



Please fill this form and return it to:  
**info.k4DWB@gmail.com**

Contact details		
<b>Name:</b>	Etame Rosemary Etoh	
<b>Country:</b>	Cameroon	
<b>Training Coordinator:</b>	Etame Rosemary Etoh	
<b>Implementing Organization</b>	Smart Women Initiative for Development Association (SWIDA) Cameroon	
<b>Contact(full):</b>	Tel: +(237) 671480054	
<b>Training Area:</b>	Women, girls and community empowerment	
Training Planning		
<b>Anticipated Date</b>	<b>Country</b>	<b>Local Partner(s)</b>
21 <sup>th</sup> - 23 <sup>h</sup> February 2017	Cameroon	The local chiefs, local schools and NGOs.
Venue:		
<b>Address and how to reach venue by public transport otherwise:</b>	Government Bilingual Secondary School Bokwango, Buea.	
<b>Legal arrangement (e.g. Rental). If rented, please indicate cost:</b>	1700 Euros for rentals of logistics and communication facilities	
<b>Facilities (how many computers, beamers, classrooms etc.):</b>	30 computers, 1 beamer and 1 classroom	
<b>Total cost of facilities:</b>	1700 Euros	
Facilitator:		
<b>Name of the co- facilitator</b>	Ekombo Franklin	
<b>Background and skills of the co-facilitator (language, IT, etc.):</b>	Speaks English and French, skills in Microsoft and internet explorer, social media	
<b>Certification of trainers:</b>	Please do not complete	
<b>Contractual arrangements with trainers:</b>	Please do not complete	
<b>Salary for trainers:</b>	Please do not complete	
<b>Costs of training materials:</b>	Please do not complete	

<b>Training:</b>	
Duration/number of Days:	03 days
Language:	english
Training module and specific schedule:	<p><b>Day 1:</b>  <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 typing.</i></p> <p><b>Output of day 1:</b>  <i>Trainees shall be able to write a text in Microsoft Word on the PC</i></p> <p><b>Day 2:</b>  <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><b>Day 3:</b>  <i>Create an e-mail account, send and receive e-mail.</i></p> <p><b>Output of Day 3:</b>  <i>Trainees should be able to know basics of internet and computer use after the training.</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
<b>Trainees:</b>	
How will trainees be reached out and recruited:	Trainees will be recruited on campus of our partner school. They will be reached out by the school administration.
Estimated Number of trainees to register:	30

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
<b>Monitoring and Evaluation:</b>	
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.
<b>Challenges/Risks:</b>	
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)	Inadequate roads for the transportation of training equipment from place of rental to training venue, shortage in electricity supply, poor internet access.
Challenge/Risk-mitigation measures: How can we overcome them? Please, explain.	Use 4 wheel drive cars, rent an electric generator and internet modems.
Additional information	We shall be open to welcome your questions and proposals in relation to the proof concept implementation in Cameroon.

**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 live/online training package from 5-150 participants. Please, do let us know if you any concerns about our program-the proof concept implementation project in your country, contact us on [info.k4DWB@gmail.com](mailto:info.k4DWB@gmail.com)

Date, Signature: Etame Rosemary Etoh  
Name of Training Coordinator: Ekombo Franklin