



Please fill and signed this checklist and return it to

info.k4DWB@gmail.com

Contact details		
Name:	Mr. Samuel Akinsola	
Country:	Botswana	
Training Coordinator:	Mr. Akinsola, and Mr. Kapatwaemang	
Implementing Organization	BYEP(Botswana Youth Empowerment Projects)	
Contact(full):	+26774013060 OR +26772470917	
Training Area:	ICT4D, Harnessing the power of social media for SME, Cloud based solution to promote skills development	
Training Planning		
Anticipated Date	Country	Local Partner(s)
20th January, 2017	Botswana	National library(still proposing), BNYC
Venue:	Gaborone	
Address and how to reach venue by public transport otherwise:	From the bus rank, take a transport going to the African mall and drop at Rizka House then call us when you get to Rizka house.	
Legal arrangement (e.g. Rental). If rented, please indicate cost:	\$200 monthly(proposed office)	
Facilities (how many computers, beamers, classrooms etc.):	Just 1computer for our organization and 2 laptops, a printer 1 project and the internet	
Total cost of facilities:		
Facilitator:	Mr. Akinsola	
Name of the co- facilitator	Mr. Oteng Kapatwaemang	
Background and skills of the co-facilitator (language, IT, etc.):	Youth social leader, administrator in the defense force and an event manager for BYEP	
Certification of trainers:	Please do not complete	
Contractual arrangements with trainers:	Please do not complete	

Salary for trainers:	Please do not complete
Costs of training materials:	Please do not complete
Training:	Basic ICT skills, Youth empowerment using ICT
Duration/number of Days:	3 days in a week
Language:	English and Setswana
Training module and specific schedule:	<p><i>For example:</i></p> <p>Day 1: <i>Introduction of trainers and overview Explanation of basic parts of computer, basic terms and how to switch on the computer, basic Microsoft Word skills like...</i></p> <p>Output of day 1: <i>Trainees shall be able to write a text in Microsoft Word on the PC</i></p> <p>Day 2: <i>Explanation of benefits of internet research and how to use google and yahoo. Exercises on how to use internet for research (job searching and advertisements, information concerning health, legal, addresses, institutions, companies etc.)</i></p> <p>Output of Day 2 <i>Trainees should be able to research information online.....</i></p> <p>Day 3: <i>Create an e-mail account send and receive e-mail.</i></p> <p>Output of Day 3: <i>Trainees should be able to create an e-mail account send and receive e-mail</i></p>
Training material:	Please do not complete
Cost of training material (preparation, print-outs, etc.)	Please do not complete
License for training in country of training:	Please do not complete
Cost of organization of trainings:	Please do not complete
Trainees:	Youths, Orphans and women
How will trainees be reached out and recruited:	Social media, one-on one outreach and national broadcasting

Estimated Number of trainees to register:	Estimate 50
Tests and delivery of attestation/certificate for participants?	If yes, we can only deliver at this stage a certificate that printed be printed by the participants
Monitoring and Evaluation:	Keeping attendance, weekly test and grading
Monitoring during training:	The local co-facilitator will support Monitoring and Evaluation.
Evaluation and follow up:	Participants will be evaluated and join for free our close Community of Practices.
Challenges/Risks:	
What are potential challenges/risks linked to the proof concept implementation in your country? How do you know them?, e.g. statistics, studies, experience including sources)	We have a high concentration of illiterate youths and women who seems to be left behind in government effort to create a well-informed nation but the government has also extended an invitation to other stakeholders and international bodies that can come in to implement initiatives that can empower the citizens of which KfDWB has.
Challenge/Risk-mitigation measures: How can we overcome them? Please, explain.	KfDWB should take this opportunity to scale its noble initiative.
Additional information	

NB: This Training Package will be delivered by our international training expert for free. The local Partner organization is in charge of the local facility and accommodations. We could offer only live/online training package from 5-150 participants at the same time. Contact us on info.k4DWB@gmail.com

Date: 17/11/2016 Signature: s.akins

Name of Training Coordinator: **Mr. Samuel Akinsola**