.
- Data Transparency: Implement transparency measures regarding data handling and processing to build trust with stakeholders.

**e-social skills and e-team building skills:**

Content and Learning Outcomes:

**a. Effective Online Communication:**

- Demonstrate the ability to communicate clearly and effectively in technology-mediated environments.
- Utilize various communication tools and platforms to enhance digital interactions.

**b. Active Listening and Feedback:**

- Apply active listening techniques to understand and respond empathetically to online conversations.
- Provide constructive feedback in virtual team settings for improved collaboration.

**c. Conflict Resolution in Virtual Teams:**

- Identify common sources of conflict in virtual teams and address them proactively.
- Implement conflict resolution strategies tailored to online work environments.

**d. Cross-Cultural Competence:**

- Understand the significance of cultural diversity in global virtual teams.
- Develop cross-cultural competence to bridge cultural gaps and promote effective teamwork.

**Information and Data Literacy:**

Content and Learning Outcomes:

**a. Information Needs Analysis:**

- Identify and articulate information needs and objectives in various professional contexts.
- Assess the relevance of information sources to specific information needs.

**b. Effective Information Retrieval:**

- Employ advanced search strategies and techniques to retrieve accurate and relevant information from digital sources.
- Navigate databases, libraries, and online repositories proficiently.

**c. Critical Evaluation of Information:**

- Apply critical thinking skills to assess information sources' credibility, reliability and validity.
- Recognize and mitigate the impact of bias and misinformation in digital content.

**Information Security and GDPR:**

Content and Learning Outcomes:

- **Understanding Information Security Principles:** By the end of this course, students should be able to explain the fundamental principles of information security, including





confidentiality, integrity, and availability, and how they relate to data protection under GDPR.

- **GDPR Compliance Knowledge:** Upon completing this course, students should have a comprehensive understanding of the key requirements and principles of GDPR, including data subject rights, data protection impact assessments, and the role of the Data Protection Officer (DPO).
- **Risk Assessment and Mitigation:** Students will be able to identify potential security risks and vulnerabilities in an organization's data handling practices, and propose mitigation strategies in line with GDPR requirements.

### e-technology skills– Innovative digital tools:

Content and Learning Outcomes:

#### a. Understanding Innovative Digital Tools:

- Define and distinguish between various innovative digital tools, such as augmented reality (AR), virtual reality (VR), artificial intelligence (AI), and blockchain.

#### b. Exploring Emerging Technologies:

- Explore emerging technologies and their potential impact on different industries and sectors.

#### c. Evaluating Tool Suitability:

- Evaluate the suitability of different digital tools for specific tasks and projects.

### Evaluation and Effective Follow-Up Techniques:

Content and Learning Outcomes:

#### a. Evaluating Tool Suitability:

- Evaluate the suitability of different digital tools for specific tasks and projects.

#### b. Hands-On Experience:

- Gain practical, hands-on experience with innovative digital tools through projects and simulations.

#### c. Problem Solving with Digital Tools:

- Apply innovative digital tools to solve real-world problems and challenges.

## Methodology

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### Title: E-Leaders High-tech Course

**Introduction of the Module/Module Overview:** This e-course, "E-Leaders High-tech Course," is designed to equip participants with advanced e-leadership skills tailored for high-tech environments. The e-course explores the intricacies of leading in the dynamic and rapidly evolving tech industry. Participants will delve into various e-leadership strategies and concepts relevant to the high-tech sector in a digital working setting.

**Brief Description of the Module:** In this e-course, you will gain a deep understanding of e-leadership principles and practices uniquely applicable to the high-tech domain. From e-managing innovative e-teams to navigating e-technological disruptions, this e-course will prepare you to thrive as an e-leader in the high-tech world.

**Learning Outcomes/Objectives:** a. Develop a profound comprehension of e-leadership dynamics in high-tech working environments. b. Acquire advanced e-leadership competencies for leading high-performance e-teams. c. Apply innovative strategies for e-leadership.

**Competence Statements/Description:** This e-course aims to foster competence in e-leadership, emphasizing its applications and challenges within the high-tech industry. Learners will gain the skills and knowledge required to excel as e-leaders in this dynamic field.

### Seven Modules

1. E-leadership styles (refers to the process by which a person guides and motivates the behavior on a technology-mediated environment, communication technologies), e-management strategies -
2. E-ethics (behavioral online ethics in the digital industry)
3. E-social skills and e-team building skills (communication etc.)
4. Information and data literacy (a number of abilities and concepts that can help us determine exactly what our needs in terms of information, data and digital content under various circumstances including data management)
5. Information security (digital identity protection, etc.), GDPR
6. E-technology skills (innovative digital tools)
7. Evaluation and effective follow up techniques

Keywords: e-leadership, high-tech, innovation, technological disruptions, e-strategic leadership

Expected Time: Estimated time of completion: Approximately 2-3 hours per module.

Introductory Video: An engaging video will introduce learners to each unit, highlighting its significance in a high-tech setting regarding e-leadership skills and the tone for their e-learning journey.

Theoretical Material: Theoretical content will be presented comprehensively, with a focus on



practical applicability in high-tech contexts. Concepts will be explained using real-world examples and case studies.

**Training Material:** To enhance understanding and practical application, training materials will include templates, tools, and resources for e-leaders in high-tech working settings. These materials will be accompanied by teaching and learning resources, such as presentations, handouts, and best practices and extra e-learning material that will be available for e-learners.

**Quizzes for Assessment/Evaluation:** Assessment quizzes are administered at the end of each module, comprising a minimum of 5 questions. These questions cover the entire competence area and include multiple-choice questions with four possible answers.

**Further Reading:** A list of additional resources for further reading, such as articles, videos, and relevant links, will be provided for those interested in exploring e-leadership topics in greater depth.

**References:** All sources, including text, images, and other materials, will be appropriately cited using APA Style citation guidelines to ensure adherence to copyright regulations. Links to online APA citation guides will be included for reference.



## Materials

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Materials and Tools that are available

- Learning Objectives and Tips
- Case Studies and relevant examples on each given module
- Literacy reviews
- Strategic tips
- Introductory Video in each module
- Summary of each unit
- Future directions for research
- Bibliography and references

## Assessment and Certification (test, involvement during lessons, papers, presentations...)

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At the culmination of each module within the curriculum, students encounter a pivotal moment of assessment in the form of a comprehensive test comprising 7 quizzes. These quizzes are meticulously designed to evaluate the learner's grasp of the subject matter, covering the entire spectrum of competencies explored throughout the module. Within each quiz, there are 5 multiple-choice questions strategically crafted to encompass the full range of knowledge and skills acquired during the learning process. This evaluation mechanism plays a critical role in gauging the reader's or learner's readiness to advance to the subsequent learning unit. By rigorously testing their comprehension, these assessments ensure that learners have thoroughly absorbed the requisite skills and knowledge, thereby creating a solid foundation for their ongoing educational journey.

The significance of these end-of-module evaluations cannot be overstated. They serve as a vital quality control measure, acting as gatekeepers to guarantee that learners are well-prepared for the challenges and complexities that await them in the upcoming stages of their education. Beyond a mere formality, these tests empower educators and students alike by providing a clear and objective measure of progress. Moreover, they offer valuable feedback to learners, pinpointing areas of strength and areas needing improvement. Ultimately, the incorporation of these assessments into the curriculum fosters a culture of continuous learning, ensuring that each learner is equipped with the necessary skills and competences to thrive in their educational journey.

- **Assessment and Certification:** The certification of e-leadership skills acquired will be based on ISO/IEC 17024:2012 (Accreditation Standard: General Requirements for Bodies Operating Certification of Persons). It was created with the intention of achieving and promoting a standard used by organizations operating around the world certification of individuals (entrepreneurs / employers / leaders / managers / VET trainers / mentors / educators) It is a requirement of international law provides the foundation for the certification bodies' recognition. and the created certification programs, which people are certified to facilitate their acceptance on a national and international level at the global level.

The certificate shall contain, as a minimum:





1. The name of the certified person
  2. A unique identification
  3. The name of the training course including issue date
  4. The scope of the training course
  5. The effective date of certification and date of expiry
  6. The name/logos of all the partners
- **Grading System:** The grading system is designed to be aligned with the evaluation criteria. The grading scale (e.g., A, B, C, Pass/Fail) and the corresponding percentage ranges. In order to pass the exam 21 right answers to take the certificate (at least 3 correct answers in each module).
  - **Certificate Criteria:** The certification program is created to add to the specifications in this International Standard by including specifications that the market needs, wants, or that are mandated by governments. Governmental agencies, scheme owners, and others may use this International Standard as a criteria document for accreditation, peer evaluation, or designation. The ISO/IEC 17024:2012 certification framework for e-leadership skills is implemented in order to: 1) define the framework for the certification scheme on a national and EU level; and 2) set the criteria and certification process for e-leaders under the scheme in accordance with the sector-specific EU directives.
  - **Certificate validity period:** Type of certification: One off certification
    1. Expiration date of the certificate: 5 years
    2. The certificate will be issued automatically following a successful result.
    3. The delegate in case of failure, could retake the exam 2 more times (3 times in total).