



## **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](http://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-OBUIKE-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://www.facebook.com/permalink.php?story_fbid=2036907033246092&id=1685104525093013)

[https://twitter.com/epale\\_mne/status/969538667298672640?s=21](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**

**2<sup>nd</sup> March**




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

**3<sup>rd</sup> March**

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

















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ATTENDANCE SHEET

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**WORKSHOP FOR VET TEACHERS – TOURISM SECTOR**  
Podgorica, VET School "Sergije Stanić", 2-3 March 2018

No.	Name and surname	School/Institution	Phone number	Email	Signature
1.	Jelena Vlahović	VET School Bar	067 581 016	jelenavlahovic@eus-br.edu.me	
2.	Snežana Stanić	VET School Mojkovac	067 981 606	snezana.stanic@sms-mk.edu.me	
3.	Admir Durović	VET School Podgorica	069 1655-054	admir.durovic@sss-pg.edu.me	
4.	Novak Čukić	VET School Berane	068 824 382	novak.cukic@svv-ba.edu.me	
5.	Saša Kovačević	VET School Podgorica	067 519 637	sasa.kovacevic@sss-pg.edu.me	
6.	Sanja Lalević	VET School Podgorica	069 361 538	sanja.lalevic@sss-pg.edu.me	
7.	Ilija Nikčević	VET School Podgorica	068 806 310	ilija.nikcevic@eus-nk.edu.me	
8.	Gordana Rovčanin	VET School Nikšić	068 892 129	gordana.rovcenin@eus-nk.edu.me	
9.	Danijela Janjić	VET School Bar	068 906 240	danijelajanic@eus-br.edu.me	
11.	Jelena Šutović	VET School Bijelo Polje	068 42 57 84	jelena.sutovic@sss-bp.edu.me	
12.	Tamara Medić	VET School Kolašin	067 628 287	tamara.medic@sms-kl.edu.me	
13.	Đeka Elezović	VET School Ulcinj	067 573 061	deka.elezovic@sms-ul.edu.me	
14.	Nina Bećirović	VET School Herceg Novi	068 490 660	nina.becirovic@sms-hn.edu.me	
15.	Nikoleta Bevenja	VET School Budva	069 458 889	bevenja.nikoleta@sms-bd.edu.me	
16.	Josip Genić	VET Centre	065 121 397	josip.genic@csio.gov.me	
17.	Ivan Marković	VET Centre	067 530 113	ivan.markovic@csio.gov.me	

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

**PHOTOS**





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