

CHECKLIST VOCATIONAL TRAINING:

Please fill and signed this checklist and return it to

info.k4DWB@gmail.com

Regional/Community Manager or Partner Contact details		
Name:	Samuel Yao Atidzah	
Country:	Ghana	
Training Manager:	Samuel Yao Atidzah	
Contact:	info@gosanet.org	
Date:	09/08/16	
Training Organisation		
Date & Venue	Country	Local Partner
20/09/2016 to 22/09/2016	Ghana	Gosanet Foundation (NGO)
Venue: Klefe Atsatime	Ghana	Ghana Library Authority, Volta Region
Venue of Training:		
Address and how to reach venue by public transport or otherwise:		Klefe Atsatime JHS Campus, Klefe Atsatime. Volta Region
Legal arrangement (e.g. rental). If rented, please indicate monthly costs:		Optional
Facilities (how many computers, beamers, classrooms etc.):		Classroom, 1 Projector, 20 Notebook Computers, Wireless Router, Projecting screen.
Costs for facilities: *Equipment totaling \$9,354 (GHC 36,950) will be provided by the local partner.		\$9,354 (GHC 36,950) Equipment: <ol style="list-style-type: none"> 1. Asus Notebook laptops- (GHC1,600×20) =32000 2. BenQ Projector- (GHC1200×1) =1200 3. Projecting Screen- (GHC500×1) =500 4. Wireless Router- (GHC400×1) =400 Other cost: <ol style="list-style-type: none"> 5. Internet Bundle- GHC150

	<p>6. Snack/Lunch GHC1800</p> <p>7. Transportation GHC300</p> <p>8. Banner GHC300</p> <p>9. Electricity GHC300</p>
Facilitator:	
Name of the facilitator	Bright Ofori
Specific skills of the facilitator (language, IT, etc.):	Specialist in Microsoft Office and Internet Resources
Training:	
Days of training:	17/10/2016 to 19/10/2016
Language of training:	English and Ewe (Local language)
Training module and specific schedule:	<p>Example:</p> <p><u>Day 1:</u></p> <p>Introduction of trainer and overview</p> <p>Explanation of basic parts of computer, basic terms and how to switch on the computer, basic Microsoft Word skills like...</p> <p>Output of day 2:</p> <p>Trainees shall be able to write a text in Microsoft Word on the PC</p> <p><u>Day 2:</u></p> <p>Explanation of benefits of internet research and how to use google and yahoo. Exercises how to use internet for research (job advertisements, information concerning health, legal, addresses, institutions, companies etc.)</p> <p><u>Day 3:</u></p> <p>Create an e-mail account...</p> <p>Output of Day 3:</p> <p>Trainees should be able after Day 3 to write, send and receive e-mails.</p>

Trainees:	
How are/were trainees recruited:	<ul style="list-style-type: none"> • Beneficiaries of the project are children in basic Schools where girls mostly drop out of school. • The target group will be selected from basic schools in Klefe community. • They will be taken through the training sessions at the training centre (Klefe Atsatime). • The focus of the training is to equip them with basic ICT skills and as a result making them agents of development who will continue to educate other children in the communities.
Number of trainees registered:	Twenty (20)
Statistics of trainees (percentage of females, area they are coming from, mother language, education, etc.)	<p>Twelve (12) of the trainees representing 60% percent are girls and eight (8) representing 40% are boys. Trainees are coming from the host community and nearby communities.</p> <p>The educational levels of trainees are Junior High School.</p> <p>Their mother language is Ewe.</p>
Tests and delivery of certificate of participations:	Yes
Monitoring:	
Monitoring during training:	There may be a local facilitator to help the trainees during the training and facilitate the exercises.
Monitoring after training:	Participants can join for free our close Community of Practices where they will have access to the

	training materials and gain more exchange and knowledge on ICT.
Risk-evaluation:	
Expected risks and obstacles (please also specify how you came to this conclusion, e.g. statistics, studies including sources)	<p>Technological risk:</p> <ul style="list-style-type: none"> • Internet connection failures from service providers. • Computer software failures <p>Resources risk:</p> <ul style="list-style-type: none"> • Physical damage to computers • Frequent electricity interruption <p>Accident risk:</p> <p>Accident arising from electric shock.</p>
Risk-mitigation measures:	<ul style="list-style-type: none"> • Provision will be made for alternative internet service provider • All software to be deployed for the training will be up to date and quick troubleshooting measures will be put in place. • The laptops will be stationed at fix point to avoid movement of the laptops. • Child safety standards will be adhered to in order to protect them from any electric shock.

NB: This Training Package will be delivered by our international training expert for free. The local Partner is in charge of the local facility and facilitation. Please if you have interest in this training program do not hesitate to get in touch with us on info.k4DWB@gmail.com. We could only offer live this training package from 5 participants up to 150 participants at the same time.

We respect data privacy.



09/08/2016

Name of the Training Manager: *Samuel Yao Atidzah*

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