

TRAINING REPORT

Uganda Digital Skills Foundation

ICT Health and Safety Training Program

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# Introduction

This report is an overview of the ICT Health and Safety Training Conducted by Uganda Digital Skills Foundation for employees of Ubuntu Tech Academy. The Program, held over five days, focused on the essential ICT Practices to promote a safe and health Digital workspace.

# Training Overview

The training was structured for Five days, covering a range of topics designed to educate participants on safe ICT Practices. Sessions included - Workstation Ergonomics, - Screen Time Management, - Digital Privacy and Security and Stress Reduction Techniques.

# Financial Summary

A total allowance of 20,000 Ugandan Shillings per day was provided to each participant based on attendance. The summary below outlines total allowances disbursed.

Table 1: Allowance Distribution

|  |  |  |  |
| --- | --- | --- | --- |
| Participant Name | Total Days Attended | Daily Allowance (UGX) | Total Allowance |
| Akena John | 5 | 20000 | 100000 |
| Nabakooza Mary | 2 | 20000 | 40000 |
| Kato Isaac | 4 | 20000 | 80000 |
| Akello Susan | 3 | 20000 | 60000 |
| Tumusiime Grace | 4 | 20000 | 80000 |
| Ouma Peter | 4 | 20000 | 80000 |
| Namara Joan | 5 | 20000 | 100000 |
| Mugisha Daniel | 3 | 20000 | 60000 |
| Nalubega Juliet | 4 | 20000 | 80000 |
| Kyomugisha Sarah | 5 | 20000 | 100000 |

For more details refer to the attached Excel File

# Certificates of Excellence

Certificates of Excellence were awarded to the top three participants based on their performance throughout the training.

Table 2: Top Three Participants

|  |  |  |  |
| --- | --- | --- | --- |
| Participant Name | Total Days Attended | Daily Allowance (UGX) | Total Allowance |
| Akena John | 5 | 20000 | 100000 |
| Namara Joan | 5 | 20000 | 100000 |
| Kyomugisha Sarah | 5 | 20000 | 100000 |

# Attendance

A total of 10 participants from Ubuntu Tech Academy were trained for five days, though some trainees never attended all the days, other completed the whole training days. Consider the chart below.

Figure 1: A bar graph showing Attendance

# Conclusion

The ICT Health and Safety Training workshop program was a success. It equipped participants of Ubuntu Tech Academy with practical skills for a safe digital workspace. We recommend these trainings to other organizations.