**Telecommunication
Development Bureau (BDT)**

Ref.: BDT/PKM/HCB/DM/337	Geneva, 13 August 2013

Participating ITU Centres of Excellence in Africa

Subject: **"Train-the-Trainer workshop on ITU eLearning courses", Nairobi, Kenya, 28-31 October 2013**

Dear Sir/Madam,

On behalf of the International Telecommunication Union (ITU), you are cordially invited to participate in the **Train-the-Trainer workshop on ITU eLearning courses**, to be held in Nairobi, Kenya, from **28 to 31 October 2013**. The workshop will be hosted by the African Advanced Level Training Institute (AFRALTI) in Nairobi. It is being conducted under the aegis of the ITU Centres of Excellence Network in Africa.

This workshop aims to train trainers in designing and delivering eLearning (i.e. distance learning) courses. It focuses on how to organize and develop eLearning courses and how to support the delivery of such courses over the Internet. The workshop introduces participants to the online Learning Management Systems, and gives particular attention to the Moodle open source platform which is used for the creation of the ITU Academy web site and for delivering eLearning courses. Participants will have the opportunity to design and develop their own eLearning programmes as part of their hands-on exercises.

The workshop primarily targets trainers and lecturers from the ITU Centres of Excellence, responsible for the development and delivery of training. It also targets staff responsible for developing and implementing training policies, strategies and plans within the Centres of Excellence. Subject Matter Experts who are likely to conduct training sessions online are also encouraged to participate in this workshop.

I cordially invite your organization to propose candidates to participate in this workshop. The programme of the workshop is given as Annex 1 to this letter. Please note that this course will be conducted in English.

If you wish to participate in this workshop, please complete the Registration Form that can be downloaded from the ITU Academy Portal at http://academy.itu.int/index.php/events and return it by e-mail to Jane Mahui (jane.mahui@afralti.org; or jane.mahui@ties.itu.int; or training@afralti.org), with a copy to Oumou Niang (oumou.niang@itu.int), by **11 October 2013** at the latest.

There is no training fee charged for participating in this workshop. A partial fellowship, covering only the daily subsistence in Nairobi will be granted to one participant from each eligible Centre of Excellence. If interested, please complete the Fellowship Application Form available at http://academy.itu.int/index.php/events and return it to **bdtfellowships@itu.int**, no later than **4 October 2013**.

Additional information on this workshop as well as related information for participants can be found on the ITU Academy Portal at http://academy.itu.int/index.php/events.

We look forward to your active participation and invaluable contribution to this workshop.

Yours faithfully,

[original signed]

Brahima Sanou
Director

Annex 1: Programme

CC: Andrew Rugege, Regional Director, ITU Regional Office for Africa, Addis Ababa

Train the Trainer on ITU eLearning courses

Nairobi, Kenya

28-31 October 2013

Programme

Objective

This workshop aims to train trainers in designing and delivering eLearning (i.e., distance learning) courses. It focuses on how to organize and develop eLearning courses and how to support the delivery of such courses over the Internet. The workshop introduces participants to the online Learning Management Systems, and gives particular attention to the Moodle open source platform which is used for the creation of the ITU Academy web site for delivering eLearning courses. Participants will have the opportunity to design and develop their own eLearning programs as part of their hands-on exercises.

Target Population

This workshop primarily targets trainers and lecturers within the Centres of Excellence, responsible for the development and delivery of training. It also targets staff responsible for developing and implementing training policies, strategies and plans within the Centres of Excellence. Subject Matter Experts who are likely to conduct training sessions online are also encouraged to participate in this workshop.

Course Delivery

The course will be delivered by Prof. Dr. Toni Janevski, Faculty of Electrical Engineering and Information Technologies, Ss. Cyril and Methodius University, Skopje, FYR of Macedonia.

Day 1: 28 October 2013

OVERVIEW OF E-LEARNING METHODOLOGY

Time	Title and session content
09:30 – 10:00	**Registration**
10:00 – 11:00	Overview of eLearning Various open sources for delivering eLearning
11:00 – 11:30	*COFFEE BREAK*
11:30 – 13:00	Comparative analysis between face to face and distance Learning methodologies Technical aspects for creating an own eLearning platform
13:00 – 14:00	*LUNCH BREAK*
14:00 – 14:45	Behaviors and roles of Students and Instructors in distance education
14:45 – 15:30	Trends in eLearning: advantages and disadvantages of the eLearning
15:30 – 16:00	*COFFEE BREAK*
16:00 – 17:00	Introduction to the ITU Academy web portal

Day 2: 29 October 2013

DESIGN AND DEVELOPMENT OF AN E-LEARNING COURSE

Time	Title and session content
09:00 – 11:00	Best practices on how to implement a successful eLearning programme (with existing curriculums, blended approach) – Part 1
11:00 – 11:30	*COFFEE BREAK*
11:30 – 13:00	Best practices on how to implement a successful eLearning programme (with new curriculums) – Part 2
13:00 – 14:00	*LUNCH BREAK*
14:00 – 14:45	• Design of an eLearning course
	• The required infrastructures
14:45 – 15:30	• Logistical hardware and software
	• Training materials development for an eLearning course
	• Utilization of the ITU Academy open source platform by any institution to upload their eLearning content
15:30 – 16:00	*COFFEE BREAK*
16:00 – 17:00	Practical session: ITU Academy hands-on presentation

Day 3: 30 October 2013

PRACTICAL IMPLEMENTATION OF AN E-LEARNING COURSE INTO ITU ACADEMY

Time	Title and session content
09:00 – 11:00	• Tools for course implementation, delivery and communication on the ITU Academy
	• Alternative tools: Social networks usage in eLearning – advantages and disadvantages
11:00 – 11:30	*COFFEE BREAK*
11:30 – 13:00	Tools for course management, monitoring and evaluation on the ITU Academy
13:00 – 14:00	*LUNCH BREAK*
14:00 – 14:45	Practical session: eLearning programme development
14:45 – 15:30	Practical session: Preparation and setup of eLearning course on the ITU Academy
15:30 – 16:00	*COFFEE BREAK*
16:00 – 17:00	Practical session: exercises with tools provided by the ITU Academy for the course implementation, delivery, evaluation, monitoring and management

Day 4: **31 October 2013**

PLANNING METHODOLOGY AND STRATEGY FOR E-LEARNING COURSES

Time	Title and session content
09:00 – 11:00	Development of implementation plans for an eLearning course (choosing the subject field, course planning and coordination, marketing)
11:00 – 11:30	*COFFEE BREAK*
11:30 – 13:00	Round-table discussion: • Strategy for eLearning courses delivered via the ITU Academy; • Identification of appropriate areas for future eLearning courses
13:00 – 14:00	*LUNCH BREAK*
14:00 – 14:30	Workshop conclusions and closure