

## Please fil and signed this checklist and return it to

info.k4DWB@gmail.com

Local Partner Contact details				
Name:			ASSI AGENCY LTD	
Country:		REPUBI	REPUBLIC OF KENYA	
Training Manager:		JOSE MWANZA		
Contact:		josemwan@gmail.com		
Date:		7-9 th February 2017		
Training Area		Nyayo Embakasi – 15 Km from the JKIA Airport		
Training Organisation				
Date & Venue	Country			Local Partner
7-9th Feb. 2017	Kenya			Assi Agency Limited
				www.assiagency.com
Venue of Training:				
Adress and how to reach venue by public transport or otherwise:			Estate	cal Address: Nyayo Embakasi e/ Private Means of Transport provided by Assi agency Ltd
Legal arrangement (e.g. Rental). If rented, please indicate monthly costs:				ed Space shall cost 78,750 per Month
Facilities (how many computers, beamers, classrooms etc.):			2 PC	/ 23 Laptops for the activities
Costs for facilities:			Optio	nal
			1,832,	000 Kshs
Facilitator:				
Name of the facilitator			lectur	Peter Onyango (University rer) Email: reronyango@gmail.com
Specific skills of the facilitator (language, IT, etc.):			Engli law/d	sh/ Lecturer of evelopment/climate law
Certification of trainers:			Pleas	e do not complete
Contractual arrangements with trainers:			Pleas	e do not complete
Salary for trainers:			Pleas	e do not complete
Costs for training material:			Pleas	e do not complete

<ul> <li>3) BASIC SKILLS OF ICT – PARTS/TERMS/START UPS</li> <li>4) END OF DAY 1</li> <li>DAY 2</li> <li>1) BENEFITS OF INTERNET / CYBER TECHNOLOGY / SOFTWARES / HARDWARE</li> <li>2) HOW TO USE GOOGLE AND YAHOO</li> <li>3) HOW TO USE INTERNET EFFECTIVELY FOR DEVELOPING CAREERS (SEARCH FOR JOBS, ADVERTISEMENTS, INFORMATION CONCERNS)</li> <li>4) END OF DAY 2</li> <li>Concernsion</li> </ul>	Training:	
Training module and specific schedule:       For example:         DAY 1       Day 1:         1) INTRODUCTION       Introduction of trainer and overview         2) ICT & DEVELOPMENT       Salac SKILLS OF ICT – PARTS/TERMS/START         (a) BASIC SKILLS OF ICT – PARTS/TERMS/START       Computer, basic terms and how to switch on the computer, basic Microsoft Word         (b) END OF DAY 1       Day 2:         (c) EXCLOPTING CAREERS (SEARCH FOR JOBS, ADVERTISEMENTS, INFORMATION CONCERNS)       Duext In Microsoft Word on the PC Day 2:         (c) CONCERNS)       INFORMATION CONCERNS)       Explanation of benefits of internet for research (job advertisements, information concerning health, legal, addresses, institutions, companies etc.)         (c) CONTINUITY OF THE PROJECT       ENGAGING THE PARTICIPANTS FOLLOW UP, MONITORING, EVALUATION & REPORTING       Day 3:         (Create an e-mail account send and receive e-mail.       Trainees should be able after Day 3 to write, send and receive e-mails.         Training material:       Please do not complete         Cost of training in country of training:       Please do not complete	Days of training:	3 Days Initially -
DAY 1       Day 1:         1) INTRODUCTION       Introduction of trainer and overview         2) ICT & DEVELOPMENT       BASIC SKILLS OF ICT - PARTS/TERMS/START         4) END OF DAY 1       basic         DAY 2       basic         1) BENEFITS OF INTERNET / CYBER       miters and how to switch on the computer, basic Microsoft Word switch on the PC Developting CAREERS (SEARCH FOR JOBS, ADVERTISEMENTS, INFORMATION CONCERNS)         1) CREATING AN EMAIL ACCOUNT AND HOW TO USE IT (IN-BOX)       Day 2:         2) DEVELOPING A WINNING CV ONLINE       may ahoo. Exercises how to use google and yahoo. Exercises how to use for research (job advertisements, information concerning health, legal, addresses, institutions, companies etc.)         4) CONTINUITY OF THE PROJECT ENGAGING THE PARTICIPANTS-FOLLOW       Trainees should be able after Day 3 to write, send and receive email.         Tra	Language of training:	
1) INTRODUCTION       Introduction of trainer and overview         2) ICT & DEVELOPMENT       Introduction of trainer and overview         3) BASIC SKILLS OF ICT – PARTS/TERMS/START       Introduction of basic parts of         4) END OF DAY 1       basic         DAY 2       basic ferms and how to         1) BENEFITS OF INTERNET / CYBER       basic Microsoft Word         3) HOW TO USE GOOGLE AND YAHOO       skills like         3) HOW TO USE INTERNET EFFECTIVELY FOR       basic Microsoft Word on the PC         DEVELOPING CAREES (SEARCH FOR JOBS, ADVERTISEMENTS, INFORMATION       CONCERNS)         4) END OF DAY 2       basic microsoft Word on the PC         DAY 3       DEVELOPING A WINNING CV ONLINE         1) DEVELOPING A WINNING CV ONLINE       internet for research (job advertisements, information concerning health, legal, addresses, institutions, companies etc.)         4) CONTINUTTY OF THE PROJECT       etc.)         FRACTICAL TESTS       PARTICIPANTS TO DO THE PRACTICIAL TESTS         4) CONTINUTTY OF THE PROJECT       etc.)         BAGGING THE PARTICIPANTS-FOLLOW       pay 3:         Create an e-mail account send and receive e-mail.         Traineg material:       Please do not complete         Cost of training in country of training:       Please do not complete         Cost of organization of trainings:       Please do	Training module and specific schedule:	For example:
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3) BASIC SKILLS OF ICT – PARTS/TERMS/START         4) END OF DAY 1         DAY 2         1) BENEFITS OF INTERNET / CYBER         TECHNOLOGY / SOFTWARES / HARDWARE         2) HOW TO USE GOOGLE AND YAHOO         3) HOW TO USE INTERNET FEFECTIVELY FOR         DEVELOPING CAREERS (SEARCH FOR JOBS, ADVERTISEMENTS, INFORMATION CONCERNS)         4) END OF DAY 2         DAY 3         1) CREATING AN EMAIL ACCOUNT AND HOW TO USE IT (IN-BOX)         2) DEVELOPING A WINNING CV ONLINE         3) PRACTICAL TESTS         4) CONTINUITY OF THE PROJECT - ENGAGING THE PARTICIPANTS FOLLOW UP, MONITORING, EVALUATION & REPORTING         Create an e-mail account send and receive e-mail.         Traines should be able after Day 3         3 to write, send and receive e-mail.         Traines for training material:         Please do not complete         Cost of training in country of training:         Please do not complete         Cost of organization of trainings:	1) INTRODUCTION	Introduction of trainer and overview
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Trainees:	Cost of organization of trainings:	Please do not complete
Trainees:		
	Trainees:	

How are/were trainees recruited: Number of trainees registered: Statistics of trainees (percentage of females, area they are coming from, mother language, education, etc.) Tests and delivery of certificate of participations: IT IS OK TO ISSUE CERTIFICATES TO PARTICIPANTS SO TO APPRECIATE THEM.	•
Monitoring:	
Monitoring during training: AUSTIN & DR. ONYANGO & PARTNERS SHALL CARRY OUT THE MONITORING. Monitoring after training: ASSI AGENCY LTD (LOCAL PARTNER) SHALL CARRY OUT AFTER TRAINING FOLLOW-UPSEE THE CONCEPT ON THE CONTINUITY OF THE PROJECT FOR 12 MONTHS.	help the trainees during the training and facilitate the exercises. Participants can join for free our
	KNOWLEDGE FOR DEVELOPMENT TARGETING THE YOUTH IN THE SLUM ARE FACED WITH UNEMPLOYMENT AND FINANCIAL CONSTRAINTS. SOCIO-CULTURAL STRUCTURE OF THE SLUMS MAY HINDER THE PROJECT/ CLASS DIFFERENCE AND POLITICAL GOOD WILL.

Expected risks and obstacles (please also specify how	THE PROJECT SHOULD
you came to this conclusion, e.g. statistics, studies	HAVE A COORDINATING
including sources)	SECRETARIAT. THE
	PROJECT SHALL ENGAGE
	THE STAKEHOLDERS
	FROMT HE BEGINNING,
	INCLUDING LOCAL
	LEADERS ON FUND
	MOBILIZATION TO
	SUSTAIN THE PROJECT
	AND OFFER POLITICAL
	SUPPORT.
Risk-mitigation measures:	AN OFFICE WHERE TO
	KEEP ITEMS/ COORDINATE
	THE PROJECT/ RELATE
	WITH LOCAL
	GOVERNMENTS &
	OTHERS. MINIMUM
	ADMINISTRATIVE BUDGET
	FOR START UP! SEE THE
Additional information	THE PROJECT IS VERY VIABLE
	IN NAIROBI AND OTHER
	COUNTIES. IT HAS POTENTIALS
	TO ATTRACT FUNDING IF WELL
	IMPLEMENTED.

**NB**: This Training Package will be delivered by our international training expert for free. The local Partner organization oversees the local facility and facilitation.

**Contact 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.

Date Signature: 29/12 2016 Name of the Training Manager: Jose Mwanza

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Website: http://www.knowledgefordevelopmentwithoutborders.org/

LOCAL PARTNER IS FOUND AT: www.assiagency.com

Facebook/assiagency/home Email: assiagency@gmail.com