



"Fit for career"

Short-term join staff training event

30 September - 2 October 2019, Chotěboř, Czech Republic

Monday, 30th September 2019	
10.00 - 11.00	Arrival of partners to the building of Business Academy
11.00	Welcoming at school , meeting with the headmaster
11.30	Lunch in the school canteen
12.00 - 14.00	Kick-off meeting - summary of project ideas and outputs, schedule of activities, dates and details of mobilities, partners' duties
14.00 - 14.30	Coffee - break
14.30 - 16.30	Training - TwinSpace - why to use it (advantages), how to use it - project diary, pages and other tools how to add "pages", setting the structure of project pages
16.30 - 18.30	Free-time
18.30 - 21.30	Common dinner and presentation of partner schools and teams , presentation of the main project ideas and outputs, sharing experiences, comparing current problems in partner schools
Tuesday, 1st October 2019	
8.15 - 10.30	Tour around the school, workshops and special labs teaching methods and technologies in teaching vocational subjects
10.30	Coffee break
11.00 - 12.15	Training - TwinSpace - how to add members, how to use "forums", how to arrange "online meetings"
12.15	Lunch in the school canteen
13.00 - 16.00	Workshop - digital applications useful for our project (e.g.Kizoa, Canva, Jigsawplanet, Learninggapps,)
16.00	Free-time
Wednesday, 2nd October 2019	
8.00	Meeting in front of Hotel Vysočina
8.15 - 10.45	Workshop - sharing experiences of good practices, discussion - new ideas useful for our project
10.45 - 11.15	Evaluation of the first meeting and staff training and handover the certificates of attendance
11.15	Lunch in the school canteen
12.00	Departure of partners