National Support Services Professional Development Workshop
26 & 27 June 2015
Hotel Olissippo Oriente
Lisbon # Portugal

Agenda

26 June 2015

9.00 – 9.30	Introduction to the PDW, Santi Scimeca - CSS (Room Pequim B)
9.30 – 10.15	Plenary session: **Branding: an engagement tool for the teaching community**, Ricardo Miranda (Room Pequim B)
10.15 – 10.30	Coffee-break
10.30 – 11.15	Plenary session: **ICT & pedagogy** João Correia de Freitas (Room Pequim B)
11.30 – 13.00	Workshops (3 in parallel)

- **Data Analysis**, Massimiliano D'Innocenzo – IT NSS (Room Pequim B)
- **Teaching methods & Groups dynamics** (to apply in trainings), Rute Baptista – CSS (Room Macau B)
- **Assessment & projects quality** (Quality Labels Framework), Anne Gilleran – CSS (Room Macau A)

13.00 – 14.30 Lunch

14.30 – 16.00 Workshops (3 in parallel)

- **eTwinning Live alpha testing,** Bill Griffin & Santi Scimeca – CSS (Room Pequim B)
- **Online Events.** Anne Gilleran & Rute Baptista – CSS (Room Macau A)
- **Project based Learning in eTwinning,** Miguela Fernandes & Teresa Lacerda . PT Ambassadors (Room Macau B)

16.00 – 17.30 Workshops (3 in parallel)

- **Public Speaking** (to use in any eTwinning event), Nuno Veiga & Luisa Meira - MTW Portugal (Room Pequim B)
- **Online Events,** Anne Gilleran & Rute Baptista – CSS (Room Macau A)
- **Project based Learning in eTwinning,** Miguela Fernandes & Teresa Lacerda. PT Ambassadors (Room Macau B)

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17.30 – 18.00 Coffee- break

18.00 – 19.30 Free time

19.30 Departure to dinner

20.00 Dinner outside the hotel

27 June 2015

9.30 – 11.00 Workshops (4 in parallel)

- **Online tools**, Bart Verswijvel – BE FL NSS (Room Pequim B)
- **Web We Want - Fostering responsible use of the internet!,** Sabrina Vorbau – EUN (Room Pequim A)
- **Face to Face events,** Rita Zurrapa – PT NSS (Room Macau B)
- **Teaching methods & Groups dynamics** (to use in trainings), Rute Baptista – CSS (Room Macau A)

11.00 - 11.15 Coffee-break

11.15 – 12.45 workshops (3 in parallel)

- **Online tools**, Bart Verswijvel – BE FL NSS (Room Pequim B)
- **Management & leadership,** Maria João Figueiredo - Novabase PT (Room Pequim A)
- **Share your best promotional material,** Claire Morvan – CSS (Room Macau A)

12.45 – 13.00 Closing the PDW - CSS

13.00 – 14.30 Lunch

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Plenary Sessions descriptions

A. Marketing and Promotion - by Ricardo Miranda
B. ICT and Pedagogy - by João Correia de Freitas

Workshop Descriptions

1. Data Analysis – by Massimiliano D'Innocenzo, from IT NSS
We will look into the export tool of the NSS desktop and learn how to handle the data for monitoring purposes.

2. Face to Face Events Management – by Rita Zurrapa, NSS
The main goal is to talk about the planning, running and follow up of PDW & eTwinning Seminars.

3. Online Events Management – by Anne G. & Rute B. CSS
The main goal is to talk about the planning, running and follow up of Learning Events, online courses and Online Seminars

4. Public Speaking – by Nuno Veiga and Luisa Meira, MTW Portugal
The experts will give us tips, tools and resources on public speaking, to help us improve our communication skills.

5. Project based Learning (PBL) in eTwinning – by PT ambassadors
TThe goal of this workshop is to share with the NSS an overview on PBL to help them support their teachers. 2 PT ambassadors will provide input of the kind of support NSS can give.

6. eTwinning Live alpha testing – by Santi S. & Bill G., CSS
We will take this opportunity to run the first test of eTwinning Live. We will need around 50 people to this session.

7. Teaching methods & Groups dynamics – by Rute B. CSS
In this very practical workshop we will combine several teaching methods and groups dynamics to apply in eTwinning trainings and to make them more effective and efficient.

8. Assessment & projects quality – By Anne G., CSS
We will work on the Quality Labels Framework.

9. Online tools (web2.0 and other innovative tools) – by Bart Ver., NSS
In this workshop we will focus on some easy tools to create engaging activities. Instead of overloading newcomers with success stories of complex, high level projects, we should focus more on sharing short Learning Activities that can be carried out the next day.

10. NSS Best Practice – by Claire Morvan

11. Management & leadership – Maria João Figueiredo, Senior Manager at Novabase
This is specific for for NSS coordinators.
The speaker areas of expertise are Leadership Development, Human Resources Management, Talent Management, Recruitment & Selection, Training & Development, Career Management, Cultural Transformation.

12. **Web We Want - Fostering responsible use of the internet!** – by Sabrina Vorbau, from EUN Insafe team
Looking for new ideas and activities about online issues, critical thinking and digital citizenship? Web We Want provides materials for teens as well as a range of open education resources for teachers, including interactive lesson plans and worksheets, to facilitate instructions about online safety issues. Here more about the project and its great tools and resources from Sabrina. (www.webwewant.eu)

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