

## FIRST PART: MAKE YOUR MIND. SETTING THE MAIN STATEMENTS

### 1) Which areas / specialties are included in this Department?

**Izmit:** New Departments:

- + Chemistry Technologies,
- + Machine Technologies;
- + Metal technologies;
- + Furniture and Interior design

### 2) What are our aims and goals for 2012 - 2014?

Questions for talking about: What do you expect this Department to be in the next future? What is important for you? What does make InnMain different from other organizations? What are your expectations for this Department?

**Izmit:** To enhance the European dimension of initial vocational education and training and continuous vocational training, to promote individuals to gain experience by the activities involving theory and the practice, particularly to encourage them to gain experience based on education and training associated with business; and lastly, to develop linguistic skills, the connection among countries and the organizations, the exchange of successful practices for educators and administrators.

This structure will be useful for both enhancing the transnational cooperation and strengthening the relationship between business world and educational institutions by bringing all social partners in the field of industrial maintenance technologies together

**Xabec:** To make real the programmed meetings and to constitute all the Departments (list of teachers in each school, etc.)

### 3) Which activities would we like to promote within InnMain?

Some questions for talking about: Activities to improve our own knowledge as teachers; activities for students; activities to promote the relationship with Companies, etc

- Izmit:**
- a. Activities for improving our own knowledge as technical person /teachers/trainers/managers
  - b. Activities for students
  - c. Activities to promote the relations with Companies

- Xabec:**
- a. International Students Competitions
  - b. Teachers stay in other countries for a period of time (each department must be independent)

## SECOND PART: MAKE YOUR CHOICES. WHO'S DOING WHAT AND WHEN?

### 1) Coordinator.

Questions for talking about: Who do we choose as a General Coordinator of the Department?

## 2) Organization chart.

Questions to talking about: Do we need to appoint new positions (i.e.: a deputy coordinator in each school)? Speak about the functions and responsibilities.

**Izmit:** + CONTACT PERSON in each department. Responsible for communication related to the department  
+ INTERNATIONAL AFFAIRS DEPARTMENT in each organization. This department should execute the works and procedures for the organizational cooperation activities, and follow the incoming and outgoing procedures of teachers/ students / administrative staff and prosecute the contracts of training and on the job training activities.

**Xabec:** Contact person in each department in each school.

## 3) Meetings

Questions for talking about: What kinds of meetings are required?

**Xabec:** Skype meetings,  
Face meetings

Speak about the frequency of the meetings

**Xabec:** Skype meetings: each department once every two months  
Face meetings: each department once a year

Speak about the places for the face meetings

**Xabec:** Meetings for one and a half days, in a cheap city with easy flight connections (Ryanair, etc.)

## 4) Communication.

Questions for talking about: Which technological means are we going to use for regular communications? (Skype, e-mail, etc...) Do we need a web platform or similar for sharing knowledge and files?

## 5) Which means (human resources and tools) do we need in order to boost this Department?

**Izmit:**

- At least one personnel to follow incoming and outgoing procedures of teachers/ students / administrative staff, to prosecute the contracts of education and training and on job training activities, and to arrange the organizational cooperation activities
- Fast internet connection and at least one computer which has multimedia specifications (camera, microphone and sound)
- The programmes providing real time connection (Skype, etc.)
- A comprehensive and continuously updated web portal.

**Xabec:** Every Department must find support from their own school and other local organizations (Foundations, Banks, etc.)