

Module 4

Personal Development Tools

Students explore tools for lifelong learning, financial skills, time management, and digital well-being.



Session 1: Online Learning Platforms



Session 2: Digital Financial Literacy



Session 3: Digital Time Management



Session 4: Digital Well-being & Screen Time



DigiGap is training young people (aged 11-15) to become digital ambassadors for their families. The DigiCompBook is a structured 4-module curriculum, providing teachers with everything they need to run effective digital literacy sessions.

11-15

Student Age

4

Modules

16

Sessions



DigiCompBook Methodological Guide for Educators

Empowering students aged 11-15
to become digital guides
for their families

4 Modules • 16 Sessions

<https://digigap.eu/digicompbook/>



Co-funded by
the European Union



Module 1

Basic Digital Operations

Students learn core productivity tools so they can support parents with everyday digital tasks.



Session 1: Google Docs & Canva



Session 2: Gmail & Email Essentials



Session 3: Effective Internet Browsing



Session 4: Online Government Services

Module 2

Online Safety & Data Protection

Students build safety habits and confidence to guide their families through digital risks.



Session 1: Identifying Fake News & Scams



Session 2: Cybersecurity Fundamentals



Session 3: Verified Info on Climate Change



Session 4: Online Government Services

Module 3

Responsible Social Media

Students become responsible content creators who help families use social media effectively.



Session 1: Creating Engaging Digital Content



Session 2: Basic Social Media Management



Session 3: Promoting & Selling Online



Session 4: Leveraging AI for Productivity