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| Course title:  08  Fall | Bandwidth management and optimisation |
| Module title: | Policy development workshop |
| Unit title: | The role and characteristics of appropriate supportive policy within bandwidth management and optimization (BMO). |
| No. of unit | 2 of 4 |
| Session day/time |  |
| Length of session | 2,5 hrs (ca). |
| Objective | At the end of this unit participants will have:  Reviewed the characteristics of good policy;  Assessed the degree to which the policy documents of participating institutions/other institutions meet the definition of good policy;  Considered ways in which the policy documents can be improved. |
| Purpose | In this unit the role of policy and the characteristics of good policies are described. Examples of policies; success factors in designing policies for BMO. |
| Participant Profile | ICT/Computer centre director and/or deputy director responsible for ICT policy development and implementation;  Other senior staff responsible for the development and implementation of ICT and related policies.  Participants should be those people who will actually manage any ICT related policy development work and/or those that will author the actual policy documents. |
| Pre-workshop activities | Participants will have identified the Acceptable Use Policy (AUP) used within their institutions, of the lack of it, before coming to the workshop (see: facilitator notes on pre-workshop activities) |
| Room Layout | Meeting room suitable for up to 20 participants seated in four groups of five;  Area suitable for break out discussions and refreshments. |
| Number of Participants | Up to 20 |
| Files and Materials | Presentation; exercises; hand-outs (examples of policies). |
| Equipment needed | Presentation facilities (data projector, projection screen/wall);  Flip chart stands, paper and pens; |
| Suggested Methodologies | Presentation (30 minutes ca);  Questions and answer session (30 minutes ca);  Analysis of own/provided examples of policies - guided plenary discussion/or group discussions with presentation of issues emerged within each group in plenary session (45+45 minutes ca). |
| Notes on using exercises | After the presentation, exercise in this unit will fall into two streams: if participants have identified their institution’s AUP before coming to the workshop, they will carry-out exercise 2a; if participants haven’t identified such documents and are using the examples provided by the facilitator instead, they will carry out exercise 2b. Hand-outs (examples of policies) are meant for the latter group. |

# FACILITATOR NOTES: UNIT TITLE (1.5 HOURS)

This document gives comprehensive facilitators notes for the above course/module/unit

Selection

Unit outline

Slide Information

Annex with exercises

## Selection

INASP takes the issue of participant selection very seriously and firmly believes that selecting the right people to attend training is one of the most important contributors to training being successful and having maximum impact. There are many factors that feed into an individual being right for a particular training and it is important to establish the characteristics of your ideal participant in advance of any selection. INASP advocate using a competitive selection process whenever possible and we have put together additional information including a sample of our own selection tools, which we have found to be a time effective and thorough way of assessing candidates.

## Module/Unit outline

Introduction

Unit 1 – XXX

Unit 2 - XXX

## Slide Information

Use Powerpoint feature to copy slides.

In PPT presentation

File

Save & send

Create Handouts

Create handouts (again)

Select Notes next to slides format

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## Annex A: materials for activities – facilitator’s version

Copy files into this document as needed.