

4 Day Basic IT Training

For the Officials of Community Development
Department

Report by: Bijjar Baloch

2009

Introduction

A four day basic IT training for the officials of Social Welfare and Community development department was conducted by AGRP-B Gwadar Team.

Training Objectives:

Based on the capacity development plan of Social Welfare Department, basic IT skills are required for the staff of SWD in order to strengthen their capacity.

Venue

It was decided to organize the training session in the computer training center of Community Development Department Gwadar, because of the availability of Computer sets for the participants.

Duration

4 Days (i.e. from 11th May 2009 to 14th May 2009).

Training Facilities:

Trainer

The training session was conducted by Mr Bijjar Baloch Database Administrator, AGRP-B.

Facilities at training site:

Training Hall with seating capacity of 15 participants was available at the office of EDO Community Development. Training aides like computer, Multimedia, flip charts, markers, etc. were arranged by the project.

Travel arrangements:

The participants from Lesbela were paid additional of rupees Rs 1000/- as Travel Charges where as the participants from District Gwadar were responsible for their travel charges themselves on individual basis. The project paid Rs 500/- to the participants from Gwadar City, whereas Rs 1000/- were paid to the participants from outside Gwadar City.

Arrangement of Refreshments/ Lunch during training:

The AGRP-B project arranged refreshment & Lunch for all training participants.

Stationary:

The project will arrange all stationary items comprising of the following for each participant

- a) Photocopy of the handouts;
- b) One folder, one note book with ball point/pen;

Management Charges:

No Hall/ venue charges.

List of Participants

Following is the list of the participants who attended the training session, who were total 13 in number.

Participants from Gwadar

Total 10 participants attended the training from Gwadar, while two female officials from population welfare department also took training on the request of EDO CD Gwadar.

S#	Name	Designation	Location
1	Muhammad Aslam	EDO CD	Gwadar
2	Naseer Ahmed Baloch	SWO	Jiwani
3	Khuda Dad	SWO	Pasni
4	Muhammad Akbar	JC	Ormara
5	Zubaida	NCI	Gwadar
6	Farida	MPW	Jiwani
7	Saima	MPW	Pasni
8	Nasima	MPW	Ormara
9	Abdul Ghani	JC	Gwadar
10	Barkat Ali	JC	Pasni

Participants from Lesbela

From Lesbela district only 3 out of 5 person could attend the training, the list is as follows.

S#	Name	Designation	Location
1	Khalid Pervaiz	Multipurpose Worker	Lesbela
2	Abdul Rehman	Multipurpose Worker	Lesbela
3	Karamat Hussain	Multipurpose Worker	Lesbela

Proceedings of the training session

DAY 1 (11th May 2009)

Time	Activity	Key Learning Points/Themes
09:00 am to 09:30 am	Workshop Opening and Welcome Message	<ul style="list-style-type: none">• Recitation of Holy Quran• Opening remarks by Naib Nazim• Welcome Message• Introduction to AGRP-B• Introduction of Participants
09:30 am to 11:00 am	Starting the training session	<ul style="list-style-type: none">• Introduction to MS OFFICE 2007• Introduction to the Environment of MS Word• Training on the Usage MS Word 2007
11:00 am to 11:30 am	Tea and refreshments	
11:30 am to 01:30 pm	Hands on Practice	
01:30 pm to 02:00 pm	Exercise	
02:00 pm to 03:00 pm	Lunch	



The training session started with the recitation of holy Quran which was done by Mr Abdul Rehman, working as a multipurpose worker in Community development department Hub (Lesbela). After the Recitation of Holy Quran the District Naib Nazim Gwadar, Mr Gaffar Hooth gave his opening remarks on the importance of Information technology and

the need for equipping the Govt officials in adopting the new technologies for their Day to Day office activities. He also thanked and appreciated the efforts taken by AGRP-B in initiating numerous projects and training sessions in District Gwadar.



After the opening remarks of the District Naib Nazim Mr Gaffar Hooth, Gulzar Ahmed Gichki RPA South was asked to give his welcome remarks to the participants. Soon after which, the DBA of AGRP-B Mr Bijjar Baloch Started the training session.



Day one i.e May 11th, 2009 was allocated for training the participants on Microsoft Word 2007, the participants were provided with a copy of detailed notes on MS Word 2007. The lecture was conducted in a friendly environment and the participants were asked to practice each step they were taught.

At the end of the session the participants were given a exercise session in writing a word documents

with inserting images, clip arts, tables macros, watermarks and formatting of the text with bullets, heading styles and adjusting page sizes and layouts.

Observations



At least 5 out of the 13 participants were using computer for the first time, and it was a serious hurdle in keeping the whole session at the same pace. While some participants were users of computers and were using the previous versions of MS WORD for a long time, these participants showed much interest in the new version of Microsoft word 2007.

To solve this issue we engaged our data entry operator Mr Zakir Ali Baloch to assist and support those participants and resolve their queries, while keeping them at the same pace of the other participants of the session.

Suggestions

Proper TNA of the participants should be done, and same caliber of participants should be invited to attend the session.

DAY 2 (12th May 2009)

Time	Activity	Key Learning Points/Themes
09:00 am to 09:30 am	Workshop Opening	<ul style="list-style-type: none">Introduction to the Environment of MS Excel
09:30 am to 11:00 am	Starting the training session	<ul style="list-style-type: none">Training on the Usage MS Excel 2007
11:00 am to 11:30 am	Tea and refreshments	
11:30 am to 01:30 pm	Hands on Practice	
01:30 pm to 02:00 pm	Exercise	
02:00 pm to 03:00 pm	Lunch	



Day 2 was allocated for the training of Microsoft EXCEL 2007, the participants were provided with the detailed copies of reference material and handouts for further study of the said subject. Before starting the session the participants were asked their experience on the usage of excel and making those observations a baseline, it was found that most of the users have never used MS Excel. Therefore the participants were given a lecture on the usage and importance of MS EXCEL before the hands on practice and training on the software.





The participants once learnt the usage of excel found it very interesting and useful and showed much interest in solving different arithmetic and statistical queries using MS EXCEL.

Observation

The participants had the reservation that excel is new to them and instead of keeping a one day session for the learning of MS EXCEL the number of the days should be increased.

Some of the participants were weak in mathematical formulas and had little or no understanding of how to drive the basic mathematical/arithmetic function e.g. percentage, and average functions.

Suggestions

The training session for Excel should be expanded at least to two days.

DAY 3 (13th May 2009)

Time	Activity	Key Learning Points/Themes
09:00 am to 09:30 am	Workshop Opening	<ul style="list-style-type: none"> Introduction to the Environment of MS Power Point 2007
09:30 am to 11:00 am	Starting the training session	<ul style="list-style-type: none"> Training on the Usage MS Excel 2007
11:00 am to 11:30 am	Tea and refreshments	
11:30 am to 01:30 pm	Hands on Practice, Exercise and Presentations by the Participation	
01:30 pm to 02:00 pm	Windows XP Installation	
02:00 pm to 03:00 pm	Lunch	



Day 3 was allocated for the training of Microsoft Power Point 2007, the participants were provided with the detailed copies of reference material and handouts for further study of the said subject. Before starting the session the participants were briefed about the advantages and usage of making power point presentations.

After which the participants were taught in detail the usage and how to make presentations using Microsoft Power point 2007. The participants were asked to make presentation about their city or about their departments. After tea break the participant were asked to give their presentations in groups.



On request of the participants, training on Windows installation and partition making of drives was conducted. The participants were practically shown how to install windows and other necessary software.

Observation

The participants showed much interest in the power point presentations and were delighted on learning the installation of windows which they otherwise thought extremely difficult task.

Suggestions

Operating system installation and hardware installation should be made a part of the basic IT training.

DAY 4 (14th May 2009)

Time	Activity	Key Learning Points/Themes
09:00 am to 10:30 am	Workshop Opening	<ul style="list-style-type: none">• Introduction to Database systems• Introduction to MIS• Importance of databases
10:30 am to 11:00 am	Starting the training session	<ul style="list-style-type: none">• Introduction to the Environment of MS Access 2007• Training on the Usage MS Access 2007
11:00 am to 11:30 am	Tea and refreshments	
11:30 am to 01:30 pm	Hands on Practice	
01:30 pm to 02:00 pm	Exercise	
02:00 pm to 03:00 pm	Lunch	



Day 4 was allocated for the training of Microsoft Access 2007, the participants were provided with the detailed copies of reference material and handouts for further study of the said subject.

Before starting the session on MS Access the participants were told about the Database systems, what is meant by a database and why a database is used, what are relationships, foreign key and primary keys and the major database related terminologies and functions.

After a brief description of the database concepts and terminologies the participants were taught on the usage of MS ACCESS 2007 and how to make a small scale database using MS Access 2007.

Day 4 for the training session was concluded with the evaluation from the participants and after which the EDO CD Gwadar Mr Muhammad Aslam thanked the participants for joining the training session and also thanked AGRP-B Project for arranging the session.

Observation

The participants had the reservation that MS Access and Database is new to them and instead of keeping a one day session for the learning of MS Access the number of the days should be increased.

Suggestions

- The training session for access should be expanded at least to three days.
- Experience computer users having some knowledge about database systems, should be given the training on Access rather than those who have never heard of what a database is and why it is used.