



## KENYA AIRPORTS AUTHORITY- CAPACITY BUILDING PROGRAM

**MEETING TITLE:** KAA CAPACITY BUILDING PROGRAM FACILITATED BY COSEKE KENYA LIMITED

**DATE:** 24<sup>TH</sup> TO 25<sup>TH</sup> OCTOBER 2024

**VENUE:** SAROVA WOODLANDS, NAKURU.

TIME	ITEMS	PRESENTER
DAY ONE		
Morning Session: Introduction and System Overview		
9:00 AM - 9:15 AM	Registration and Welcome	KAA Team
9:15 AM – 09:30 AM	Icebreaker and Introductions	COSEKE Team
09:30 AM – 10:30 AM	Introduction to the E-Board System and Training Objectives <ul style="list-style-type: none"><li>• Navigating the System Interface</li><li>• Dashboard</li></ul>	COSEKE Team
10:30 AM – 10:45 AM	Morning Break	
10:50 AM – 11:50 AM	Meetings Module	COSEKE Team
11:50 AM - 1:00 PM	Actions: Approval, E-signatures, Surveys	COSEKE Team
1:00 PM - 2:00 PM	Lunch break	
Afternoon Session: System Modules		
2:00 PM – 3:00 PM	Resources, Directory, Tasks	COSEKE Team
3:00 PM - 3:15 PM	Messenger	COSEKE Team
3:15 PM - 4:00 PM	Q & A	COSEKE & KAA Team

DAY TWO		
Morning Session: Advanced Features		
9:00 AM - 10:00 AM	Additional Features <ul style="list-style-type: none"><li>• Settings</li><li>• Help &amp; Assistant</li><li>• User Profiles</li></ul>	COSEKE Team
10:00 AM	Feedback Session, QA & Closing Remarks	