

KENYA AIRPORTS AUTHORITY- USER TRANING PROGRAM

**MEETING TITLE:** KAA LEGAL AND ADMIN TRAINING BY COSEKE KENYA LIMITED

**DATE: VENUE:** NAIVASHA, KENYA

|  |  |  |
| --- | --- | --- |
| **TIME** | **ITEMS** | **PRESENTER** |
| **DAY ONE** | | |
| **Morning Session: Introduction and System Overview** | | |
| **9:00 AM - 9:30 AM** | Registration and Welcome | KAA Team |
| **9:30 AM - 10:00 AM** | Icebreaker and Introductions | COSEKE Team |
| **10:00 AM - 11:00 AM** | Introduction to the E-Board System and Training Objectives  Dashboard | COSEKE Team |
| **11:00 AM - 11:15 AM** | **Morning Break** | |
| **11:15 AM - 12:30 PM** | Overview of System Components:  Meetings | COSEKE Team |
| **12:30 PM - 1:30 PM** | **Lunch break** | |
| **Afternoon Session: System Modules** | | |
| **1:30 PM - 2:30 PM** | Exploring Key Features and Functions of the System.  Action  **Afternoon Break** | COSEKE Team |
| **2:30 PM - 3:30 PM** |
| **3:30 PM - 3:45 PM** |
| **3:45 PM - 5:00 PM** | Hands-On Activity:  Navigating the System Interface. | COSEKE Team KAA Team |

|  |  |  |
| --- | --- | --- |
|  | Q&A |  |
| **DAY TWO** | | |
| **Morning Session: Advanced Features** | | |
| **9:00 AM - 10:30 AM** | Advanced Features and COSEKE Customization Options   * Notifications * Resources * Tasks | Team |
|  | |
| **10:30 AM - 10:45 AM** | **Morning Break** | |
| **10:45 AM - 12:30 PM** | * Directory * Help file | KAA Team  COSEKE Team |
| **Afternoon Session: Practical Implementation and Q&A** | | |
| **1:30 PM - 2:30 PM** | Practical Exercises in Using the  System |  |
| **2:30 PM - 3:30 PM** | Feedback Session | KAA Team |
| **3:30 PM - 3:45 PM** | **Afternoon Break** | |
| **3:45 PM - 4:30 PM** | Open Discussion and Q&A Session | Open |
| **4:30 PM - 5:00 PM** | Closing Remarks | KAA Team |