 

KENYA AIRPORTS AUTHORITY- CAPACITY BUILDING PROGRAM

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

**DATE: 24TH TO 25TH OCTOBER 2024 VENUE: SAROVA WOODLANDS, NAKURU**.

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| **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   * Navigating the System Interface * Dashboard | 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 |

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| **DAY TWO** | | |
| **Morning Session: Advanced Features** | | |
| **9:00 AM - 10:00 AM** | Additional Features   * Settings * Help & Assistant * User Profiles | COSEKE Team |
| **10:00 AM** | **Feedback Session, QA & Closing Remarks** | |