

#### Management training for Executive Board

Today management plays a main role as we work with the people. Knowledge of bases of management is necessary for the people of any trade.

On 18, 24 and 25 January we had training "The bases of management" for Executive Board organised by AzETA and funded by the British Council.



*Executive Board members at the training*

The first day we spoke about system, structure, principles, and methods of management. It was very interesting. We discussed, had disputes, shared our experiences.

The second day we got a lot of interesting information about organization, technology, duties and responsibilities.

The third day we discussed the role of leaders in management, quality of leadership, roles of team members.

The training was very useful for us. We acquired the new skills on management. Leadership is directly related to our profession. Success of our work depends on planning it in the right way. Management system can be used for everything from simple to complex. Management in human organization activity means the act of getting people together to accomplish set goals.

We are grateful to Hornby Trust and IATEFL for such important training which is very useful for us in managing AzETA properly as a professional organisation.

*by Tamella Nematova, Deputy SIGs Co-ordinator*

#### Inside this issue

- Management training for the Executive Board
- Live and Learn
- News from SIGs
  - Demo lessons in AzETA
  - Newly Qualified Teachers Project continue
- News from the Branches
  - Book donation
- Miscellaneous
- Your column
- You will read in our next issue
- Let's laugh together

AzETA would be very grateful for any comments on and/or contribution to our News Bulletin. We need your support.

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AzETA have branches in Baku, Ganja, Khachmaz, Lenkaran, Mingechevir and Sheki.

Prospective branches are: Ismayilli, Qebele and Yevlax

## Live and Learn

*"There is no difference between livings and learning . . . it is impossible and misleading and harmful to think of them as being separate.*

**John Holt, 1970.**

Education is a lifelong process. We teachers believe in this more strongly than anyone else. Once when we graduate from the universities, we get diplomas and then start working. We do our work well, but sometimes we feel that our knowledge is not enough. Then we start taking different courses and trainings and develop professionally. The time passes and again there is need for self-development. Moreover, it is the **time** that demands updating of our knowledge. Being a certified teacher is not enough nowadays; you must be good at computer technologies, have management, administration and leadership skills, and know what business is and how to establish good business relations.

Last month I was among the first lucky participants of 12-hour Management Training Course funded by the British Council managed Hornby Educational Trust. The course was organized for AzETA Executive Board Members and it was held on 23-25 January 2009 in Baku Office. Now, as the time passed I can confess that at the beginning I was a little bit confused and kept asking myself: Do we really need it? How are we going to apply our knowledge? ... But hardly had the course started when all my doubts disappeared. The training began with introduction of different stages of management, its structure and methods. We had a very interesting and long debate on personality of a manager, some of us gave real examples from the life experience; and to everybody's surprise we found out that we all possessed management skills which we did not use. Business and financial management modules were among my favourite ones. In my opinion, learning how to create business relations in management and how to use leadership skills in solving financial problems takes an essential part not only in our personal lives but also in our work. We live and learn every day as there is no difference between living and learning. One of the most important outcomes of the course was the fact that it brought us together and gave us 'the power' of one strong team. Besides, it supplied us with many interesting ideas on how to make the work of AzETA and its Executive Board more productive.

Concluding, I would like to express my gratitude to all the organizers of the course as it was well prepared and it provided us with the knowledge that we'll definitely use in our teaching, learning and bringing up the generation of informed and responsible citizens.

*By Elmira Ilizarova, 1<sup>st</sup> Vice-President*

## NEWS FROM SIGs:

### *Teacher Training: Demo lessons in AzETA*

AzETA- We can speak a lot about it. But today let's speak only about the teachers, the active members of it. Every day English teachers face challenges in the classroom with groups from diverse backgrounds. We live in the 21st century. This century has its own principles. Waste of time problems, modern technology century, develop knowledge quality, habits skills, to grow, behaviour humanist human beings. We must use innovative methods in teaching English classes, new activities, approaches and new point of view on old concerns which can help us extend our experiences. AzETA teachers who achieve their aims always want to share experiences with others.



*Demo lesson at AzETA*

Last year with the Presidential Decree teachers participated in the competition for the nomination Best Teacher. The winners of the competition were announced in August 2008. Some AzETA members were among the winners.

The same competition has been announced early this year. Again AzETA members applied to participate in the contest. To help these applicants, the winners of the last year contest decided to help

their peers and thus, organised demo lessons in the AzETA Baku office.

From January 2009 they started demonstrating their lessons. On these days AzETA office is full of the teachers. Even it is difficult to find a seat.

There are a lot of enthusiastic, skilful teachers, in AzETA who always pursue for professional development, are eager to learn and share with others.

Farida Safarova, Elmira Ilizarova , Farida Huseynova are among these teachers. They gave their demo lessons and provided participants with the chance to explore ideas, insights and issues with classroom applications. These opportunities enable the teachers to view education a long –term process and deal with change and challenge.

Farida Safarova had an original demo lesson where she had invited her students from Zengi lyceum to create a real classroom environment. Her students – young learners were very happy for the opportunity and were courageous to role-play in front of room-full teachers.



*Zengi lyceum students at the demo lesson in AzETA*

Teacher development is the process of life long learning in the teaching profession it involves any activities aiming to achieve personal and professional growth for teachers.

Development activities can range from observing colloquial, classes, reading academic journals and books, and attending conferences, to collaborating with other teachers in classroom research or other professional projects.

**One of the most interesting things about teaching is that you never stop learning.**

### *Newly Qualified Teachers (NQT)*

The sessions for NQT started on November 22 2008. There were 17 NQT's working in different educational institutions of Baku, including Azerbaijan University of Languages, Baku Slavic University, University of Tourism, 21st Century School, Humanitarian Lyceum and different secondary schools. The last session took place on February 21.



*NQT training session*

The trainers were Aynura Amirova and Gulnara Hajiyeva, the teachers of Azerbaijan University of Languages. The observers were Gulshan Samadova, AzETA NQT Project Co-coordinator and Gulshan Huseynova, British Council Programmes Manager. This project covered 12 sessions and was delivered every Saturday in AzETA office at Baku Slavic University.

### **NEWS FROM BRANCHES**

#### *Donation of English books*

On 18 January, AzETA South Branch held presentation of books which donated by World Vision to CHF and AzETA South Branch.



*South Branch book distribution ceremony*

These books were distributed among Lankaran Schools #1, #4, #7, #8, Lankaran State University, Lankaran Humanitarian College, Liman school #1, also Shaglasel village school in Lankaran and Mashgan village school in Astara.

There are different kinds of books that will be interesting for our teachers and students.

We are grateful to CHF for this generous donation which enriched the library of our Branch, as well as contributed to our co-operation with different education establishments in the region.

*By Lala Aliyeva, Branch Manager, South Branch*

## The Value of Attending IATEFL Conference



### • **Managing the Challenge**

Macmillan English Dictionary defines “challenge” as something that needs a lot of skills, energy, and determination to deal with or achieve, especially something you have never done before and will enjoy doing. I think this definition perfectly suits the situation with my decision to apply for IATEFL Conference.

### • **Why did I decide to do it only for 43<sup>rd</sup> Annual IATEFL Conference?**

To tell the truth, some years ago I had a slight hesitation. Whenever I heard that someone was applying for the conference, I asked myself: Can I be a good AzETA representative? Am I prepared enough for this? If I am selected, will I be able to accomplish all the tasks? I must confess that the answer was not always positive. For me it was something challenging, but... the time has passed, my fears have disappeared and now my story begins.

In 1996 I joined AzETA. I can say that from the very first minute I was sure that my membership would last for a very long time. Looking back to all these years I can hardly imagine my life without AzETA.

### • **Where does the secret lie?**

The answer is very simple. AzETA is the place where people meet, talk, gain a lot professionally and personally, participate in teacher training workshops, seminars, different projects, organize visits to the regions. Besides, AzETA is the ‘Home’ that brings confidence. It gives us, teachers, a great opportunity to feel that you belong to a wide professional community where everybody shares and cares, makes a difference and improves.

### • **What do we gain?**

A lot of new ideas; the feeling that you are a member of a world-wide team of enthusiastic professionals, we learn how to collaborate with teachers all around the world online and face-to-face, understand that though our TAs are in different parts of the world we are all the same and we need improvement. **When we are together, we can easily manage our challenges.**

In my opinion, the result of any teacher’s work lies in their students, and I personally feel very happy when my students take part in different international programs, conferences and competitions and win scholarships. They go abroad, continue their education, gain more experience and on coming back apply all their knowledge into their work here in Azerbaijan.

Looking at my students’ achievements I asked myself: Why not follow their example and apply for the conference? So, I decided to use this chance.

Good news came in November 2008. My personal tips for success “Be Positive, Prepared, Responsible, and Respectful!” made their impact. The IATEFL International House Global Reach Scholarship is ours!

Now when the Conference is approaching I believe even more that participation of AzETA members in such an event can do a lot of good, and I would like to express my great desire to get best out of this unique opportunity as all the experience gained at the Conference I am planning to apply into my teaching and teacher-training program for Azerbaijani teachers, and that is another important factor that proves the value of attending IATEFL Conference.

*By Elmira Ilizarova, 1-st Vice-President IATEFL IH Global Reach Scholarship Winner*

## TEACHING ENGLISH: YOUR GLOBAL HOME

On December 28, 2008 the British Council organized a workshop for trainers on “Your Global Home” project. The workshop was conducted by Gulshan Huseynova, Programmes Manager, British Council. AzETA was represented by A.Sadigova, G.Samadova, E.Illizarova, V.Abdullayeva, V.Gasimova, and T. Nematova.

The participants were informed on the new website for English teachers launched by the British Council. **Teaching English – Your Global Home** brings together everything busy teachers need for the classroom and the staffroom – lesson plans and worksheets, teaching tips, web links, teaching articles and lots of information about professional development – training, conferences and qualifications. Teachers can customize their own area on the site to provide personalized content.

The site includes interactive and multimedia materials such as teaching videos, pod casts, discussion forums and polls; it features regular guest contributors – teachers from around the world and ELT specialists from the UK.

The site is organized into four main areas:  
**TRY** – this collection of resources for the classroom.

A vast storehouse of lesson plans, worksheets and other teaching materials from the British Council, the BBC and other major UK publishers.  
**THINK** – about the way you teach and the principles which underpin your teaching.

They discussed articles on methodology, teaching ideas and tips, an ELT glossary, etc  
**TALK** – about your teaching and the issues that concern you.

Discuss areas of interest, get advice, keep you own bloc and link up with groups of teachers around the globe.

**TRANSFORM** – you’re teaching career.

Access training materials, a range of personal development tools, information on UK ELT courses and qualifications and get an in-depth look at specialist teaching areas such as learning technologies, CLIL and Young Learners.

**Just click on the below link to obtain materials to make your teaching more effective:**

[www.teachingenglish.org.uk](http://www.teachingenglish.org.uk)

*Prepared by Gulshan Samadova on the British Council materials*

## English Global Product



*AzETA members at the training in the British Council*

On January, 12-15 the British Council organized four-day training for teacher trainers from Baku and other regions of Azerbaijan on English Global Products. 20 participants from Baku and regions of Azerbaijan, most of who are AzETA members took part at the trainings. AzETA Baku branch members: Gulshan Samadova, Irada Samedova, Elmira Ilizarova, Xalida Rustamova, Huzura Agayeva were among the participants. The presenter – Narmina Aliyeva prepared interesting activities for the participants. The representatives from the regions: Sheki, Ismayilli, Ganja, Guba got the necessary materials on the sessions to conduct their own trainings for the regional teachers.

At the end of a four-day training the participants received congratulations and certificates from Nicole de Lalouviere, British Council Country Director and Farzali Gadirov, Head of Strategic Planning Department of the Ministry of Education.

The training was held on the following topics:  
**Introduction to TKT** – Teaching Knowledge Test. This knowledge includes concepts related to language, language use and the background to and practice of language teaching and learning and is assessed by means of objective format tests, which are simple to administer and to take.

TKT is designed to offer maximum flexibility and accessibility for candidates and therefore does not include a compulsory course component or compulsory teaching practice. However it is likely that centers and other institutions will wish to offer courses for TKT preparation and these may also include some teaching practice, if desired. It should be noted, that TKT tests teaching knowledge rather than teaching ability.

**Teaching English Classroom language – Developing confidence** – this workshop was based on interactive activities.



They helped the participants check their general classroom management skills, learn about the correct ways of giving instructions, presenting new language, giving an accurate, clear spoken model for students, starting and finishing a lesson, etc.

Read more at: [www.teachingenglish.org.uk](http://www.teachingenglish.org.uk)

**Learn English Family** – For the most part, it is parents who teach their young children to speak their home language. Throughout the first two years of life, it is often the mother's voice and her special way of talking, called "parents", which teaches young children about language and how to talk. Parents, even with a basic knowledge of English can successfully support their young child learning English by re-using and adjusting many of these same parents' techniques.

The site was introduced to teacher- trainers and they were taught how to present the site to parents. The site contains various materials which can be easily used in families, kindergartens and preparatory schools by parents, teachers, nurses and kids.

Read more at:

[www.britishcouncil.org/parents](http://www.britishcouncil.org/parents) and

[www.britishcouncil.org/kids](http://www.britishcouncil.org/kids)

*By Gulshan Samadova, Vice-President*

## YOUR COLUMN

With the support of the British Council- Azerbaijan, AzETA had the institutional member with IATEFL for 4 years: 2004-2008. For being an active member, IATEFL offered AzETA to become its Associate Member. Since 2005 AzETA is an Associate member of IATEFL. Besides this, IATEFL also very generously offered AzETA to benefit from its Wider Membership Scheme. Under the requirements of the WMS IATEFL offered 40 AzETA members to join IATEFL with a very low price in February 2008 - February 2009. 40 more AzETA members will benefit from this generous offer between February 2009 -2010. In its recent letter, IATEFL invites AzETA to participate in IATEFL WMS in 2009, too. So, we will apply for the next 2 year period to benefit from the IATEFL WMS.

Since 2000, AzETA members have been participating at IATEFL conferences in the capacity of participants and presenters thanks to different scholarships. This year Elmira Ilizarova has got an IATEFL scholarship to present at the IATEFL conference in Cardiff, Wales, UK where she will represent AzETA at the IATEFL Associates' Day a day before the conference.

We are proud that now AzETA members' voices are heard from the IATEFL Voices magazine, IATEFL and TESOL conferences as presenters

I encourage our members to write articles for IATEFL Voices magazine. It is very easy and simple. Just write about your daily teaching, challenges you face and how you solve them. Share if you have an interesting teaching activity with others through this magazine. Trust your skills and let yourself develop further personally and professionally. Be proactive, do not wait for the opportunities to catch you, catch the opportunities. Only this way you can let you're your colleagues abroad know about you, your community, i.e. AzETA and your country. Your success is AzETA's success; AzETA's success is Azerbaijan's success. And better Azerbaijan means better world.

*By Ragsana Mammadova, Executive Director*

## Voices from regions: Ismayilli



*AzETA Ismayilli members after the meeting*

AzETA grows as an organisation branching into the country. AzETA management regularly gets requests from different regions to launch a branch. However, it requires some work before proving to be an AzETA Branch.

Last year Ismayilli, Yevlax and Qebele approached AzETA with the request of establishing an AzETA branch in each of these regions.

Ismayilli teachers started their meetings of initiation from November 2008 which resulted in electing the management team of the prospective Branch. As such, at the meeting held on 10 January Yegana Mitalova was elected Branch Manager, Mehbara Deputy Branch Manager, Marina Secretary and Nargiz Treasurer.

The next meeting was held on 14 February where responsibilities, as well as future actions were discussed.

We welcome Ismayilli to AzETA and hope that it will be one of very active branches.

### AzETA Management Team

## YOU WILL READ IN THE NEXT ISSUE

- **EAMP celebrates Easter**
- **Management training for Branch Managers**
- **Elmira Ilizarova is back from IATEFL Conference**
- **Ragsana Mammadova is back from TESOL Convention**
- **News from SIGs**
- **News from the Branches**

## NOW IT IS TIME TO LAUGH



**How do Iranians speak on the telephone?**  
Persian-to-Persian (person-to-person).

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**How do you make an elephant float?**  
Take two scoops of ice cream, root beer, and add one elephant.

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**How far can you go into a forest?**  
Only halfway-after that you would be coming out

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**Are you crazy if you talk to yourself?**  
Not unless you answer

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**At what time of day was Adam born?**  
A little before Eve.

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**How can you get a cow into a frying pan?**  
Use shortening.

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**How can you make varnish disappear?**  
Take out the R.