REPORT FOR PRIVATE SECTOR AT PWANI TRAINING BY OSCAR RAHA

Attendance:

I was active at the institution for 2 months and manage to complete the following.

1. Syllabus for those doing ICT Theory for KNEC at Diploma and Certificate Level.
2. Shared Knowledge to users undertaking computer packages up to Excel Level as per the minimal time that I was at the institution.
3. Installation of antivirus to all PCs in the institution.
4. Troubleshoot PCs whenever there is an issue.

Lessons Learnt:

- Being an instructor, I was able to go through all topics. Which motivates one to know all areas of IT in general to ensure that all students can be able to understand what I was teaching in an easy way.
- Communications Skills: - It also helped in public speaking as u always have to be in class and teach students which with time builds ones confidence on the knowledge that one has.
- Organizational Skills: - it really needs a lot of planning and good organization to be able to cover a syllabus in 2 months with students to be able to absorb everything. So the skills gained on organization can know be used in public sector as currently all staff in the Ministry am attached will be required to learn on how to use current system where they have very minimal time to undertake that.
- Interpersonal Skills: - Usually I don't socialize much but the experience gained here is to make one be sociable and approachable by students so that they can be able to ask questions comfortable while teaching.
- Emotional Intelligence: - Sometimes the work is overwhelming but I have gained skills of not showing if I am moody. This will be helpful in the place I am currently working as you meet a lot of people and should always show that you are well even if one is stressed out.

Recommendations:

1. With lack of internet connectivity, I wasn't able to properly come up with proper ideas on how I could be able to brand the institution online. Having gained experience in Social Media Marketing, the institution could utilize the Social Media Platforms to ensure that they can get more students within the County.
2. The institution can also make use of google analytics for them to be able to know the number of visitors in their website and also understand what they look for while browsing through the website.