

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

Report from the Workshop delivered by Lead Teachers – Tourism

Pursuant to the Project Plan, the team of Lead Teachers from occupational field of Tourism delivered two-day training to their colleagues on how to use Office 365 programme for the purpose of online collaboration. The training was held on 2 and 3 March 2018 in the cabinet of VET School "Sergije Stanić" in Podgorica and attended by 10 trainees from seven VET schools and 4 Lead Teachers. Lead Teachers who conducted the training with the support from the VET Centre trainer, Mr. Josip Genić, are the following: Jelena Vlahović (Bar), Admir Durović (Podgorica), Snežana Stanić (Mojkovac) and Novak Čukić (Berane).

On the first day of training, Lead Teachers tried to explain all advantages and possibilities of this package, as well as the manner of work of office 365. 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.

On the second day of training, the trainees were divided into two groups which worked on the creation of questions from practical part of exams for graduates from the subjects: Agency operations and Hotel and reception operations. The aim of the task was joint alignment in the creation of questions of practical part of exams, which will be significant contribution for all teachers during the organization of graduate exam. Within this task, participants created questions via Office 365 and thus shared their questions in already created joined group.

Considering the fact that there is already established Association of VET Teachers in Tourism Sector, this project will be an asset to this Association.

The training was also attended by the representatives of the VET Centre, Ministry of Education and Forum MNE and it was promoted on the website of the VET Centre as well as on social networks – Facebook and Twitter:

<http://www.cso.gov.me/vijesti/182672/DVODNEVNE-OBUBE-NASTAVNIKA-IZ-PODRUcJA-RADA-TURIZMA-I-ELEKTROTEHNIKE-2-i-3-mart-2018.html>
https://www.facebook.com/permalink.php?story_fbid=2036907033246092&id=1685104525093013
https://twitter.com/epale_mne/status/969538667298672640?s=21

Project manager
Ivan Marković

Annexes:

1. Agenda
2. Attendance sheet
3. Photos

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WORKSHOP FOR VET TEACHERS – TOURISM

Agenda

2nd March

10:00-10:45	Presentation of the Project Presentation of participants Testing of accounts
10:45-11:30	People, One Drive
11:30-12:00	Coffee break
12:00-12:45	Word, Excel, Power Point, Forms, Sway
12:45-13:30	Exercise
13:30-14:00	Lunch
14:00-14:45	Calendar, Mail, Tasks, Planner, To-Do
14:45-16:00	Exercise

3rd March

9:00-9:30	Presentation of task of group of teachers assigned on 8 and 9 February 2018
9:30-10:45	Exercise
10:45-11:15	Coffee break
11:15-12:00	Exercise - assignment
12:00-13:00	Lunch
13:00-13:45	Exercise - assignment
13:45-14:15	Application for mobile phones; Portal for teachers
14:15-15:00	Presentation of assignments Evaluation of the training



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ATTENDANCE SHEET

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No.	Name and surname	School/Institution	Phone number	Email	Signature
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17.	Ivan Marković	VET Centre	067/530-133	ivan.markovic@cso.gov.me	



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PHOTOS





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