



Ministarstvo prosvjete



Project: Development of Web-Based Networks for Vocational Teachers in Montenegro

Report from the Workshop delivered by Lead Teachers – Electrical Engineering

Pursuant to the Project Plan, the team of Lead Teachers from occupational field of electrical engineering delivered two-day training to their colleagues on how to use Office 365 programme for the purpose of online collaboration. Besides the training, Lead Teachers presented portal for teachers (www.skolskiportal.edu.me) as the platform which may additionally support teachers to improve their everyday work.

The training was held on 2 and 3 March 2018 in the cabinet of VET School "Vaso Aligrudić" in Podgorica and attended by 11 trainees – VET teachers and 4 Lead Teachers. Lead Teachers who conducted the training with the support from the Ministry of Education trainer, Ms. Marina Matijević, are the following: Mileva Lučić and Violeta Rašković (Podgorica), Vladica Avramović (Pljevlja) and Dragan Simonović (Bijelo Polje).

During the workshop, the trainees were provided with the guidelines to jointly develop teaching materials and exchange various resources useful for teaching. The trainees were given tasks for each application presented and in the second part of the training, they were divided into groups which worked on the development of joint materials.

At the end of the training, online questionnaire was conducted. It was prepared by Lead Teachers by the use of application from Office 365 package by which the trainees were explained another functionality and possibility of this programme package. The questionnaire and its results are submitted to the Project team.

The training was also attended by the representatives of the VET Centre, Ministry of Education and Forum MNE and it was officially opened by the director of the VET School "Vaso Aligrudić". Project team promoted this event on the website of the VET Centre as well as on social networks – Facebook and Twitter:

<http://www.cso.gov.me/vijesti/182672/DVODNEVNE-OBUKE-NASTAVNIKA-IZ-PODRUcJA-RADA-TURIZMA-I-ELEKTROTEHNIKE-2-i-3-mart-2018.html>
https://www.facebook.com/permalink.php?story_fbid=2036901996579929&id=1685104525093013
https://twitter.com/epale_mne/status/969548193921929216?s=21

Project manager
Ivan Marković

Annexes:

1. Agenda
2. Attendance sheet
3. Evaluation sheet example
4. Photos



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WORKSHOP FOR VET TEACHERS – ELECTRICAL ENGINEERING

Agenda



AGENDA I dan obuke

Vrijeme	Aktivnost
10:00-10:15	Uvod: Predstavljanje projekta
10:15-10:30	Predstavljanje agende, predavača i učesnika
10:30-10:50	Provjera licenci za naloge
10:50-11:10	Office 365-Servisi u oblaku; Početna stranica
11:10-11:30	Podešavanje naloga na sistem Office 365
11:30-12:00	Pauza
12:00-12:20	Podešavanje naloga: Zadaci
12:20-12:50	Office 365: Outlook
12:50-13:10	Office 365: Outlook-Zadaci
13:10-13:30	Office 365: People
13:30-14:00	Pauza
14:00-14:20	Office 365: People-Zadaci
14:20-14:40	Office 365-One Drive
14:40-15:00	Online Word, Excel, Power Point
15:00-15:20	Zadaci
15:20-15:40	Office 365-Calendar, Tasks, Planner, To do
15:40-16:00	Zadaci



Office 365



Vrijeme	Aktivnost
9:00-9:20	Office 365: Sway, Video, Yammer
9:20-09:40	Zadaci
09:40-10:00	Aplikacije za mobilne telefone
10:00-10:20	Portal za nastavnike
10:20-10:40	Područje rada elektrotehnika: Predstavljanje plana osmišljenog od strane edukatora na obuci 8-og i 9-og februara
10:40-11:10	Pauza
11:10-11:40	Podjela učesnika na grupe; kreiranje grupe za komunikaciju na Office-u 365; uspostavljanje online platforme za umrežavanje nastavnika i razmjenu materijala; definisanje pravila vezanih za komunikaciju i postavljanje materijala na platformu
11:40-12:00	Podjela zadataka po grupama: I grupa: Priprema materijala za polaganje stručno teorijskog predmeta (Minimum jedan predmet po obrazovnom programu) II grupa: Priprema predloga tema za pisanje Stručnog rada III Izrada dokumenta sa definisanim smjernicama za pisanje Stručnog rada IV grupa (OPCIONO) Priprema testova sa višestrukim odgovorima različitog nivoa složenosti (Minimum jedan test po obrazovnom programu)
12:00-13:30	Rad na projektnom zadatku
13:30-14:00	Pauza
14:00-14:30	Prezentacija rezultata rada po grupama
14:30-14:50	Smjernice za dalji rad
14:50-15:00	Evaluacija





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ATTENDANCE SHEET

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No.	Name and surname	School/Institution	Phone number	Email	Signature
1.	Vladica Avramović	VET School Pljevlja	067/528-937	vladica.avramovic@sss-pv.edu.me	
2.	Dragan Simonović	VET School Nikšić	069/326-689	dragan.simonovic@ees-bp.edu.me	
3.	Mileva Lučić	VET School Podgorica	069/326-689	lučić.mileva@ets-pg.edu.me	
4.	Violeta Rašković	VET School Podgorica	067/510-215	raskovic.violeta@ets-pg.edu.me	
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7.	Danka Markuš	VET School Podgorica	068/411-955	markus.danka@ets-pg.edu.me	
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12.	Andela Marić	VET School Tivat	068/1542-943	andjela.marić@sms-tv.edu.me	
13.	Mehđija Adrović	VET School Berane	069-888-023	međija.adrović@sss-ba.edu.me	
14.	Leposava Dulović	VET School Bijelo Polje		lepa.dulovic@ees-bp.edu.me	
15.	Nermin Murić	VET School Rožaje	067-655-642	nermin.muric@sss-ro.edu.me	
16.	Marina Matijević	Ministry of Education		marina.matijevic@mps.gov.me	
17.	Ivana Vučinić	VET Centre		ivana.vucinic@cso.gov.me	
18.	Vladan Crnjović	JKSSS Pljevlja	068/713-944	VLADAN.CRNJOVIC@SSS-PV.EDU.ME	
19.	Leposava Dulović	JU Škola srednjih elektr.-ekonom. obrazovanja Bijelo Polje	060/372-421	lepa.dulovic@ees-bp.edu.me	



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EVALUATION SHEET

Evaluacioni anketni list

Projekat: Umrežavanje nastavnika srednjih stručnih škola kroz uspostavljanje internet platforme

Obuka nastavnika iz područja rada: Elektrotehnika

JU Srednja elektrotehnička škola "Vaso Aligrudić", Podgorica, 02.03. – 03.03.2018.

Da biste nam pomogli da ocijenimo kvalitet obuke, molimo Vas da zaokružite odgovarajuću ocjenu za pojedine segmente ove obuke.

Ocjena

1	Program obuke	5	4	3	2	1
2	Stručnost predavača	5	4	3	2	1
3	Kvalitet izlaganja	5	4	3	2	1
4	Tempo obuke	5	4	3	2	1
5	Tehničko-materijalni uslovi	5	4	3	2	1
6	Organizacija obuke	5	4	3	2	1
7	Ispunjenošć Vaših očekivanja	5	4	3	2	1

Ocijenite upotrebljivost pojedinih aplikacija u Vašim budućim aktivnostima u školi.

5(veoma upotrebljivo), ..., 1(neupotrebljivo)

1	Office 365: Outlook	5	4	3	2	1
2	Office 365: People	5	4	3	2	1
3	Office 365: One Drive	5	4	3	2	1
4	Online Word	5	4	3	2	1
5	Online Excel	5	4	3	2	1
6	Online Power Point	5	4	3	2	1
7	Office 365: Calendar	5	4	3	2	1
8	Office 365: Tasks	5	4	3	2	1
9	Office 365: Planner	5	4	3	2	1
10	Office 365: To-Do	5	4	3	2	1
11	Office 365: Sway	5	4	3	2	1
12	Office 365: Video	5	4	3	2	1
13	Office 365: Yammer	5	4	3	2	1
14	Aplikacije za mobilne telefone	5	4	3	2	1

Primjedbe:



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Sugestije, savjeti:

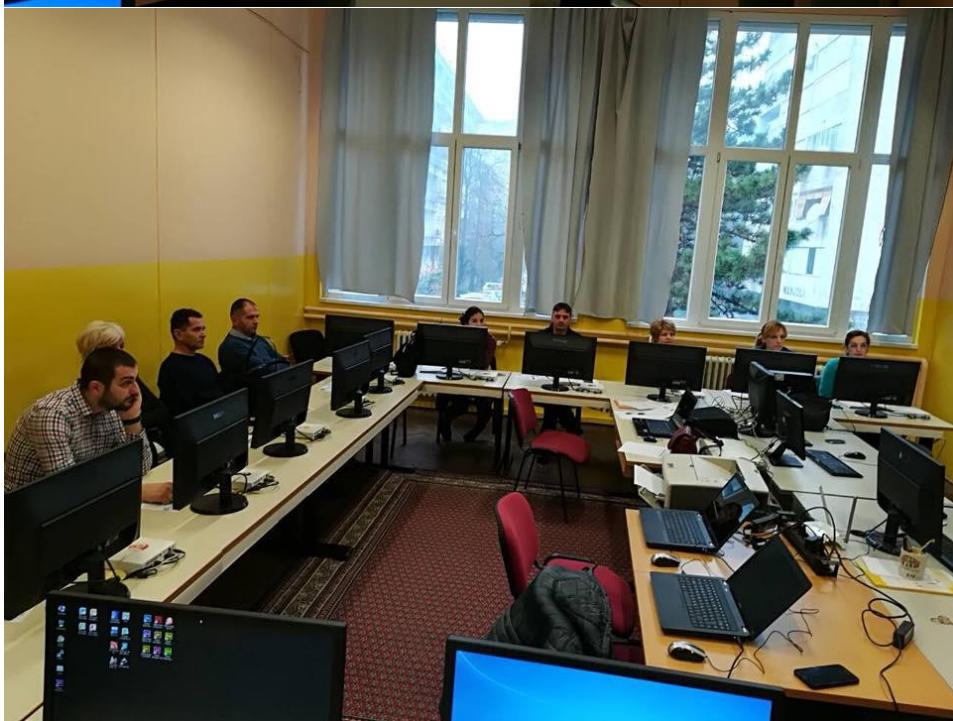


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PHOTOS





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