



AGENDA

Training C3. Classroom Management in adult education

12/10/2020 - Monday

Microsoft Teams

9:00 - 10:30

- Welcome session, introduction
- MS Teams basics - interface, definitions, settings
- Team, channel - understanding the basics
- Chat, channel Posts - differences, purpose; personal chat vs meeting chat
- Practice session

10:30 - 11:00 Coffee Break

11:00 - 12:30

- Calls, conferences - making a call, joining, inviting, best practices
- Screen sharing - sharing your screen vs sharing one application; do's and don'ts
- Calendar - scheduling meetings, inviting team members
- Practice session
- QA
- Summary

13/10/2020 - Tuesday

9:00 - 10:30: "Getting to know each other" activities.

10:30 - 11:00: Coffee Break

11:00 - 12:30: Teacher Survival Strategies (part 1)

- Clear goals and how to present them
- The use of pictures – 1 picture is worth 100 words
- VAKOG

14/10/2020 - Wednesday

9:00 - 10:30: Teacher Survival Strategies (part 2)

- Positive language
- Empathy
- Rapport
- Dissociation

10:30 - 11:00: Coffee Break

11:00 - 12:30: Sharing best practices and discussion

15/10/2020 - Thursday

Case/self – study: „What are my class management strategies”



AudioSofts4Teaching



16/10/2020 - Friday

09:00 - 10:30: Classroom Management

10:30 - 11:00: Coffee Break

11:00-12:30: Sharing experience and discussion

Obs. The agenda was developed in POLISH timezone.

Some partner countries might be in a different time-zone, please check!