Part III- One Working Day with…

Capt. Michal Čechoň represents the younger group of Academy teachers but he has gained a lot of experience and demonstrated a wide range of skills since he started to work at the Academy 12 years ago. He is the most qualified teacher in the field of IT. He is a teacher of prison documentation, shooting and military drill. He also acted as a spokesperson for a few years.

It is Monday 19 October. He works flexitime. Today he comes at 8:30. Michal has two main tasks to do: to deliver a lecture on Skype for Business functions to the teachers; and to work on the development of a brochure about the Academy.

Michal comes by bike and it is drizzling. Before his PC opens, he puts on a uniform. He checks his emails. The data he needs to finish a photo gallery of former Academy employees have not arrived yet. He hopes to install the gallery on a corridor soon.

He has some paper work to do. Michal is a "class master". His initial training uniformed students (group A 14) have completed their course. The class register and all records shall be checked before they are signed by the superiors. Then he continues with the class register of a running course (group A 19). He transfers data from his written notes in the PC programme that generates different certificates for printing. Finally he checks all the data in Certificates of approval of new uniformed staff which permits them to perform their service duties independently. This document is signed by the Academy Director and by the Director General of the Prison Service of the Czech Republic.

Michal has a look at his watch. It is 9:10. There is a little time left till his lecture starts. He decides to work on a map presenting the Academy´s cooperation with foreign partners. The desired product will be a poster size 165 cm x 205 cm.

When 10:00 approaches, Michal is about to move to the large PC classroom where the lecture for teachers is held. Michal had a preparatory meeting with Deputy Head of Pedagogy Department and IT specialists last Friday and he is ready to instruct his colleagues properly.

10:00. Academy Director Col. František Vlach opens the meeting and informs the participants about the crisis Covid situation. After that, Head of Pedagogy Department Col. PhDr. Pavel Hegr gives more details. At 10:10, Michal starts his lecture. He explains how to use Skype for Business for live online lessons. He shows the screen of the teacher and the screen of the student at the same time. He talks about the advantages and disadvantages of switching from the desktop to the programme presentation. He highlights the importance of the proper position of the computer with respect to satisfactory visibility to the lesson attendees. He answers the teachers´ questions regarding for example the number of cameras on the screen, recording, interaction with students in the form of chat and others. The meeting officially ends at 11:00, but Michal stays in the classroom with a few teachers who want to learn to use the programme individually. He takes his lunch break at 11:45.

12:15. One of Michal´s minor tasks today are to amend some service exam questions. (For the explanation of "service exam" go to Part I of the series). The Academy guarantees full and proper versions of all educational material.

12:40. A teacher Lubomír Bajcura, Ph.D. brings a final version of a brochure about the Academy. Both colleagues discuss graphic details and the Director´s requirements for nearly 45 minutes. After that

Michal begins to work on the graphics design editing. Any missed out detail can have a negative effect on the printed brochure quality.

It is nearly 16:00 when Michal goes to the teachers´ room to print a sample of the brochure. After it is completed he is prepared to present it to the Academy Director.

Michal has succeeded to meet his todays´ tasks. Tomorrow, he has several individual consultations with teachers who need some more assistance to learn the new programme.

17:00. Michal locks the office door and leaves for home.