

## Enhancing quality of education and training in SEE - EQET SEE

### Regional Training Program for External Evaluators

May 14<sup>th</sup> to May 17<sup>th</sup>, 2024

Zoom link:

<https://us02web.zoom.us/j/84603020556>

Venue: **Hotel Adriatik**

Address: Street Pavarësia, Plazh Durrës Lagjia 13

#### AGENDA

Day 0 – 13 May (Monday) - Arrivals	
<b>From 19:00</b>	Dinner for participants
Day I (Tuesday) – 14 May	
<b>8:45 – 9:15</b>	Registration of participants
<b>9:15 – 9:30</b>	<p><b>Welcome notes</b></p> <ul style="list-style-type: none"> <li>◆ Ms Tina Šarić, ERI SEE</li> <li>◆ Ms Rosa Celeste de Almeida Micaelo (IGEC)</li> <li>◆ Ms Isabel Maria Borges Furtado Dias Barata (IGEC)</li> </ul>
<b>09:30 – 10:00</b>	<p><b>MODULE 1: INTRODUCTION</b></p> <p><b>Section 1</b></p> <ul style="list-style-type: none"> <li>- The nature and purpose of the external evaluation.</li> <li>◆ Lecture.</li> <li>◆ Q&amp;A</li> </ul>
<b>10:00 – 11:10</b>	<p><b>MODULE 1: INTRODUCTION</b></p> <p><b>Section 2</b></p> <ul style="list-style-type: none"> <li>- Historical background on external evaluation (International, Regional, National).</li> <li>◆ Viewing a video, group work, presentation, and lecture.</li> <li>◆ Q&amp;A</li> </ul>
<b>11:10 – 11:30</b>	<b>Coffee break</b>
<b>11:30 – 12:50</b>	<p><b>MODULE 1: INTRODUCTION</b></p> <p><b>Section 3</b></p> <ul style="list-style-type: none"> <li>- The evaluators' profile (knowledge, skills, and attitudes).</li> </ul>

	<ul style="list-style-type: none"> <li>- The role of external evaluators in the process.</li> <li>◆ Brainstorming, group work, presentation, and lecture.</li> <li>◆ Q&amp;A</li> <li>◆ Self-assessment</li> </ul>
<b>13:00 – 14:00</b>	<b>Lunch break</b>
<b>14:00 – 15:40</b>	<p><b>MODULE 2: LEADERSHIP AND MANAGEMENT</b></p> <p><b>Section 1</b></p> <ul style="list-style-type: none"> <li>- Leadership and decision making.</li> <li>◆ Brainstorming, group work, case studies, presentation, and lecture.</li> <li>◆ Q&amp;A</li> </ul>
<b>15:40 – 17:00</b>	<p><b>MODULE 2: LEADERSHIP AND MANAGEMENT</b></p> <p><b>Section 2</b></p> <ul style="list-style-type: none"> <li>- Planning and Management.</li> <li>◆ Group work, presentation, and lecture.</li> <li>◆ Q&amp;A</li> <li>◆ Self-assessment</li> </ul>
<b>17:00</b>	<b>Adjournment</b>
<b>19:00</b>	<b>OFFICIAL DINNER at the Hotel Adriatik</b>

Day II (Wednesday) – 15 May

<b>9:00 – 9:30</b>	Registration of participants
<b>09:30 – 11:30</b>	<p><b>MODULE 3: DATA COLLECTION AND ANALYSIS</b></p> <p><b>Section 1</b></p> <ul style="list-style-type: none"> <li>- Strategy for data collection and analysis according to the evaluation framework.</li> <li>- Quantitative and qualitative data analysis.</li> <li>◆ Group work, presentation, and lecture.</li> </ul>
<b>11:30 – 11:50</b>	<b>Coffee break</b>
<b>11:50 – 12:50</b>	<p><b>MODULE 3: DATA COLLECTION AND ANALYSIS</b></p> <p><b>Section 1</b></p> <ul style="list-style-type: none"> <li>- Questionnaires development and use within the evaluation process.</li> <li>◆ Group work, presentation, and lecture.</li> <li>◆ Q&amp;A</li> </ul>
<b>13:00 – 14:00</b>	<b>Lunch break</b>
	<b>MODULE 3: DATA COLLECTION AND ANALYSIS</b>

<b>14:00 - 17:00</b>	<p><b>Section 2</b></p> <ul style="list-style-type: none"> <li>- Classroom observations: analysis and use within the evaluation process.</li> <li>◆ Lecture, viewing a video, individual work, group work, presentation, and lecture.</li> <li>◆ Q&amp;A</li> <li>◆ Self-assessment</li> </ul>
<b>17:00</b>	<b>Adjournment</b>
<b>20:00</b>	<b>Dinner at the Hotel Adriatik</b>

Day III (Thursday) – 16 May

<b>9:00 – 9:30</b>	Registration of participants
<b>09:30 – 11:30</b>	<p><b>MODULE 3: DATA COLLECTION AND ANALYSIS</b></p> <p><b>Section 3</b></p> <ul style="list-style-type: none"> <li>- Document analysis and use within the evaluation process.</li> <li>◆ Brainstorming, lecture, group work – case studies, and presentation.</li> <li>◆ Q&amp;A</li> </ul>
	<b>Coffee break within working sessions</b>
<b>11:30 – 12:30</b>	<p><b>MODULE 3: DATA COLLECTION AND ANALYSIS</b></p> <p><b>Section 4</b></p> <ul style="list-style-type: none"> <li>- Interviews construction for using within the evaluation process.</li> <li>◆ Group work, presentation, and lecture.</li> <li>◆ Q&amp;A</li> <li>◆ Self-assessment</li> </ul>
<b>12:30 – 13:30</b>	<b>Lunch break</b>
<b>13:30 - 16:30</b>	<p><b>MODULE 4: INTERPERSONAL COMMUNICATION SKILLS AND COMPETENCES</b></p> <p><b>Section 1</b></p> <ul style="list-style-type: none"> <li>- Effective and ethical communication.</li> <li>- Conducting interviews within the evaluation process.</li> <li>◆ Brainstorming, lecture, role-play, and debate.</li> <li>◆ Q&amp;A</li> </ul>
<b>16:30</b>	<b>Adjournment</b>
<b>From 19:00</b>	<b>Dinner</b>

Day IV (Friday) – 17 May

<b>9:00 – 9:30</b>	Registration of participants
<b>09:30 – 11:30</b>	<p><b>MODULE 4: INTERPERSONAL COMMUNICATION SKILLS AND COMPETENCES</b></p> <p><b>Section 2</b></p> <ul style="list-style-type: none"> <li>- Oral feedback - communicating with the management and teachers.</li> <li>◆ Viewing a video, individual work - online quiz, group work - problem solving, presentation, and lecture.</li> <li>◆ Q&amp;A</li> </ul>
<b>11:30 – 11:50</b>	<b>Coffee break</b>
<b>11:50 – 12:50</b>	<p><b>MODULE 4: INTERPERSONAL COMMUNICATION SKILLS AND COMPETENCES</b></p> <p><b>Section 3</b></p> <ul style="list-style-type: none"> <li>- Communicating and interacting with the team of external evaluators.</li> <li>◆ Individual work – self-assessment test, group work – problem solving, presentation, and lecture.</li> <li>◆ Q&amp;A</li> <li>◆ Self-assessment</li> </ul>
<b>13:00 – 14:00</b>	<b>Lunch break</b>
<b>14:00 – 16:50</b>	<p><b>MODULE 5: EFFECTIVE COMMUNICATION AND REPORTING</b></p> <ul style="list-style-type: none"> <li>- Writing clear and actionable/impactful reports.</li> <li>◆ Brainstorming, lecture, and group work – case study, and presentation.</li> <li>◆ Q&amp;A</li> <li>◆ Self-assessment</li> </ul>
<b>16:50 – 17:00</b>	<b>Training evaluation and conclusion of the training program</b>
<b>19:00</b>	<b>Dinner at the Hotel Adriatik</b>