

Educators' Guide

to the FutureForward Trainer Platform

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If you have any questions regarding this document or the project from which it is originated, please contact:

Giulio Gabbianelli

Learnable Società Cooperativa a r.l.

Via Einaudi, 68, 61032 Fano PU

Email: giulio@learnable-europe.eu

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Educators' Guide to the FutureForward Platform

How to combine resources, lesson plans and practical AI activities in adult education

1. What is this guide for?

This guide helps adult educators use the FutureForward Trainer Platform in practice.

It does not repeat the platform content. Instead, it helps educators decide:

- where to start,
- which material to choose for a specific teaching goal,
- how to combine theory, examples and practice,
- how to adapt the materials to different adult learners,
- how to build short workshops or longer training sessions.

2. Start with your teaching goal

Before choosing a material, define what you want learners to achieve.

If your teaching goal is to...	Use this platform material
Introduce AI to beginners	AI Basic Theory Explained
Explain how AI tools differ	Types of AI Tools Explained
Help learners use AI tools in practice	How to use AI Tools and How to prompt
Build a full AI-focused course	How to design a course
Show real-life AI applications	Use Cases
Run a ready-made training session	Lesson Plans
Support discussion and exchange	FutureForward Community of Practice

3. Choose the right material for your teaching situation

The platform can support different teaching formats. You do not need to use everything at once. Select materials according to the time available, learners' needs and your training goal.

Teaching situation	Suggested use of platform materials
Short introduction, 15–20 minutes	Use one key concept from the resources and one discussion question
Short activity, 30 minutes	Use one resource section and a short practical example
Workshop, 60 minutes	Combine a short explanation with one use case or practical task
Practical session, 90 minutes	Use theory, one AI tool activity and reflection questions
Longer course	Combine several resources with selected lesson plans
Self-study support	Share selected resources and follow-up activities with learners

4. How the platform materials work together

The platform contains different types of materials. Each type has a different role in the learning process.

Material	Main role	How educators can use it
Resources to design AI course	Background and methodological support	Use them to prepare your own training path
AI theory and tool explanations	Conceptual understanding	Use them to explain key ideas before practice
AI Use Cases	Real-life examples	Use them to show how AI can support everyday tasks
Lesson Plans	Ready-made training structure	Use them directly or adapt them to your group
Practical activities	Hands-on learning	Let learners try AI tools step by step
Community of Practice	Peer exchange	Use it to share experiences and find inspiration

A useful teaching sequence is:

Explain → Show → Try → Reflect

Step	What it means	Possible material
Explain	Introduce the concept	AI theory or tool explanation
Show	Demonstrate a practical example	AI use case
Try	Let learners complete a task	Lesson plan or activity
Reflect	Discuss what worked and what was difficult	Reflection questions or group discussion

5. Example: 60-minute beginner session

Goal: Introduce AI as a practical everyday helper.

Time	Activity	Material
0–10 min	Opening discussion: Where do we meet AI?	Trainer prompt
10–25 min	Basic explanation of AI	AI Basic Theory Explained
25–40 min	Real-life example of AI use	AI Use Case
40–55 min	Short guided task	Practical activity / selected lesson plan
55–60 min	Reflection and next steps	Discussion questions

Good for: learners with little or no previous AI experience.

6. Example: 90-minute practical workshop

Goal: Help learners understand different AI tools and try one practical task.

Time	Activity	Material
0–15 min	Introduction to AI tools	Types of AI Tools Explained
15–30 min	How to use AI tools and prompts	Use of AI Tools and Prompting
30–65 min	Practical AI task	Use Case or Lesson Plan
65–80 min	Compare outputs and discuss	Reflection questions
80–90 min	Follow-up learning	Suggested resources / Community of Practice

Good for: learners who already have basic digital skills and are ready to try AI tools.

7. Example: Using a ready-made lesson plan

The Lesson Plans section includes ready-to-use sessions built from practical use cases, covering topics such as cybersecurity, misinformation, holiday planning, text-to-speech, media editing, marketing automation and smart email management.

Educators can use a lesson plan in three ways:

Option	How to use it
Use as it is	Follow the lesson plan step by step
Shorten it	Select only the most relevant activity
Adapt it	Change examples, timing or tools according to learners' needs

Before using a lesson plan, check:

Question	My notes
Who are my learners?	
What is their digital confidence level?	
How much time do I have?	
Do learners need individual or group support?	
Which AI tool will we use?	
What should learners be able to do at the end?	

8. Adapting materials for adult learners

Adult learners may have different levels of confidence, digital skills and experience with AI. The platform materials can be adapted to make learning more accessible.

Learner need	How to adapt the session
Low digital confidence	Use fewer tools and more step-by-step guidance
Limited time	Choose one clear learning goal
Mixed skill levels	Use pair work or small groups
Practical focus	Start with everyday examples
Need for repetition	Use handouts, checklists or short recaps
More advanced learners	Add comparison tasks or independent practice

Useful principles:

- Start from real-life situations, not from technology.
- Use simple examples before complex ones.
- Avoid introducing too many tools in one session.
- Give learners time to try, make mistakes and ask questions.
- Focus on what learners can do after the activity.
- Include reflection, not only demonstration.

9. Quick planning checklist for educators

Use this checklist before preparing a session with the FutureForward platform.

Planning question	My notes
What is the main learning goal?	
Which platform resource supports this goal?	
Do I need theory, practice or both?	
Which use case or lesson plan fits best?	
How much time do I have?	
What AI tool will learners use?	
What support will learners need?	
How will learners reflect on the activity?	
What follow-up material can I share?	