



الجمعية المغربية لأساتذة اللغة الإنجليزية

Moroccan Association of Teachers of English (MATE)

E-mail: matemorocco@yahoo.com

Website: www.mate.org.ma

MATE

3rd National Management Seminar

Theme:

Capacity building:

***Towards more effective managerial
and presentation skills***

**In collaboration with the Ministry of National Education,
Tadla-Azilal Academy**

The Regional English Language Office (RELO)

Beni Mellal 12-13-14 November, 2007



MATE 3rd National Management Seminar
Theme: *Capacity building:*
Towards more effective managerial and presentation skills
Beni Mellal 12-13-14 November, 2007

MATE organizes the 3rd *national management seminar* in collaboration with the Ministry of National Education and the Regional English Language Office (RELO) on Monday 12, Tuesday 13 and Wednesday 14 November, 2007 in Beni Mellal (Academy of Tadla Azilal). The theme of the seminar is:

“Capacity building: Towards more effective management and presentation skill”

Rationale

MATE current board has always tried to involve local branches and active members of the association in the preparation and implementation of different work plans in order to empower them and enable them with essential managerial skills. By so doing, we strongly believe that the association will be more powerful and more efficient and will therefore provide quality services to the ELT community in different regions of Morocco. For all these reasons, this board has created two new local branches (Larache and Tiznit) up to now and plans to create five more others (Laayoune, Kenitra, Tangier, Oujda and Fes) this school year (2007-2008).

Objectives of the seminar

During the last management seminar, MATE worked on bringing the different local branches together to create a unified vision of MATE strategies and work. Thus the theme was: ***MATE team building: Working out management issues.*** This seminar comes as a follow up to the previous one and therefore aims at:

- training MATE officers both at the national and the local levels on effective management skills
- enabling some active MATE members both from inside and outside MATE boards (national and regional) to acquire effective presentation skills
- preparing work plans to be implemented during the school year 2007-2008.
- working out better ways and channels of collaboration and coordination between the national board and local branches.

Participants and speakers

There will be 60 participants in this seminar including:

- members of the national board
- the president, the secretary general and the treasurer of each local branch (9 local branches: Agadir, Marrakech, Beni Mellal, Ouarzazate/Zagora, Guelmim, Larache, Tiznit, Essaouira, and Safi)
- some active members of MATE as well as some former presidents

- MATE members in charge of creating new branches (Laayoune, Kenitra, Tangier, Oujda and Fes).

The speakers will be:

- ❖ Experts in NGOs matters
- ❖ Experienced people in managing NGOs
- ❖ MATE former presidents.
- ❖ Experienced speakers in presentation skills.

Content of the seminar

There will be presentations, workshops and round tables that will tackle the following issues:

- How to prepare good proposals for ELT projects
- How to manage a yahoogroup
- How to write reports of events
- Dealing with partnerships
- Developing new strategies of collaboration and coordination
- Developing effective presentation skills
- Discussing issues related to the management of Teachers Associations
- Round tables to discuss MATE issues (finalising bylaws, programmes, moral reports, financial situation, etc.).

Program

Monday, November 12, 2007

15:30 –16:00	Opening speeches - Mohamed Chouli, Director of academy Tadla-Azilal - Abderrahman Belyazid, délégué of Benimellal - Mohammed Hassim, MATE president Reception
17:00 – 17:45	Keynote Speech Appropriating management for NGOs Abdellatif Zaki, I.A.V. Rabat
17:45 – 18:00	Programme Presentation
20:00	Dinner

Tuesday, November 13, 2007

Morning Session

Local Project Development

08:45 - 09:00	Announcements
09:00 – 9:30	Abdellatif Zaki Managing NGOs: Secrets of good governance
09:30 – 10:00	Noureddine BENDOUQI A suggested framework for running the local business
10:00 – 10:30	Mohammed HASSIM Mission statement and MATE national projects
10:30 – 11:00	Discussion

10:45 – 11:15	Break
11:00 – 11:30	BENDOUI Nouredine <i>The Basics of a MATE day</i>
11:30 – 12:00	<i>Fahmi El Madani</i> <i>Towards a better performance of MATE and its local branches: Are projects enough?</i>
12:00 – 12:30	Plenary Session: Reading reports
13:00	Lunch

Afternoon Session

15:00 – 15:45	Nouredine BENDOUI <i>Public speaking or Giving presentations</i>
15:45 – 16:15	Financial issues Mustapha Blibil
16:15 – 17:15	Ali Boumoussa & Mohammed Hassim <i>Managing local branches otherwise</i>
17:15 – 18:00	Discussion of MATE Bylaws
18:00 – 18:30	General Discussion
20:00	Dinner

Wednesday, November 14, 2007

Morning Session

Local Projects presentation

	Session 1
08:30 – 09:00	Group 1
09:00 – 09:30	Group 2
09:30 – 10:00	Group 3
10:00 – 10:30	Group 4
10:30 – 11:00	Break
	Session 2
11:00 – 11:30	Group 5
11:30 – 12:00	Group 6
12:00 – 12:30	Group 7
12:30 – 13:00	Group 8
13:30 – 14:30	- Reading reports and drawing conclusions - Evaluation of the workshop. Round table and closing remarks
14:30	Lunch

Sponsors and partners

- Direction of curricula (Ministry of National Education)
- Regional Academy of Tadla Azilal (Ministry of National Education)
- US Regional English Language Office (RELO)
- Other sponsors.

*Moroccan Association
of Teachers of English*



الجمعية المغربية
لأساتذة اللغة الإنجليزية

Email: matemorocco@yahoo.com

Website: www.mate.org.ma

Our Partners



RELO-Rabat

Beni Mellal 12-13-14 November, 2007
Tadla-Azilal Academy