

Information overload

As established by the State-Regions Agreement of July 7, refresher courses valid for all security subjects can be carried out through e-learning.

Training purposes: To provide participants with useful information on information overload as well as suggestions aimed at reducing the stress caused by the excessive information we come into contact with every day.

Attendance Certificates: Throughout the country, each participant will receive a valid certificate upon taking a test and passing it, according to the State-Regions Agreement of December 21, 2011. The documents, Certificate and Training Booklet can be downloaded by each user directly from the platform upon conclusion of the course.

Total length of the course: 1 hour

Expected refresher training: The minimum length of the refresher modules varies according to the type of subjects that must be trained (Annex II of the State-Regions agreement of July 7, 2016).

Learning Mode/Utilization: E-Learning as defined in Annex II of the State Regions Agreement of July 7, 2016

Course contents:

<u>The era we are in</u>	Falling into the Net A Comparison of Digital Cultures The InfoSphere The Fourth Revolution Hyperhistory Digital Ethics
<u>From the need to the desire for information</u>	Too much news is bad news! Mental Training – A Healthy News Diet
<u>Too much information, too many decisions</u>	The Effect of Too Much Information When the Mind CRASHES Working in the Digital Era Digital Detox and the Right to Disconnect It's No Longer About "Knowing How to Fiddle Around on the Computer" Multitasking, Flow and Happiness Mindfulness and "Hurry It's Late"
<u>A Life Online: Strategies for Being Happy</u>	Less Is More Mental Training # 1 – A HEALTHY NEWS DIET Mental Training # 2 – E-MAIL Mental Training # 3 - SOCIAL NETWORKS Mental Training # 4 – TAKING BACK CONTROL OF THE RUDDER Mental Training # 5 - DON'T DO NOW THAT WHICH YOU CAN DO LATER Mental Training # 6 - CREATE YOUR MINDFUL SPACE INSIDE AND OUT

Profiles of Competence for Didactic and Technical Management:

Person in charge/Scientific Coordinator of the course: Rocco Vitale, Francesco Naviglio

Mentor/Content Tutor: Chiara Ballarini

Procedure tutor: Roberta Cirelli

Platform developer: Simone Vannucci

Speakers/Teachers who contributed to the editing of the texts: Elisabetta Maier, Rocco Vitale.

All of the teachers possess the required qualifications established by the Ministerial Decree of March 6, 2013 "Criteria for the qualification of the figure of the trainer regarding health and safety in the workplace"

Data sheet:

Each AiFOS course has been designed in compliance with the international SCORM 1.2 standard.

The platform is equipped with LMS.

TECHNICAL REQUIREMENTS FOR USING THE PLATFORM

The technical requirements can be viewed in real time, and always updated, at the following link:

<https://service.aifos.org/home/e-learning/requisiti-tecnici>

Registration procedure: User registration on the platform:

Skills and entrance qualifications: Learners must have the opportunity to access the technologies used, familiarity with the use of the computer device chosen for the course (Computer or Tablet) and a good knowledge of the language used.

Communication Interface: Communication on the platform is made possible through direct contact with the tutor, who can be contacted at the email address tutor@aifos.it, and with technical assistance that can be contacted at the email address assistenza@aifos.it.

Methods for Tracking the Activities: Each AiFOS course is created in compliance with the international SCORM 1.2 standard.

The use of this model allows AiFOS to ensure the tracking of all the participant's data and the use of educational objects on its platform.

The traceability of platform data, user access and certificates are kept by AiFOS, according to the terms provided by law.

The platform is equipped with LMS, which is able to monitor and certify:

- The development and completion of each user's educational activities
- The traceability of each activity carried out while being connected to the system and the length of the connection
- The traceability of the individual teaching units structured in Learning Objects, each of which contains a series of tools, such as the text of the lesson, the audio explaining the topics, research documents, short sample videos and animations.
- The modality and passing of the learning assessments.

Time of availability of utilization: The course foresees a length of time expressed in hours.

The period of time available to complete the entire course is indicated inside the platform.

Methods of Assessment of Learning: The assessment of learning is carried out by taking **intermediate tests** useful for self-learning, foreseen for each teaching unit and a **final test** aimed at consolidating the knowledge acquired during the entire course. Each final test includes 10 multiple choice questions (each consisting of at least three alternative answers) based on the type of course. The final outcome of the test is considered positive if at least 70% of the questions are answered correctly.

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AIFOS NATIONAL TRAINER: AiFOS, a national trade association member of *Confcommercio-Imprese* for Italy, operating throughout the national territory, an *ope legis* subject (Article 32, paragraph 4 of Legislative Decree no. 81 of April 9, 2008 and State-Regions Agreement of July 7, 2016) for the implementation of training courses that issue certificates. AiFOS, as the provider, undertakes to make the credentials for access to the course available upon any request of the competent supervisory bodies.

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