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| Course title:  08  Fall | Bandwidth management and optimization (BMO) |
| Module title: | Policy development workshop |
| Unit title: | Follow-up activities |
| No. of unit | 4 of 4 |
| Session day/time |  |
| Length of session | 60 minutes (ca). |
| Objective | At the end of this unit participants will have:  Reviewed progress 6 months after the workshop  Shared their experiences with other workshop participants |
| Purpose | In this unit a follow-up peer-review exercise is introduced.  Peer review process and instruments. |
| 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. |
| Equipment needed | Presentation facilities (data projector, projection screen/wall);  Flip chart stands, paper and pens; |
| Suggested Methodologies | Presentation and discussion of exercise (60 minutes ca); |
| Notes on using exercises | It is important that the participants read the instructions included in the post-workshop exercise carefully. Any questions and/or concerns regarding the exercise should be clarified before the end of the workshop. |

# 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

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

Copy files into this document as needed.