# **TRAINING OF TRAINERS (TOT)**

# **TEACHERS TRAINING COVERAGE & SCHEDULE**

## Clarification on the training schedule.

1. Number of days for the training is three (3) days.
2. Total number of trainees will be forty-three (43) these will be representatives from all offices, this number will be divided into five (5) groups, where every group will contain number of participants as elaborated below.
3. Tentative days for training will be from

Tuesday 19th April 2022 - Thursday 21th April 2022.

1. Participant’s requirements.

* Personal Computer
* Active Internet Connection

## **TRAINING SCHEDULE.**

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| SN | Group | No of attendees | Module Coverage |
| 1. | IAG office | 5 | * Account details * How to manage observations/findings * Update observations/findings * How to add Action taken to a specific finding * Sharing of Reports |
| 2. | Ministries-18 | 18 (1 representative from each ministry) | * Account details * How to manage observations/findings * Update observations/findings * How to add Action taken to a specific finding * Sharing of Reports |
| 3. | Local Government-8 | 8 (1 from each) | * Account details * How to manage observations/findings * Update observations/findings * How to add Action taken to a specific finding * Sharing of Reports |
| 4. | Selected Public Corporation-10 | 10 (1 from each) | * Account details * How to manage observations/findings * Update observations/findings * How to add Action taken to a specific finding * Sharing of Reports |
| 5. | Technical Team from IAG Office | 2 | * Account and Profile * Notification * Application settings * User management * Roles and Permissions   - System roles  - Creating system permissions  - Categories   * Audit trails * System information * Logs |
|  | Total No. of trainees | **43** |  |