To:

February 5, 2024

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Dear Sir/Madam,

RE: **INVITATION TO A ONE DAY TEACHERS' WEBSITE PUBLISHING WORKSHOP SLATED FOR WOMEN'S DAY FRI 8TH MARCH 2024 AT MBARARA SECONDARY SCHOOL, MBARARA CITY.**

A one-day website design and content publishing skills sharing workshop has been organized for teachers at Mbarara Secondary School*.* Teachers from other schools are welcome to attend the workshop, in which digital skills and information will be shared to equip the teachers to support in update and maintenance of their school websites and to handle website design projects for pioneer S4 candidates having end of cycle assessment this year 2024.

Below is the tentative program of the day.

08:00 – 08:30am	Arrival, Registration and Distribution of Resource DVDs
08:30 – 09:00am	Opening Prayer, Introductions, Expectations and Ground Rules
09:00 – 09:30am	Planning Website Design, Schemes of Work, HTML Basics and Notes
09:30 – 10:30am	Installation and Setting up Development Environment (XAMPP & WordPress)
10:30 – 11:00am	Break Tea
11:00 – 01:00pm	Building main pages plus sample blog posts. Leveraging AI in content creation.
01:00 – 2:00pm	Lunch Break
02:00 – 3:30pm	Working on plugin functionality (e.g contact forms, e-library)
03:30 – 4:30pm	Hosting, Security, Speed, and Search Engine Optimization
04:30 – 5:00pm	Closing Remarks, Certificates of attendance and Departure

The workshop fee is only UGX 40,000 per teacher, to cater for workshop materials, certificates, resource DVDs, meals and refreshments. Free online hosting space will be provided for participants to publish their websites. The DVDs will contain vital software for website design, schemes and resources for teaching website design to students as a topic on the S4 ICT syllabus this term. ICT learners' books with web design notes and activities will be available for purchase at subsidized rates. Teachers are encouraged to come with ICT aids like flash disks, smartphones and/or laptops to aid hands-on practice and data shareability.

For reservations, register at sharebility.net/trainings and call 0702963438 / 0764093419 latest Wed 6th March 2024. Special consideration can be made for staff from same school seeking to register as a group. Looking forward to meeting up and sharing with all colleagues in the spirit of '*Have to Give'*.

Sincerely,

Rogers Mukalele
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