

TETFund CENTRE OF EXCELLENCE FOR RENEWABLE ENERGY

Kaduna Polytechnic, Kaduna, Nigeria
www.tetfundkadpolycoex.org.ng

Training and Workshop Programmes

2022 – 2026

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Editors

S.N. Mumah, *PhD, FNSChE*
Hassan F Akande, *PhD*

TETFund CoE Implementation Committee

Engr. Dr S.N. Mumah	<i>Centre Director</i>
Job O. Belamo	<i>Communication Officer</i>
Ahmad Attahir	<i>Project Accountant</i>
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1.0 TITLE OF CENTRE OF EXCELLENCE (COE)

TETFund CENTRE OF EXCELLENCE FOR RENEWABLE ENERGY

1.1 Overview of the Centre of Excellence

Nigeria faces significant disparities in skill acquisition, resulting in regional and group employment imbalances, wage disparities, and variable productivity among workers. To address these challenges, the central objective of this project is to create a Skill Development Centre of Excellence funded by TETFund. This Centre aims to bolster our skills foundation, thereby enhancing both the quantity and productivity of our labor force, particularly emphasizing women and youths.

The existing gap between education and skills development has trapped Nigeria in a cycle of limited education, reduced productivity, and constrained income growth. The institution's strategy involves pinpointing areas in the North-West region with pronounced skill shortages. By intensifying skill training in these areas, the institution aims to improve employment opportunities promoting entrepreneurship among women and vulnerable populations. A thorough data review highlighted a significant skill deficit within the energy sector. Consequently, the Centre's primary focus will be on fortifying local capacity and augmenting energy production—a crucial factor in Nigeria's economic development. In choosing this focus, the institution also considered the sector's potential to attract diverse gender participation.

1.2 Vision of the Centre of Excellence

To emerge as Nigeria's premier Centre of Excellence in Research, Skills Development, and Renewable Energy Utilization.

1.3 Mission of the Centre of Excellence

To champion Nigerian Content Development in Renewable Energy Utilization, emphasizing effective, innovative, and entrepreneurial strategies within the sector.

2.0 IDENTIFIED NATIONAL DEVELOPMENTAL CHALLENGE

Economic progress is rooted in a workforce that is not only competent but also adaptable. With the growing emphasis on specialized skills for employability, the current challenge lies in the shortfall of skilled technicians and professionals. The Vocational and Technical Education (VTE) and tertiary sub-sectors, predominantly supply-driven, are

struggling to align with the evolving demands of the labor market. This misalignment is evident in their outdated curricula, antiquated instructional equipment, teaching methodologies, and assessment techniques.

Compounding these educational challenges is the deteriorating power supply, escalating production costs, and crippling numerous industries. This shortage of power, coupled with a deficit of skilled labor in the energy sector, has hampered Nigeria's competitiveness on the global stage. While the coronavirus pandemic has further strained the global economy, its adverse effects on the energy sector are noteworthy.

Shedding light on Nigeria's electricity landscape, PHCN dominates, contributing to approximately 98% of total generation. Other entities, like the Nigerian Electricity Supply Company, largely depend on thermal power, contrasting with PHCN's hydro and thermal sources utilization. Despite fuel and energy sources like fuel oil, natural gas, and diesel oil traditionally being crucial for electricity generation, their significance has dwindled. In contrast, cost-effective hydropower has gained prominence. The Power Authority has pivoted towards a balanced mix of hydro and thermal systems, all intricately connected via the national grid, converging at the National Control Centre in Osogbo for nationwide distribution.

A robust skills development system is imperative to fuel sustainable growth in the energy sector and ensure it results in quality job opportunities. This system should seamlessly link education to technical training and subsequently to the labor market, paving the way for continuous learning. Amidst various developmental needs, prioritizing training in Renewable Energy Utilization emerges as a strategic move to address the outlined challenges.

3.0 OBJECTIVES OF THE SKILL DEVELOPMENT CENTRE OF EXCELLENCE

The Centre seeks to:

1. Enhance employability by offering diverse training programs that emphasize Nigerian Content Development in Renewable Energy Utilization, targeting unemployed and vulnerable youth.
2. Continuously refine and upgrade renewable energy curricula to match national and international standards.

3. Foster entrepreneurship and innovation in the Renewable Energy sector.
4. Adopt modern teaching methods, emphasizing hands-on learning and practical-based instructional materials.
5. Strengthen collaborations between the institution and the energy industry, ensuring real-world applicability of training.
6. Prioritize quality Workshop Practice to keep pace with industry advancements.
7. Equip trainees to be self-reliant and competitive in both local and global renewable energy job markets.
8. Advance research initiatives within the realm of Nigerian Content Development in Renewable Energy Utilization.
9. Improve ICT competency among staff and trainees, ensuring a tech-savvy approach to Renewable Energy Utilization.
10. Foster professional development for academic, technical, and managerial staff in renewable energy principles.
11. Ensure successful employment outcomes for graduates from the Renewable Energy Utilization program.

4.0 EDUCATION AND RESEARCH OBJECTIVES.

Educational Objectives:

The Centre of Excellence aims to:

1. **Curriculum and Material Development:** a. Develop and revise National Occupational Standards (NOS) for Renewable Energy Utilization. b. Create comprehensive Instructional Materials, including Manuals and Modules, tailored to Renewable Energy Utilization.
2. **Competency and Training:**
 - a. Ensure graduates excel in relevant domains, making them formidable competitors in the renewable energy sector.
 - b. Conduct robust train-the-trainer workshops.

- c. Provide specialized training for both the management and technical teams.
- d. Offer short-term training initiatives for unemployed youths.
- e. Augment the skill set of trainers by endorsing and sponsoring advanced training opportunities.

3. Facilities and Equipment:

- a. Procure and set up state-of-the-art training facilities, inclusive of equipment, consumables, and training aids.
- b. Facilitate training sessions focused on equipment usage and maintenance.
- c. Foster an entrepreneurial environment by availing necessary resources and support for select training programs.

Research Objectives:

The Centre is committed to driving innovation in renewable energy utilization by:

1. Undertaking research endeavors targeting the acquisition of patents.
2. Emphasizing the utilization of local resources to fortify the energy sector.
3. Promoting the incorporation of local content to enhance energy use across the nation.

5.0 EXPECTED IMPACT OF THE CENTRE OF EXCELLENCE

The Centre of Excellence aims to bring about the following transformative changes:

1. Elevate the quality of TVET in Nigeria's Renewable Energy Sector.
2. Equip Nigerian youth with enhanced skills in Renewable Energy Utilization, positioning them for productive employment in selected skill domains.
3. Expand opportunities for both youth and adults to secure gainful employment in the Renewable Energy Sector.
4. Foster a conducive, pro-employment environment for small businesses and companies within the Renewable Energy Sector.

5. Bolster institutional capacities, ensuring job-oriented TVET in Renewable Energy Utilization.
6. Align TVET in Renewable Energy Utilization more closely with current and future labour-market demands.
7. Pivot the narrative from merely producing job seekers to creating job providers in the Renewable Energy Sector, furthering national development goals.
8. Improve the spectrum of active labour market measures, enhancing the offerings of job placement, vocational training, and counselling institutions.
9. By the conclusion of the project's initial phase, train over 400 beneficiaries across various competency levels in the National Occupational Standards (NOS) for Renewable Energy Utilization, ensuring that women constitute at least 40% of this cohort.
10. Aid beneficiaries in securing rewarding roles within the Energy Sector, reflecting the Centre's commitment to tangible outcomes.

6.0 METHODOLOGY FOR BOTH LEARNING (PEDAGOGY) AND RESEARCH + HOW THE TWO ARE INTEGRATED

Training at the Centre is meticulously designed to enhance the expertise of our graduates and participants, empowering them to excel on both national and global stages. Our core pedagogical strategy revolves around a hands-on, results-driven approach that is tailored to address the nuances of Nigeria's energy sector, with a pronounced emphasis on renewable energy solutions.

Furthermore, our research endeavors are precisely aligned with this training ethos. We commit to conducting research that zeroes in on tangible solutions to the prevailing energy challenges in Nigeria. This symbiotic relationship between our teaching and research ensures that our students are constantly exposed to cutting-edge developments in the field, while our research benefits from the fresh insights and innovative perspectives brought in by our diverse student body.

7.0 Workshop and Training Programmes to be organized by TETFund Centre of Excellence for Renewable Energy.

The following training programmes have been identified:

1. Writing Winning Research Proposals and crafting successful Grants.
2. How to Compose and Write Publishable Journal Articles.
3. Workshop on Memorandum, Minutes, Letters, and Report Writing for Administration Staff.
4. Effective Leadership, Communication and Conflict Resolution Style for Senior Management Staff of Academic Institution.
5. Effective Leadership, Communication and Conflict Resolution Style for Senior Management Staff in the Renewable Energy Sector.
6. General Safety for Kids and Children.
7. General Safety at Home, School and in Public.
8. Essentials of Laboratory Safety.
9. Essentials of Workshop Safety.
10. Design and Fabrication of Solar Dryers for Agricultural Produce.
11. Design and Fabrication of Solar Fish Dehydrators and Dryers.
12. Electrical Car Production Prospects for Nigeria: The Reality of the Nigerian Lithium Project.
13. Solar PV Design and Installation.
14. Rural Electrification Course.
15. Comprehensive Safety Protocols for PV System Installation
16. Understanding the basics of Entrepreneurship
17. Optimizing Operations: Essentials of Inventory Management and Stock Control for Store Officers
18. Hands-on Training with Key ICT Tools for Enhanced Teaching and Learning
19. Development of Multimedia E-Content for Instruction: e-Books, Videos, Audios, Games, and Quizzes
20. Excel essentials in Business and management.
21. Excel essentials for Scientists and Engineers
22. Understanding Shadan²⁺ Course Grading Program
23. SPSS Statistics essentials training course
24. Understanding the basics of e-procurement
25. Hands-on Training with Key ICT Tools for Enhanced Teaching and Learning
26. Introducing Projectors and Smartphones for Teaching
27. Setting Up and Managing Blended Learning Environments
28. Using Google Jamboard in Educational Settings

- 29. Lesson Planning for Blended Learning
- 30. Designing Blended Learning: An Introduction

SCOPE FOR EACH WORKSHOP OR TRAINING PROGRAM

Training Proposal 1

Workshop Title: Training Proposal on Effective Leadership for Academic Administrators

Hosted by:

TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna, Nigeria.

Duration: 3 days

Background:

In an evolving educational landscape, it is essential for academic administrators to embody effective leadership skills that cater specifically to educational settings. This workshop is tailored to provide academic administrators with strategies and tools that will help them lead with clarity, confidence, and a student-centric approach.

Workshop Objectives:

1. Understand the unique challenges and opportunities of leadership within our educational settings.
2. Enable participants discuss and apply effective management concepts interactively.
3. Enable Participants to be able to develop project life cycles for various projects
4. Enable Participants to explain the project management triangle and its practical implications for Institutional leaders at various level
5. Equip administrators with tools and techniques to motivate staff, inspire students, and foster a culture of continuous improvement.
6. Develop strategies for handling conflicts, making informed decisions, and driving innovation in educational programs.

Day 1:

Understanding Leadership in Educational Settings

8:00 am – 9:00 am: Registration and Breakfast

9:00 am – 10:30 am:

Session 1: The Role and Importance of Leadership in Academia

- Characteristics of an effective academic leader
- Differences between leadership and management in education

10:30 am – 10:45 am: Break

10:45 am – 12:15 pm:

Session 2: Challenges Faced by Academic Administrators

- Navigating institutional politics
- Balancing academic and administrative duties

12:15 pm – 1:15 pm: Lunch Break

1:15 pm – 2:45 pm:

Session 3: Group Activity – Case Study Analysis on Leadership Scenarios in Education

2:45 pm – 3:00 pm: Break

3:00 pm – 4:30 pm:

Session 4: Panel Discussion with Experienced Academic Leaders

- Insights, experiences, and best practices

Day 2:

Tools and Techniques for Effective Leadership

8:00 am – 9:00 am: Breakfast

9:00 am – 10:30 am:

Session 1: Motivating and Inspiring Teams

- Recognising achievements
- Encouraging professional development

10:30 am – 10:45 am: Break

10:45 am – 12:15 pm:

Session 2: Decision-making in Academia

- Data-driven decisions
- Ethical considerations

12:15 pm – 1:15 pm: Lunch Break

1:15 pm – 2:45 pm:

Session 3: Fostering Innovation in Curriculum and Programs

- Incorporating technology
- Engaging with contemporary educational methodologies

2:45 pm – 3:00 pm: Break

3:00 pm – 4:30 pm:

Session 4: Workshop – Leadership Communication Skills

Day 3:

Strategies for Conflict Management and Continuous Improvement

8:00 am – 9:00 am: Breakfast

9:00 am – 10:30 am:

Session 1: Conflict Resolution in Academic Settings

- Handling disputes among faculty
- Navigating student concerns

10:30 am – 10:45 am: Break

10:45 am – 12:15 pm:

Session 2: Continuous Improvement and Quality Assurance

- Feedback mechanisms
- Updating and upgrading educational programs

12:15 pm – 1:15 pm: Lunch Break

1:15 pm – 2:45 pm:

Session 3: Group Activity - Vision and Strategy Development for Educational Leadership

2:45 pm – 3:00 pm: Break

3:00 pm – 4:30 pm:

Session 4: Closing Remarks and Reflections

- Mapping out individual leadership journeys
- Commitments to apply workshop learnings

Workshop Facilitators:

Names and profiles of leading educationalists, leaders, and trainers shall be provided later.

Venue: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna.

In addition, the training can be organized in any other institution or appropriate venue.

Date: [Specific Dates to be agreed]

Workshop Fee:

Details about the fee, which can be based on your institution's preferences shall be discussed and agreed upon when the scope of the training is determined.

Conclusion

This workshop is designed to offer a comprehensive look into the world of academic leadership, ensuring that attendees leave with a

robust toolkit of strategies, a deeper understanding of their role, and the confidence to lead effectively.

For further information or registration, please contact: *The Director, TETFund Centre of Excellence for Renewable Energy: email: mumahsndoyi@kadunapolytechnic.edu.ng; Phone: +234-8037619719*

Training Proposal 2

Workshop Title: **Effective Leadership for Academic Administrators in the Renewable Energy Sector**

Hosted by: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna, Nigeria

Duration: 3 days

Background:

The renewable energy sector is dynamic and rapidly evolving. This calls for academic administrators who are not only well-versed in leadership principles but also attuned to the unique challenges and opportunities presented by this industry. This workshop aims to equip academic administrators with specialised leadership skills tailored for educational settings within the renewable energy domain.

Workshop Objectives:

1. Understand the nuances of leading within renewable energy educational settings.
2. Develop strategies to drive innovation, foster collaboration, and promote excellence.
3. Acquire tools to handle sector-specific challenges and make informed decisions.

Day 1:

Foundations of Leadership in Renewable Energy Education

8:00 am – 9:00 am: Registration and Breakfast

9:00 am – 10:30 am:

Session 1: The Pivotal Role of Leadership in Renewable Energy Academia

- Defining effective academic leadership within the context of renewable energy
- Unique challenges and opportunities

10:30 am – 10:45 am: Break

10:45 am – 12:15 pm:

Session 2: Renewable Energy Trends and Their Implications for Leadership

- Evolving educational needs
- Keeping curriculum and programs updated

12:15 pm – 1:15 pm: Lunch Break

1:15 pm – 2:45 pm:

Session 3: Group Activity – Scenario Analysis on Leadership Situations in Renewable Energy Education

2:45 pm – 3:00 pm: Break

3:00 pm – 4:30 pm:

Session 4: Panel Discussion – Insights from Leaders in Renewable Energy Education

Day 2:

Enhancing Leadership Capabilities

8:00 am – 9:00 am: Breakfast

9:00 am – 10:30 am:

Session 1: Leading Diverse and Multidisciplinary Teams

- Encouraging collaboration across renewable energy disciplines
- Nurturing innovation

10:30 am – 10:45 am: Break

10:45 am – 12:15 pm:

Session 2: Decision-making in Renewable Energy Education

- Data-driven decisions
- Addressing ethical considerations

12:15 pm – 1:15 pm: Lunch Break

1:15 pm – 2:45 pm:

Session 3: Workshop – Effective Communication & Stakeholder Engagement in Renewable Energy Education

2:45 pm – 3:00 pm: Break

3:00 pm – 4:30 pm:

Session 4: Building Resilience and Handling Challenges Unique to Renewable Energy Academia

Day 3:

Strategising for the Future

8:00 am – 9:00 am: Breakfast

9:00 am – 10:30 am:

Session 1: Visionary Leadership for a Sustainable Future

- Setting long-term goals for renewable energy programs
- Building a sustainable academic culture

10:30 am – 10:45 am: Break

10:45 am – 12:15 pm:

Session 2: Fostering Innovation and Research in Renewable Energy

- Collaborating with the industry

- Promoting student-led projects

12:15 pm – 1:15 pm: Lunch Break

1:15 pm – 2:45 pm:

Session 3: Roundtable Discussion – The Future of Leadership in Renewable Energy Education

2:45 pm – 3:00 pm: Break

3:00 pm – 4:30 pm:

Session 4: Closing Remarks, Reflection, and Action Planning

- Setting personal leadership goals
- Committing to driving change

Workshop Facilitators:

List of experts in renewable energy and leadership shall be provided later.

Workshop Fee:

Details about the fee, which can be based on your institution's preferences shall be discussed and agreed upon when the scope of the training is determined.

Venue: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna.

In addition, the training can be organized in any other institution or appropriate venue.

Date: [Specific Dates to be agreed]

Workshop Fee:

Details about the fee, which can be based on your institution's preferences shall be discussed and agreed upon when the scope of the training is determined.

Conclusion:

With this workshop, attendees will enhance their leadership skills and gain a deeper understanding of the renewable energy sector's intricacies, helping them lead more effectively and drive positive change.

For further information or registration, please contact: The Director, TETFund Centre of Excellence for Renewable Energy: email: mumahsndoyi@kadunapolytechnic.edu.ng; Phone: +234-8037619719

Training Proposal 3

Workshop Title:

Development of Multimedia E-Content for Instruction: e-Books, Videos, Audios, Games, and Quizzes

Hosted by:

Centre of Excellence for Renewable Energy, Kaduna Polytechnic,
Kaduna, Nigeria

Duration: 5 days

Background:

In the era of digital learning and technology-enhanced education, multimedia e-content becomes paramount in engaging students and facilitating effective teaching. This workshop seeks to provide attendees with the skills and knowledge required to create varied multimedia e-content for educational purposes.

Workshop Objectives:

1. Understand the importance and role of multimedia e-content in modern education.
2. Acquire hands-on skills in developing e-books, videos, audios, games, and quizzes.
3. Learn about best practices in designing and distributing multimedia e-content for diverse audiences.
4. Foster collaborative skills by working on team projects and sharing feedback.

Day 1:

Introduction to Multimedia E-Content in Education

8:00 am - 9:00 am: Registration and Breakfast

9:00 am - 10:30 am:

Session 1: The Evolution and Importance of Multimedia E-Content in Modern Learning Environments

10:30 am - 10:45 am: Break

10:45 am - 12:15 pm:

Session 2: Overview of Different Multimedia Content Types: e-Books, Videos, Audios, Games, and Quizzes

12:15 pm – 1:15 pm: Lunch Break

1:15 pm – 3:00 pm:

Session 3: Exploring Tools and Software for E-Content Creation

Day 2:

Developing e-Books and Videos

8:00 am – 9:00 am: Breakfast

9:00 am – 10:30 am:

Session 1: E-Book Creation: Formats, Tools, and Best Practices

10:30 am – 10:45 am: Break

10:45 am – 12:15 pm:

Session 2: Crafting Educational Videos: Storyboarding, Shooting, and Editing

12:15 pm – 1:15 pm: Lunch Break

1:15 pm – 3:00 pm:

Session 3: Workshop: Hands-on e-Book and Video Creation

Day 3:

Delving into Audios and Games

8:00 am – 9:00 am: Breakfast

9:00 am – 10:30 am:

Session 1: Designing Instructional Audios and Podcasts for Learning

10:30 am – 10:45 am: Break

10:45 am – 12:15 pm:

Session 2: Game-Based Learning: Designing and Developing Educational Games

12:15 pm – 1:15 pm: Lunch Break

1:15 pm – 3:00 pm:

Session 3: Workshop: Crafting Audios and Beginning Game Design

Day 4:

Interactive Quizzes and Assessments

8:00 am – 9:00 am: Breakfast

9:00 am – 10:30 am:

Session 1: Designing Effective Quizzes for Learning Assessment

10:30 am – 10:45 am: Break

10:45 am – 12:15 pm:

Session 2: Tools and Platforms for Quiz Creation and Distribution

12:15 pm – 1:15 pm: Lunch Break

1:15 pm – 3:00 pm:

Session 3: Workshop: Designing and Developing Interactive Quizzes

Day 5:

Bringing It All Together

8:00 am – 9:00 am: Breakfast

9:00 am – 10:30 am:

Session 1: Integrating Different E-Content Types for a Comprehensive Learning Experience

10:30 am – 10:45 am: Break

10:45 am – 12:15 pm:

Session 2: Distributing and Promoting E-Content: Platforms and Best Practices

12:15 pm – 1:15 pm: Lunch Break

1:15 pm – 2:45 pm:

Session 3: Group Presentations: Sharing Multimedia E-Content Projects

2:45 pm – 3:00 pm: Break

3:00 pm – 4:00 pm:

Session 4: Feedback, Reflection, and Closing Remarks

Workshop Facilitators:

List of experts in multimedia e-content creation and digital education to be provided later

Workshop Fee:

Details about the fee, which can be based on your institution's preferences shall be discussed and agreed upon when the scope of the training is determined.

Venue: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna.

In addition, the training can be organized in any other institution or appropriate venue.

Date: [Specific Dates to be agreed]

Workshop Fee:

Details about the fee, which can be based on your institution's preferences shall be discussed and agreed upon when the scope of the training is determined.

Conclusion:

This workshop will equip attendees with the tools, skills, and understanding needed to craft quality multimedia e-content, ensuring their instructional materials are engaging and effective in the modern educational landscape.

For further information or registration, please contact: *The Director, TETFund Centre of Excellence for Renewable Energy: email: mumahsndoyi@kadunapolytechnic.edu.ng; Phone: +234-8037619719*

Training Proposal 4

Workshop Title: **Advanced Communication & Conflict Resolution in Academia**

Hosted by:

TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna, Nigeria

Duration: 3 days

Background:

The academic environment is a melting pot of diverse individuals, ideas, and expectations, which can sometimes lead to unique communication challenges and conflicts. It is imperative for stakeholders in academia to effectively navigate these challenges to maintain a harmonious and progressive environment. This workshop aims to delve into these specific challenges and offer tailored strategies and solutions.

Workshop Objectives:

1. To dissect the nature of communication challenges in academia.
2. To provide attendees with specialised communication strategies tailored for academic settings.
3. To introduce and equip attendees with conflict resolution techniques that address academic-specific scenarios.

Workshop Outline:

Day 1:

Introduction to Communication in Academia

- Session 1: Understanding the academic communication landscape
- Session 2: Identifying common communication barriers in academic settings
- Session 3: Strategies for effective academic communication

Day 2:

Delving into Conflict in Academia

- Session 1: The nature of conflicts in academic institutions
- Session 2: Case studies: Analysing real-world academic conflicts
- Session 3: Strategies for preventing conflicts in academic settings

Day 3:

Conflict Resolution & Building Harmonious Relationships

- Session 1: Introduction to conflict resolution techniques for academia
- Session 2: Role-playing: Practicing conflict resolution in controlled scenarios
- Session 3: Building and maintaining harmonious relationships in academia

Target Audience:

- Academic Administrators
- Faculty/Department Members
- Research Scholars
- Students
- Industrial Experts collaborating with the institution

Training Methods:

- Interactive lectures
- Group discussions
- Case study analyses
- Role-playing exercises

Expected Outcomes:

Upon completion of the workshop, participants should:

1. Have a comprehensive understanding of the unique communication challenges in academia.

2. Be equipped with strategies to communicate more effectively in academic settings.
3. Be adept at recognising potential conflict situations and preventing them.
4. Have hands-on experience in resolving conflicts tailored to academic scenarios.

Evaluation & Feedback:

At the end of the workshop, participants will receive an evaluation form to offer feedback on the training. This will aid in refining future workshops.

Workshop Fee:

Details about the fee, which can be based on your institution's preferences shall be discussed and agreed upon when the scope of the training is determined.

Venue: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna.

In addition, the training can be organized in any other institution or appropriate venue.

Date: [Specific Dates to be agreed]

Workshop Fee:

Details about the fee, which can be based on your institution's preferences shall be discussed and agreed upon when the scope of the training is determined.

Conclusion:

Effective communication and conflict resolution are paramount in academia, so this workshop promises to be a valuable asset for Kaduna Polytechnic and its stakeholders.

For further information or registration, please contact: The Director, TETFund Centre of Excellence for Renewable Energy: email: mumahsndoyi@kadunapolytechnic.edu.ng; Phone: +234-8037619719

Training Proposal 5

Workshop Title: **Report, Letter, and Memo Writing with Digital Communication Etiquette for Administrative Staff**

Hosted by:

TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna, Nigeria

Duration: 5 days

Background:

In the era of rapid digital communication, it is essential for administrative staff to not only convey messages effectively but also do so with a standard of professionalism that mirrors the institution's ethos. This workshop provides a comprehensive understanding of writing essential administrative documents while emphasising the nuances of digital communication etiquette.

Workshop Objectives:

1. To impart the foundational skills of crafting effective reports, letters, and memos tailored for academic settings.
2. To introduce the standards and best practices of digital communication etiquette.
3. To ensure administrative staff represent Kaduna Polytechnic professionally in all written communications.

Workshop Outline:

Day 1:

Fundamentals of Administrative Writing

- Session 1: The essentials of effective report writing
- Session 2: Crafting formal letters with impact
- Session 3: Memos: Best practices and common mistakes

Day 2:

Enhancing Writing Skills

- Session 1: Language, tone, and structure in administrative writing
- Session 2: Case studies: Analysing real-world administrative documents
- Session 3: Hands-on writing exercises with feedback

Day 3:

Introduction to Digital Communication Etiquette

- Session 1: Understanding the digital landscape in academia
- Session 2: Email etiquette: Crafting professional academic emails
- Session 3: Instant messaging and other digital communication platforms in academia

Day 4:

Advanced Digital Communication Strategies

- Session 1: Tailoring communication to various digital platforms
- Session 2: Workshop: Crafting messages for different platforms
- Session 3: Addressing challenges in digital communication

Day 5:

Consolidation & Real-World Application

- Session 1: Interactive group writing exercises with real-world scenarios
- Session 2: Peer review session and feedback
- Session 3: Q&A and closing remarks

Target Audience:

- Administrative Staff
- Faculty Members involved in administrative roles
- Research Scholars involved in administrative or organisational tasks
- Industrial Experts collaborating with the institution on administrative matters

Training Methods:

- Interactive lectures and presentations
- Group discussions and brainstorming
- Case study analyses
- Hands-on writing exercises
- Peer reviews

Expected Outcomes:

Upon completion of the workshop, participants should:

1. Master the art of crafting effective reports, letters, and memos suitable for academic settings.
2. Understand the intricacies of digital communication etiquette.
3. Feel confident in representing Kaduna Polytechnic with professionalism in all written communications.

Evaluation & Feedback:

At the end of the workshop, participants will be provided with an evaluation form to offer feedback on the training. This will be invaluable for refining future sessions.

Workshop Fee:

Details about the fee, which can be based on your institution's preferences shall be discussed and agreed upon when the scope of the training is determined.

Venue: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna.

In addition, the training can be organized in any other institution or appropriate venue.

Date: [Specific Dates to be agreed]

Workshop Fee:

Details about the fee, which can be based on your institution's preferences shall be discussed and agreed upon when the scope of the training is determined.

Conclusion:

This workshop is tailored to ensure that Kaduna Polytechnic's administrative staff are equipped to handle the demands of modern digital communication while maintaining a standard of excellence in traditional written documents.

For further information or registration, please contact: *The Director, TETFund Centre of Excellence for Renewable Energy: email: mumahsndoyi@kadunapolytechnic.edu.ng; Phone: +234-8037619719*

Training Proposal 6

Workshop Title: Crafting Successful Grants and Proposals

Hosted by:

TETfund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna, Nigeria

Duration: 5 days

Background:

Securing external funding is vital for the growth and expansion of academic and research projects. To achieve this, a well-crafted grant or proposal is crucial. This workshop aims to equip participants with the necessary skills to write compelling grants and proposals that capture the interest of funding agencies.

Workshop Objectives:

1. To provide a comprehensive understanding of the structure and components of effective grant and proposal writing.
2. To introduce participants to the key elements that make a grant or proposal stand out.
3. To enhance participants' skills in crafting persuasive narratives that align with funding agencies' priorities.

Workshop Outline:

Day 1:

Introduction to Grant Writing

- Session 1: Overview of the grant writing landscape
- Session 2: Understanding the grant application process
- Session 3: Identifying potential funding sources

Day 2:

Structuring Your Proposal

- Session 1: Key components of a successful proposal
- Session 2: Crafting a clear objective and methodology
- Session 3: Building a compelling narrative

Day 3:

Budgeting & Financial Planning

- Session 1: Fundamentals of budget preparation for grants
- Session 2: Allocating resources effectively
- Session 3: Addressing potential financial concerns of funders

Day 4:

Advanced Grant Writing Techniques

- Session 1: Tailoring your proposal for different funders
- Session 2: Strategies for effective collaboration on large grants
- Session 3: Workshop: Review and critique of sample proposals

Day 5:

Proposal Submission & Follow-Up

- Session 1: Finalising and proofreading your proposal
- Session 2: Effective submission strategies
- Session 3: Strategies for follow-up and building long-term relationships with funders

Target Audience:

- Academic Researchers
- Project Managers
- Students aspiring for research or project funding
- Industrial Experts seeking collaborative funding

Training Methods:

- Interactive lectures and presentations
- Group activities and case studies
- Hands-on proposal writing sessions
- Peer reviews and critiques

Expected Outcomes:

Upon completion of the workshop, participants should:

1. Have a clear understanding of the grant writing process.

2. Be equipped with strategies to craft compelling proposals tailored for different funding sources.
3. Understand the nuances of budgeting and financial planning for grant applications.

Evaluation & Feedback:

At the end of the workshop, participants will be provided with an evaluation form to offer feedback on the training. This feedback will help refine future training sessions.

Workshop Fee:

Details about the fee, which can be based on your institution's preferences shall be discussed and agreed upon when the scope of the training is determined.

Venue: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna.

In addition, the training can be organized in any other institution or appropriate venue.

Date: [Specific Dates to be agreed]

Workshop Fee:

Details about the fee, which can be based on your institution's preferences shall be discussed and agreed upon when the scope of the training is determined.

Conclusion:

With a clear focus on effective proposal writing techniques and a comprehensive approach to the entire grant application process, this workshop will empower participants to secure the funding they seek.

For further information or registration, please contact: The Director, TETFund Centre of Excellence for Renewable Energy: email: mumahsndoyi@kadunapolytechnic.edu.ng; Phone: +234-8037619719

Training Proposal 7

Workshop Title: Writing Publishable Articles for Academic Journals

Hosted by:

TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna, Nigeria

Duration: 5 days

Background:

The ability to write and publish articles in reputable academic journals is crucial for academic and career advancement in the world of research. This workshop will guide participants through the steps of crafting, refining, and submitting their research papers to top-tier academic journals.

Workshop Objectives:

1. To provide participants with a clear understanding of the standards and expectations of top academic journals.
2. To offer guidance on structuring, writing, and revising academic articles for publication.
3. To give insight into the peer-review process and how to address feedback.

Workshop Outline:

Day 1:

Introduction to Academic Publishing

- Session 1: Landscape of academic publishing and journal selection
- Session 2: Understanding the peer-review process
- Session 3: Ethical considerations in academic writing and publishing

Day 2:

Structuring Your Article

- Session 1: Abstracts, introductions, and literature reviews
- Session 2: Methodology, results, and discussion sections

- Session 3: Crafting compelling conclusions and recommendations

Day 3:

Refining and Polishing Your Manuscript

- Session 1: Style, clarity, and consistency in academic writing
- Session 2: Proper citation and avoiding plagiarism
- Session 3: Workshop: Peer review and critique of draft articles

Day 4:

Addressing Feedback and Revisions

- Session 1: Navigating the feedback from journal reviewers
- Session 2: Strategies for effective revision and resubmission
- Session 3: Workshop: Hands-on revision exercises

Day 5:

Submission and Beyond

- Session 1: Crafting a persuasive cover letter for journal editors
- Session 2: Understanding the publication process post-submission
- Session 3: Promoting your published research and increasing visibility

Target Audience:

- Academic Researchers
- Postgraduate Students
- Faculty Members
- Industrial Researchers

Training Methods:

- Interactive lectures and presentations
- Group discussions and peer reviews
- Hands-on writing and revision sessions
- Case studies of successful and unsuccessful submissions

Expected Outcomes:

Upon completion of the workshop, participants should:

1. Understand the intricacies of academic publishing.
2. Have the skills to craft and refine research articles fit for reputable journals.
3. Be equipped to address feedback and navigate the post-submission process effectively.

Evaluation & Feedback:

At the end of the workshop, participants will be provided with an evaluation form to offer feedback on the training. This feedback will help in refining and improving future training sessions.

Workshop Fee:

Details about the fee, which can be based on your institution's preferences shall be discussed and agreed upon when the scope of the training is determined.

Venue: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna.

In addition, the training can be organized in any other institution or appropriate venue.

Date: [Specific Dates to be agreed]

Workshop Fee:

Details about the fee, which can be based on your institution's preferences shall be discussed and agreed upon when the scope of the training is determined.

Conclusion:

With a comprehensive overview of the academic publishing landscape and hands-on guidance on crafting top-quality research articles, this workshop aims to equip participants for success in the competitive world of academic journals.

For further information or registration, please contact: *The Director, TETFund Centre of Excellence for Renewable Energy: email: mumahsndoyi@kadunapolytechnic.edu.ng; Phone: +234-8037619719*

Training Proposal 8

Workshop Title: Comprehensive Workshop on Safety Procedures at home public, laboratory and workshop

Hosted by:

TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna, Nigeria

Duration: 4 days

Background:

Workshop safety is paramount in educational, industrial, and commercial settings. Ensuring that every individual is aware of and can implement safety procedures not only minimises risks but also enhances efficiency and productivity. This workshop is specifically tailored to impart knowledge and practical skills for safety in diverse workshop environments, especially carpentry and metalwork.

Workshop Objectives:

1. To familiarise participants with potential hazards in workshop settings.
2. To train participants on the safe use and maintenance of tools and equipment.
3. To develop a safety-first culture among participants through best practices and compliance measures.

Workshop Outline:

Day 1:

Introduction to Workshop Safety

- Session 1: Overview of workshop hazards and their implications
- Session 2: The importance of Personal Protective Equipment (PPE)
- Session 3: Safe handling, storage, and disposal of chemicals and materials

Day 2:

Carpentry & Metalwork Specific Safety

- Session 1: Safety procedures in carpentry: tools, materials, and techniques
- Session 2: Safety measures in metalwork: cutting, welding, and finishing
- Session 3: Hands-on training: Safe operation and emergency shut-down of carpentry and metalwork machinery

Day 3:

Developing a Culture of Safety & Compliance

- Session 1: Implementing regular safety drills and evacuation plans
- Session 2: Workshop: Risk assessment, hazard identification, and mitigation strategies
- Session 3: Closing: Importance of continuous learning and updating safety procedures

Target Audience:

- Workshop Instructors and Supervisors
- Students undertaking workshop-based courses
- Industrial professionals and craftsmen

Training Methods:

- Interactive lectures and multimedia presentations
- Demonstrations of proper tool and equipment usage
- Group discussions and collaborative risk assessments
- Practical hands-on sessions for immediate skill application

Expected Outcomes:

Upon completion of the workshop, participants should:

1. Be well-versed with safety protocols for diverse workshop environments.
2. Have hands-on experience in using tools and equipment safely.

3. Possess the knowledge to identify, report, and mitigate potential hazards.

Evaluation & Feedback:

At the workshop's conclusion, participants will receive an evaluation form to gauge the training's effectiveness and suggest areas for improvement.

Workshop Fee:

Details about the fee, which can be based on your institution's preferences shall be discussed and agreed upon when the scope of the training is determined.

Venue: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna.

In addition, the training can be organized in any other institution or appropriate venue.

Date: [Specific Dates to be agreed]

Conclusion:

Safety is non-negotiable in workshop settings. This comprehensive training seeks to cultivate a proactive safety culture, ensuring that all participants can work confidently, efficiently, and, most importantly, safely.

For further information or registration, please contact: The Director, TETFund Centre of Excellence for Renewable Energy: email: mumahsndoyi@kadunapolytechnic.edu.ng; Phone: +234-8037619719on]

Training Proposal 9

Workshop Title:

Photovoltaic (PV) System Design and Installation

Hosted by:

TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna, Nigeria

Duration: 5 days

Background:

The demand for renewable energy sources, particularly solar energy, is on the rise due to the environmental and long-term economic benefits they offer. This workshop aims to equip participants with the technical knowledge and hands-on skills required for designing and installing efficient PV systems.

Workshop Objectives:

1. To introduce participants to the fundamental principles of solar energy and photovoltaic technology.
2. To train participants in the design and optimisation of PV systems for various applications.
3. To provide hands-on training in the safe and effective installation of PV systems.

Workshop Outline:**Day 1:***Introduction to Solar Energy & Photovoltaic Technology*

- Session 1: The basics of solar radiation and energy conversion
- Session 2: Components and operation of a PV system
- Session 3: Overview of different PV technologies and their applications

Day 2:*Designing Efficient PV Systems*

- Session 1: Site assessment and energy load calculations
- Session 2: PV module selection and configuration
- Session 3: Balance of system components (inverters, controllers, and batteries)

Day 3:*Hands-on PV Installation - Part I*

- Session 1: Safety protocols and required tools/equipment
- Session 2: PV module mounting and mechanical integration
- Session 3: Wiring and electrical integration

Day 4:

Hands-on PV Installation - Part II

- Session 1: Inverter, battery, and charge controller installation
- Session 2: System testing, commissioning, and performance evaluation
- Session 3: Maintenance, troubleshooting, and common issues

Day 5:

Regulations, Standards, and The Future of PV Technology

- Session 1: Local and international regulations and standards for PV installation
- Session 2: Advancements in PV technology and emerging trends
- Session 3: Closing session: Q&A, feedback, and certification

Target Audience:

- Renewable energy students and enthusiasts
- Engineering and technical staff
- Industrial professionals keen on transitioning to the solar energy sector

Training Methods:

- Multimedia lectures and presentations
- Demonstrations of tools and equipment
- Collaborative group exercises and design projects
- Hands-on installation training

Expected Outcomes:

Upon completion of the workshop, participants should:

1. Have a solid understanding of PV system components and their functionality.
2. Be proficient in designing efficient PV systems tailored to specific needs.
3. Be equipped with the skills to safely install and maintain PV systems.

Evaluation & Feedback:

At the workshop's conclusion, participants will receive an evaluation form to assess the training's effectiveness and provide insights for future improvements.

Workshop Fee:

Details about the fee, which can be based on your institution's preferences shall be discussed and agreed upon when the scope of the training is determined.

Venue: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna.

In addition, the training can be organized in any other institution or appropriate venue.

Date: [Specific Dates to be agreed]

Conclusion:

Harnessing the sun's power is not just about placing panels on rooftops. It requires a comprehensive understanding of design principles, technical skills, and safety measures. This workshop ensures participants are thoroughly prepared to promote and facilitate the solar revolution.

For further information or registration, please contact: *The Director, TETFund Centre of Excellence for Renewable Energy: email: mumahsndoyi@kadunapolytechnic.edu.ng; Phone: +234-8037619719*

Training Proposal 10

Workshop Title: Fabrication Techniques and Quality Control for Solar Dryers

Hosted by: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna, Nigeria

Duration: 5 days

Background:

Solar dryers are a sustainable solution for drying agricultural products, utilising solar energy to reduce moisture content, preserving the product, and reducing post-harvest losses. This workshop is tailored to offer participants hands-on skills in designing, fabricating, and maintaining effective solar dryers, emphasising quality control to ensure optimal performance.

Workshop Objectives:

1. To provide participants with a thorough understanding of the theory and mechanics behind solar drying.
2. To impart practical skills in fabricating solar dryers, focusing on materials and methods.
3. To emphasise the importance of quality control in the fabrication process to ensure efficient drying and product quality.

Workshop Outline:

Day 1:

Introduction to Solar Drying Technology

- Session 1: Basics of solar drying and its significance in agriculture.
- Session 2: Different types of solar dryers and their applications.
- Session 3: Advantages of solar drying over traditional drying methods.

Day 2:

Materials and Design Principles for Solar Dryers

- Session 1: Selection of materials based on local availability and budget.
- Session 2: Design considerations for efficiency and durability.
- Session 3: Factors affecting the performance of a solar dryer.

Day 3:

Hands-on Fabrication Techniques - Part I

- Session 1: Safety protocols and tools introduction.
- Session 2: Material cutting, shaping, and preparation.
- Session 3: Assembly techniques and joining methods.

Day 4:

Hands-on Fabrication Techniques - Part II & Quality Control

- Session 1: Finishing techniques and dryer testing.
- Session 2: Quality control measures and performance standards.
- Session 3: Troubleshooting common fabrication challenges.

Day 5:

Solar Dryer Maintenance, Real-World Challenges, and Conclusion

- Session 1: Maintenance protocols for longevity and efficiency.
- Session 2: Addressing real-world challenges: budget constraints, material sourcing, and climatic considerations.
- Session 3: Q&A, feedback session, and certification distribution.

Target Audience:

- Students in renewable energy and agricultural studies.
- Technical and engineering staff.
- Industrial professionals and farmers keen on adopting sustainable drying methods.

Training Methods:

- Interactive lectures and presentations.
- Demonstrations and hands-on fabrication sessions.

- Group discussions and problem-solving exercises.

Expected Outcomes:

Upon completion of the workshop, participants should:

1. Understand the principles and benefits of solar drying.
2. Be proficient in fabricating solar dryers tailored to specific needs.
3. Be aware of quality control measures to ensure optimal dryer performance.

Evaluation & Feedback:

Participants will receive an evaluation form at the workshop's conclusion to gauge the effectiveness of the training and suggest potential areas of improvement.

Workshop Fee:

Details about the fee, which can be based on your institution's preferences shall be discussed and agreed upon when the scope of the training is determined.

Venue: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna.

In addition, the training can be organized in any other institution or appropriate venue.

Date: [Specific Dates to be agreed]

Conclusion:

Harnessing solar energy for agricultural drying is both efficient and sustainable. By ensuring that participants gain a deep understanding of fabrication techniques and quality control measures, this workshop aims to promote the broader adoption of solar drying methods.

For further information or registration, please contact: *The Director, TETFund Centre of Excellence for Renewable Energy: email: mumahsndoyi@kadunapolytechnic.edu.ng; Phone: +234-8037619719*

Training Proposal 11

Workshop Title: **Hands-on Training with Key ICT Tools for Enhanced Teaching and Learning**

Hosted by:

Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna, Nigeria

Duration: 5 days

Background:

The digital age has brought numerous advancements in the realm of education, with Information and Communication Technology (ICT) playing a pivotal role. Incorporating these tools into teaching and learning practices can elevate the educational experience, making it more engaging, interactive, and efficient. This workshop is designed to introduce participants to various ICT tools and equip them with hands-on experience to seamlessly integrate these tools into their teaching methodologies.

Workshop Objectives:

1. To familiarise participants with the range of ICT tools available for education.
2. To offer hands-on training sessions, allowing participants to explore and understand the application of each tool.
3. To demonstrate the benefits and efficiencies introduced by ICT in enhancing the teaching and learning experience.

Workshop Outline:

Day 1:

Introduction to ICT in Education & Overview of Tools

- Session 1: Role and importance of ICT in modern education.
- Session 2: Survey of popular ICT tools and platforms.
- Session 3: Benefits and challenges of integrating ICT in teaching.

Day 2:

Interactive Platforms and Learning Management Systems (LMS)

- Session 1: Introduction to leading LMS like Moodle, Blackboard, and Canvas.
- Session 2: Hands-on session on setting up classes, adding resources, and tracking student progress.
- Session 3: Features exploration: Quizzes, assignments, and gradebooks.

Day 3:

Digital Content Creation and Curation

- Session 1: Tools for creating interactive presentations and lessons (e.g., Prezi, Microsoft Sway).
- Session 2: Exploring platforms for curating educational content (e.g., Edpuzzle, Padlet).
- Session 3: Hands-on session on creating multimedia content.

Day 4:

Virtual Reality (VR) and Augmented Reality (AR) in Education

- Session 1: Introduction to VR & AR and their applications in education.
- Session 2: Hands-on session with VR and AR tools for creating immersive learning experiences.
- Session 3: Exploring platforms like Google Expeditions and AR creation tools.

Day 5:

Communication, Collaboration, and Assessment Tools

- Session 1: Platforms for effective communication (e.g., Zoom, Microsoft Teams).
- Session 2: Tools for collaborative learning (e.g., Google Workspace for Education, Jamboard).
- Session 3: Q&A, feedback session, and certification distribution.

Target Audience:

- Educators and trainers looking to update their teaching methodologies.

- Students aiming to make their learning more interactive and efficient.
- Technical staff and industry professionals who can implement these tools at an institutional level.

Training Methods:

- Interactive lectures showcasing the capabilities of each tool.
- Hands-on practice sessions to ensure familiarity and proficiency.
- Collaborative group tasks encouraging peer-to-peer learning.

Expected Outcomes:

Upon completion of the workshop, participants should:

1. Be aware of the diverse range of ICT tools available for education.
2. Possess the skills to implement these tools effectively in their teaching or learning environments.
3. Understand the transformative power of ICT in optimising educational outcomes.

Evaluation & Feedback:

At the workshop's conclusion, participants will receive an evaluation form to measure training efficacy and gather feedback for future improvements.

Workshop Fee:

Details about the fee, which can be based on your institution's preferences shall be discussed and agreed upon when the scope of the training is determined.

Venue: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna.

In addition, the training can be organized in any other institution or appropriate venue.

Date: [Specific Dates to be agreed]

Conclusion:

In the evolving educational landscape, staying updated with the latest tools and methodologies is essential. This workshop aims to bridge the technology gap, ensuring educators and learners alike can harness the full potential of ICT for enhanced education.

For further information or registration, please contact: *The Director, TETFund Centre of Excellence for Renewable Energy: email: mumahsndoyi@kadunapolytechnic.edu.ng; Phone: +234-8037619719*

Training Proposal 12

Workshop Title: Comprehensive Safety Protocols for PV System Installation

Hosted by: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna, Nigeria

Duration: 3 days

Background:

The rapid adoption of photovoltaic (PV) systems globally underscores the importance of understanding and implementing safety protocols during their installation. Overlooking even a minor safety aspect can lead to severe consequences, both for the installer and the system's future users. This workshop intends to impart a comprehensive understanding of the safety measures and protocols necessary when installing PV systems.

Workshop Objectives:

1. To provide participants with a detailed understanding of the potential risks associated with PV installations.
2. To familiarize attendees with the necessary safety equipment and its correct usage.
3. To instil the importance of adhering to safety protocols, irrespective of the scale of the PV installation.

Workshop Outline:

Day 1:

Introduction & Overview of PV System Hazards

- Session 1: Basics of PV systems and their significance in renewable energy.
- Session 2: Identification of potential hazards during PV installations.
- Session 3: Importance of safety protocols and their role in preventing accidents.

Day 2:

Safe Handling, Electrical Safety, and Grounding Techniques

- Session 1: Safe handling of PV modules – transportation, unboxing, and positioning.
- Session 2: Electrical safety measures, including disconnecting techniques and working with live circuits.
- Session 3: Proper grounding techniques for PV systems to avoid electrical hazards.

Day 3:

Use of Personal Protective Equipment (PPE) and Emergency Response Protocols

- Session 1: Introduction to various PPE equipment and their correct usage.
- Session 2: Hands-on session where participants don and use PPE.
- Session 3: Emergency response protocols, including first-aid measures, reporting, and evacuation procedures.

Target Audience:

- New and existing staff involved in PV installations.
- Students pursuing studies in renewable energy.
- Industry professionals aiming to enhance their safety knowledge regarding PV system installations.

Training Methods:

- Interactive presentations detailing the theoretical aspects of safety in PV installations.
- Practical sessions allowing participants to engage with safety equipment and PPE.
- Simulated emergency situations to provide participants with real-time experience in responding to emergencies.

Expected Outcomes:

Upon completion of the workshop, participants should:

1. Have an exhaustive understanding of the potential risks involved in PV installations.

2. Be proficient in using all recommended safety equipment and PPE.
3. Recognize the significance of adhering to safety protocols and procedures.

Evaluation & Feedback:

At the end of the workshop, participants will be presented with an evaluation form to provide feedback on the training and suggest potential areas of improvement.

Workshop Fee:

Details about the fee, which can be based on your institution's preferences shall be discussed and agreed upon when the scope of the training is determined.

Venue: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna.

In addition, the training can be organized in any other institution or appropriate venue.

Date: [Specific Dates to be agreed]

Conclusion:

PV system installations, though beneficial for a sustainable future, come with inherent risks. This workshop aims to ensure that each participant, whether a student, staff, or industry professional, is well-equipped with the knowledge and skills to install these systems safely.

For further information or registration, please contact: The Director, TETFund Centre of Excellence for Renewable Energy: email: mumahsndoyi@kadunapolytechnic.edu.ng; Phone: +234-8037619719

Training Proposal 13

Workshop Title:

Writing Winning Research Proposals and Crafting Successful Grants

Hosted by: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna, Nigeria

Duration: 5 days

Objective: Equip participants with comprehensive skills and knowledge in crafting high-quality research proposals and successful grant applications tailored for the renewable energy sector.

Day 1: Introduction to Research Proposal and Grant Writing

- *Morning Session:*
 - Welcome and ice-breaking session
 - Overview of the renewable energy research landscape
 - Identifying research gaps and needs in renewable energy
- *Afternoon Session:*
 - Fundamentals of research proposal writing: Structure and components
 - Hands-on activity: Drafting a problem statement

Day 2: Advanced Proposal Writing Techniques

- *Morning Session:*
 - Research objectives, hypotheses, and questions: Crafting with clarity
 - Study design and methodology: Ensuring relevance and feasibility
- *Afternoon Session:*
 - Importance of literature review and integrating it into the proposal
 - Hands-on activity: Designing a mini research project

Day 3: Basics of Grant Writing and Identifying Funding Opportunities

- *Morning Session:*
 - Introduction to the grant writing process
 - Searching and identifying potential grant opportunities in the renewable energy sector
- *Afternoon Session:*

- Components of a grant application: From cover letters to budgeting
- Hands-on activity: Exploring a sample grant application

Day 4: Advanced Grant Writing and Budgeting

- *Morning Session:*
 - Crafting compelling narratives and project descriptions for grants
 - Making your grant proposal stand out: Tips and tricks
- *Afternoon Session:*
 - Budgeting for research projects and grants
 - Hands-on activity: Creating a budget for a hypothetical project

Day 5: Final Review, Feedback, and Mock Evaluations

- *Morning Session:*
 - Participants present their draft research proposals and grant applications
 - Peer review and group evaluations
- *Afternoon Session:*
 - Feedback from experts and experienced grant reviewers
 - Closing remarks, certificate distribution, and networking session

Resource Materials:

- Workshop handbook with templates, sample proposals, and grant applications.
- List of potential grant opportunities in the renewable energy sector.
- Access to online resources and databases for further reading.

Facilitators: Experts from the Centre of Excellence for Renewable Energy, seasoned grant writers, and external resource persons from funding agencies.

Expected Outcomes:

- Participants will gain a thorough understanding of the nuances of proposal and grant writing.
- Enhanced capacity to draft high-quality research proposals tailored to the renewable energy sector.
- Improved skills in crafting compelling grant applications to secure funding.

Who Should Attend: Staff, students, and industrial experts interested in advancing their knowledge in research proposal writing and seeking funding opportunities in the field of renewable energy.

Evaluation & Feedback:

At the end of the workshop, participants will be presented with an evaluation form to provide feedback on the training and suggest potential areas of improvement.

Workshop Fee:

Details about the fee, which can be based on your institution's preferences shall be discussed and agreed upon when the scope of the training is determined.

Venue: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna.

In addition, the training can be organized in any other institution or appropriate venue.

Date: [Specific Dates to be agreed]

For further information or registration, please contact: *The Director, TETFund Centre of Excellence for Renewable Energy: email: mumahsndoyi@kadunapolytechnic.edu.ng; Phone: +234-8037619719*

Training Proposal 14

Workshop Title: How to Compose and Write Publishable Journal Articles

Hosted by: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna, Nigeria

Duration: 5 days

Objective: Empower participants with the requisite skills and knowledge to effectively draft, edit, and submit articles of high academic and research quality for publication in esteemed journals.

Day 1: Understanding the Landscape of Academic Publishing

- *Morning Session:*
 - Welcome and introduction
 - The importance of publishing in academia and research
 - Different types of journals and their relevance
- *Afternoon Session:*
 - Overview of the editorial process: From submission to publication
 - Understanding the peer-review system

Day 2: Beginning the Writing Process: Crafting a Solid Foundation

- *Morning Session:*
 - Identifying a research gap and crafting a unique contribution
 - Formulating a clear research question or hypothesis
- *Afternoon Session:*
 - Structuring your journal article: Abstract, introduction, methodology, results, discussion, and conclusion
 - Hands-on activity: Outlining a potential article

Day 3: Deep Dive into Effective Writing and Data Presentation

- *Morning Session:*
 - Effective academic writing style and tone
 - Presenting data using graphs, charts, and tables
- *Afternoon Session:*
 - Discussing results and ensuring they answer the research question
 - Hands-on activity: Writing a sample results and discussion section

Day 4: Ethics, Citations, and Preparing for Submission

- *Morning Session:*
 - The importance of academic ethics and avoiding plagiarism
 - Properly citing sources using various citation styles
- *Afternoon Session:*
 - Selecting the right journal for submission
 - Understanding journal guidelines and tailoring your article accordingly
 - Hands-on activity: Peer review of draft articles

Day 5: Feedback, Revisions, and Post-Submission Protocols

- *Morning Session:*
 - Addressing feedback and criticism from reviewers
 - Revising and proofreading techniques for a polished manuscript
- *Afternoon Session:*
 - The resubmission and post-acceptance process
 - Panel discussion with published authors: Tips, experiences, and Q&A
 - Closing remarks, certificate distribution, and networking

Resource Materials:

- Workshop handbook containing templates, sample articles, and reference guides.
- List of prominent journals in the renewable energy sector and their submission guidelines.
- Access to online resources and databases for further assistance.

Facilitators: Experts from the Centre of Excellence for Renewable Energy, published authors, journal editors, and other professionals from the academic community.

Expected Outcomes:

- Participants will develop a clear understanding of the academic publishing process.
- Enhanced skills in academic writing, leading to the production of high-quality articles ready for journal submission.
- Networking opportunities with established authors and professionals in the renewable energy sector.

Who Should Attend: Staff, students, and industrial experts aiming to expand their academic writing capabilities and enhance their chances of getting published.

Evaluation & Feedback:

At the end of the workshop, participants will be presented with an evaluation form to provide feedback on the training and suggest potential areas of improvement.

Workshop Fee:

Details about the fee, which can be based on your institution's preferences shall be discussed and agreed upon when the scope of the training is determined.

Venue: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna.

In addition, the training can be organized in any other institution or appropriate venue.

Date: [Specific Dates to be agreed]

For further information or registration, please contact: *The Director, TETFund Centre of Excellence for Renewable Energy: email: mumahsndoyi@kadunapolytechnic.edu.ng; Phone: +234-8037619719*

Please join us on this enriching journey as we unlock the secrets to successful academic publishing, ensuring that the future of renewable energy research is well-documented and globally recognized.

Training Proposal 15

Workshop Title: Workshop on Memorandum, Minutes, Letters, and Report Writing for Administration Staff

Hosted by: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna, Nigeria

Duration: 5 days

Objective: Equip administration staff with robust and efficient skills in drafting clear, concise, and effective memorandums, minutes, letters, and reports, ensuring smooth communication and operations within the institution.

Day 1: Introduction and Importance of Effective Written Communication

- *Morning Session:*
 - Welcome and participant introduction
 - Role and importance of written communication in an administrative setting
 - Key elements of effective writing
- *Afternoon Session:*
 - Understanding the context: The who, what, when, where, and why of communication
 - Hands-on activity: Assessing and critiquing sample documents

Day 2: Diving Deep into Memorandums and Minutes

- *Morning Session:*
 - Understanding and crafting clear memorandums: Format, style, and purpose
 - Practical exercises: Drafting memorandums for different scenarios
- *Afternoon Session:*

- The art of taking and writing minutes during meetings: Format, essentials, and best practices
- Hands-on activity: Mock meeting and minute taking

Day 3: Effective Letter Writing for Various Purposes

- *Morning Session:*
 - Types of administrative letters and their purposes: Formal, informal, inquiry, complaint, and appreciation letters
 - Structure, tone, and essentials of effective letter writing
- *Afternoon Session:*
 - Practical exercises: Drafting letters for different administrative scenarios
 - Peer reviews of drafted letters

Day 4: Report Writing: Structures, Styles, and Strategies

- *Morning Session:*
 - Importance and types of administrative reports
 - Report structure: Introduction, methodology, findings, conclusions, and recommendations
- *Afternoon Session:*
 - Strategies for clear and compelling report writing
 - Hands-on activity: Drafting a sample report based on given data

Day 5: Final Assessments, Feedback, and Next Steps

- *Morning Session:*
 - Group activity: Crafting a comprehensive document incorporating learned techniques
 - Peer assessments and feedback
- *Afternoon Session:*
 - Interactive Q&A with facilitators

- Closing remarks, certificate distribution, and networking

Resource Materials:

- Comprehensive workshop manual with templates, samples, and guidelines for each document type
- Digital resources for further reading and skill development

Facilitators: Experienced administrative professionals, communication experts, and educators from Kaduna Polytechnic and the broader academic community.

Expected Outcomes:

- Enhanced skills in drafting various administrative documents leading to efficient communication within the institution.
- Networking opportunities with professionals in administration and communication.

Who Should Attend: Administration staff, students in administrative roles, and industrial experts aiming to refine their skills in written communication and document crafting.

Workshop Fee:

Details about the fee, which can be based on your institution's preferences shall be discussed and agreed upon when the scope of the training is determined.

Venue: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna.

In addition, the training can be organized in any other institution or appropriate venue.

Date: [Specific Dates to be agreed]

For further information or registration, please contact: The Director, TETFund Centre of Excellence for Renewable Energy: email: mumahsndoyi@kadunapolytechnic.edu.ng; Phone: +234-8037619719

Join us in this interactive and informative journey as we delve into the nuances of effective written communication, ensuring streamlined operations and clear conveyance of information across all administrative levels.

Training Proposal 16

Workshop Title: Workshop on Rural Electrification: Strategies, Technologies, and Implementation

Hosted by: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna, Nigeria

Duration: 5 days

Objective: To equip participants with the knowledge and skills necessary to understand, plan, and implement rural electrification projects, emphasizing the use of renewable energy sources and the unique challenges and opportunities associated with rural settings.

Day 1: Introduction to Rural Electrification & Its Importance

- *Morning Session:*
 - Welcome and participant introduction
 - Global overview of rural electrification: Status, challenges, and benefits
 - Rural electrification in the Nigerian context
- *Afternoon Session:*
 - Significance of electrifying rural areas for socio-economic development
 - Screening of documentaries/case studies on successful rural electrification projects

Day 2: Technologies & Systems for Rural Electrification

- *Morning Session:*
 - Overview of renewable energy technologies suitable for rural electrification
 - Solar PV systems: Types, components, and applications
 - Mini-hydro and biomass systems: Basics and benefits
- *Afternoon Session:*

- Wind and hybrid systems: Suitability and applications in rural areas
- Hands-on demonstration: Setting up a basic solar PV system

Day 3: Planning & Financing Rural Electrification Projects

- *Morning Session:*
 - Key considerations in planning rural electrification projects
 - Engaging local communities: Needs assessment, feedback, and partnership strategies
- *Afternoon Session:*
 - Financing rural electrification: Funding sources, subsidies, and economic viability
 - Group activity: Drafting a mock project proposal for rural electrification

Day 4: Implementation, Operation, & Maintenance

- *Morning Session:*
 - Phases of project implementation: Procurement, installation, and commissioning
 - Community training: Ensuring sustainable operations
- *Afternoon Session:*
 - Maintenance challenges in rural areas and how to address them
 - Interactive sessions with professionals who have executed rural electrification projects

Day 5: Monitoring, Evaluation & Scaling

- *Morning Session:*
 - Monitoring and evaluation: Tools, metrics, and best practices
 - Impact assessment: Economic, social, and environmental

- *Afternoon Session:*
 - Strategies for scaling and replicating successful projects
 - Feedback, concluding remarks, certificate distribution, and networking

Resource Materials:

- Comprehensive workshop manual covering all aspects of rural electrification
- Case studies and real-world examples from Nigeria and beyond
- Digital resources and software tools for project planning and evaluation

Facilitators: Industry professionals, renewable energy experts, and academics specializing in rural electrification and community development.

Expected Outcomes:

- A comprehensive understanding of the unique challenges and opportunities associated with rural electrification.
- Practical skills in planning, financing, implementing, and evaluating rural electrification projects.
- Networking opportunities with professionals in the renewable energy sector.

Who Should Attend: Staff members, students interested in energy projects, industrial experts, community development professionals, and anyone keen to delve into the nuances of rural electrification.

Evaluation & Feedback:

At the end of the workshop, participants will be presented with an evaluation form to provide feedback on the training and suggest potential areas of improvement.

Workshop Fee:

Details about the fee, which can be based on your institution's preferences shall be discussed and agreed upon when the scope of the training is determined.

Venue: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna.

In addition, the training can be organized in any other institution or appropriate venue.

Date: [Specific Date]

For further information or registration, please contact: *The Director, TETFund Centre of Excellence for Renewable Energy: email: mumahsndoyi@kadunapolytechnic.edu.ng; Phone: +234-8037619719*

Please join us to light up rural Nigeria sustainably, ensuring brighter prospects and growth opportunities for communities far and wide.

Training Proposal 17

Workshop Title:
Empowering the Young: General Safety for Kids and Children

Hosted by: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna, Nigeria

Duration: 5 days

Objective: To educate and empower young children with essential safety knowledge and skills tailored to their everyday life, both at home and in public spaces. This workshop seeks to engage kids in an interactive manner, allowing them to grasp concepts effectively and apply them practically.

Day 1: Introduction to Safety & Personal Awareness

- *Morning Session:*
 - Welcome, ice-breaking activities, and participant introduction.
 - What is safety? An interactive session making children understand the concept of safety.
 - Importance of personal space and boundaries.
- *Afternoon Session:*
 - Role-playing: Recognizing safe vs. unsafe situations.
 - The concept of "Stranger Danger" and how to react.

Day 2: Safety at Home and School

- *Morning Session:*
 - Identifying common hazards at home: Electrical appliances, sharp objects, etc.
 - Safe habits in the kitchen, bathroom, and other areas.
- *Afternoon Session:*
 - Safety rules at school: In classrooms, playgrounds, and during extracurricular activities.
 - Interactive session: Sharing personal experiences and discussing safe responses.

Day 3: Outdoor Safety and Emergency Protocols

- *Morning Session:*

- Road safety: Crossing streets, using pedestrian walks, and understanding traffic lights.
- Safety in public places: Parks, malls, and events.
- *Afternoon Session:*
 - Basic first aid skills for children.
 - What to do during emergencies: Fires, natural disasters, and getting lost.
 - Feedback, concluding remarks, certificate distribution, and a pledge to stay safe.

Resource Materials:

- Child-friendly safety manuals with illustrations.
- Safety activity sheets and interactive games.
- First aid demo kits.

Facilitators: Child safety experts, experienced educators, and professionals trained in first aid and emergency response.

Expected Outcomes:

- Enhanced awareness among children regarding personal safety and potential hazards.
 - Practical skills to navigate common challenges they might face.
 - Confidence in young participants to respond effectively to emergency situations.
-

Who Should Attend: Staff, Students, stakeholders, Children aged 6-12 years, educators, parents, and guardians.

Evaluation & Feedback:

At the end of the workshop, participants will be presented with an evaluation form to provide feedback on the training and suggest potential areas of improvement.

Workshop Fee:

Details about the fee, which can be based on your institution's preferences shall be discussed and agreed upon when the scope of the training is determined.

Venue: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna.

In addition, the training can be organized in any other institution or appropriate venue.

Date: [Specific Date]

For further information or registration, please contact: *The Director, TETFund Centre of Excellence for Renewable Energy: email: mumahsndoyi@kadunapolytechnic.edu.ng; Phone: +234-8037619719*

Please join us in our endeavor to equip our young ones with the knowledge and tools they need to stay safe and thrive in their environments.

Training Proposal 18

Workshop Title: Ensuring Safety Everywhere: Home, School, and Public Places

Hosted by: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna, Nigeria

Duration: 5 days

Objective: Equip participants with comprehensive knowledge and practical skills to maintain safety in various environments they frequent: home, school, and public places.

Day 1: Introduction to General Safety and Awareness

- *Morning Session:*
 - Registration and welcome.
 - Importance of safety: An interactive presentation.
 - Recognizing common hazards and threats in everyday life.
- *Afternoon Session:*
 - Discussion: Personal experiences related to safety.
 - Activity: Recognizing safe vs. unsafe situations using visuals.

Day 2: Safety at Home

- *Morning Session:*
 - Room-by-room safety walkthrough: Identifying and mitigating risks in different parts of the home.
 - Electrical and fire safety: Preventing and handling potential dangers.
- *Afternoon Session:*
 - Child and elderly safety at home.

- Interactive session: Creating a safety checklist for homes.

Day 3: Safety at School

- *Morning Session:*
 - Classroom safety: Handling equipment, avoiding hazards.
 - Playground and sports safety: Ensuring physical wellbeing.
- *Afternoon Session:*
 - Safety during school emergencies: Drills, evacuations, and lockdowns.
 - Activity: Role-playing different emergency scenarios.

Day 4: Safety in Public Places

- *Morning Session:*
 - Road and pedestrian safety: Understanding traffic rules and signs.
 - Public transport safety: Buses, trains, and taxis.
- *Afternoon Session:*
 - Safety in crowded places: Malls, parks, events.
 - Personal security: Protecting personal items, being aware of surroundings.

Day 5: Emergency Response and Preparedness

- *Morning Session:*
 - Basics of first aid: Immediate response to common injuries.
 - Reporting emergencies: Who to call and what to do.
- *Afternoon Session:*
 - Simulation: Real-life emergency scenarios and their handling.
 - Feedback, closing remarks, and certificate distribution.

Resource Materials:

- Safety handbooks tailored for home, school, and public places.
- Emergency contact list and first aid guides.
- Interactive tools for real-life simulations.

Facilitators: Safety experts, educators with experience in school safety protocols, emergency response professionals.

Expected Outcomes:

- Enhanced safety awareness in diverse settings.
- Practical tools to identify and manage risks.
- Greater confidence in managing and mitigating threats.

Who Should Attend: School staff, parents, guardians, students, and anyone interested in comprehensive safety education.

Evaluation & Feedback:

At the end of the workshop, participants will be presented with an evaluation form to provide feedback on the training and suggest potential areas of improvement.

Workshop Fee:

Details about the fee, which can be based on your institution's preferences shall be discussed and agreed upon when the scope of the training is determined.

Venue: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna.

In addition, the training can be organized in any other institution or appropriate venue.

Date: [Specific Dates to be agreed]

For further information or registration, please contact: The Director, TETFund Centre of Excellence for Renewable Energy: email: mumahsndoyi@kadunapolytechnic.edu.ng; Phone: +234-8037619719

Please join us to cultivate a proactive approach to safety, ensuring the wellbeing of ourselves and our communities in all settings.

Training Proposal 19

Workshop Title: Essentials of Laboratory Safety: From Basics to Best Practices

Hosted by: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna, Nigeria

Duration: 5 days

Objective: To provide participants with a comprehensive understanding of safety protocols and practices within the laboratory environment, ensuring a secure working atmosphere for all.

Day 1: Introduction to Laboratory Safety & Importance

- *Morning Session:*
 - Registration and welcome.
 - Setting the context: Why is lab safety crucial?
 - Understanding different types of labs and their specific risks.
- *Afternoon Session:*
 - Activity: Identifying common hazards in a lab setup.
 - Discussion: Consequences of neglecting safety protocols.

Day 2: Chemical Safety and Storage

- *Morning Session:*
 - Properties of common chemicals: Flammable, toxic, corrosive.
 - Safe handling, transfer, and disposal of chemicals.
- *Afternoon Session:*
 - Best practices in chemical storage.
 - Activity: Safety Data Sheet (SDS) reading and interpretation.

Day 3: Equipment Safety and Proper Use

- *Morning Session:*
 - Introduction to common lab equipment and their potential hazards.
 - Proper usage, cleaning, and maintenance of equipment.
- *Afternoon Session:*
 - Hands-on activity: Safe operation of selected lab equipment.
 - Case study: Accidents resulting from equipment misuse.

Day 4: Personal Protective Equipment (PPE) and Biological Safety

- *Morning Session:*
 - Importance and proper usage of PPE: Gloves, lab coats, goggles, etc.
 - Introduction to biological hazards: Bacteria, viruses, fungi.
- *Afternoon Session:*
 - Safe handling and disposal of biological samples.
 - Activity: Proper donning and doffing of PPE.

Day 5: Emergency Response and Lab Ergonomics

- *Morning Session:*
 - Recognizing and responding to lab emergencies: Spills, fires, exposures.
 - Usage of safety equipment: Eye wash stations, fire blankets, showers.
- *Afternoon Session:*
 - Lab ergonomics: Ensuring physical well-being during long lab hours.
 - Feedback, conclusion, and certificate distribution.

Resource Materials:

- Laboratory Safety Handbook.
- Safety Data Sheets for common chemicals.
- Hands-on equipment and PPE for demonstrations.

Facilitators: Safety experts, experienced laboratory professionals, emergency response professionals.

Expected Outcomes:

- Enhanced understanding of lab safety protocols.
- Proficiency in the use and maintenance of PPE and lab equipment.
- Confidence in handling and responding to lab emergencies.

Who Should Attend: Lab technicians, research students, professors, industrial experts, and anyone involved in laboratory work.

Workshop Fee:

Details about the fee, which can be based on your institution's preferences shall be discussed and agreed upon when the scope of the training is determined.

Venue: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna.

In addition, the training can be organized in any other institution or appropriate venue.

Date: [Specific Dates to be agreed]

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Please join us to ensure a safe and productive environment in every laboratory setting. Safety first, always!

Training Proposal 20

Workshop Title: Essentials of Workshop Safety: Equip, Protect, and Operate with Confidence

Hosted by: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna, Nigeria

Duration: 5 days

Objective: To equip participants with key knowledge and skills to ensure safety in workshop environments, minimizing risks associated with machinery, tools, and operations.

Day 1: Foundations of Workshop Safety

- *Morning Session:*
 - Registration and welcome.
 - Understanding the workshop environment: Diverse machinery and tools.
 - Recognizing and categorizing workshop hazards.
- *Afternoon Session:*
 - Activity: Risk assessment in a typical workshop scenario.
 - The 5S of workshop organization: Sort, Set, Shine, Standardize, Sustain.

Day 2: Machinery and Tool Safety

- *Morning Session:*
 - Safety features and operations of common workshop machinery.
 - Best practices in maintaining machinery for safe operations.
- *Afternoon Session:*
 - Safe usage and storage of hand tools and power tools.

- Hands-on activity: Operating machinery with safety precautions in place.

Day 3: Personal Protective Equipment (PPE) and Emergency Protocols

- *Morning Session:*
 - Role and importance of PPE in workshop environments.
 - Selecting, wearing, and maintaining the right PPE for various tasks.
- *Afternoon Session:*
 - Protocols for workshop emergencies: Fires, chemical spills, injuries.
 - Activity: Emergency evacuation drill.
 - Closing, feedback, and certificate distribution.

Resource Materials:

- Workshop Safety Manual.
- Machinery and Tool Operating Guides.
- Samples of various PPE for demonstrations.

Facilitators: Safety professionals, experienced workshop operators, emergency response trainers.

Expected Outcomes:

- Participants will have a clear understanding of potential hazards in workshops.
- Proficiency in selecting and using appropriate PPE.
- Enhanced confidence in safely operating and maintaining workshop machinery and tools.
- Knowledge to handle and respond to workshop emergencies.

Who Should Attend: Workshop operators, technicians, engineering students, professors, industrial experts, and anyone involved in workshop operations.

Workshop Fee:

Details about the fee, which can be based on your institution's preferences shall be discussed and agreed upon when the scope of the training is determined.

Venue: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna.

In addition, the training can be organized in any other institution or appropriate venue.

Date: [Specific Dates to be agreed]

For further information or registration, please contact: *The Director, TETFund Centre of Excellence for Renewable Energy: email: mumahsndoyi@kadunapolytechnic.edu.ng; Phone: +234-8037619719*

Please join us to ensure a safer and more productive workshop experience. Your safety is our priority!

Training Proposal 21

Workshop Title: Design and Fabrication of Solar Fish Dehydrators and Dryers: From Concept to Creation

Hosted by: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna, Nigeria

Duration: 5 days

Objective: To equip participants with hands-on skills and knowledge for designing and fabricating efficient solar-powered fish dehydrators and dryers, promoting sustainable fish preservation.

Day 1: Introduction to Solar Dehydration and Its Importance

- *Morning Session:*
 - Registration and welcome.
 - The science behind dehydration and the significance of solar drying.
 - Advantages of solar drying: Sustainability, cost-saving, and efficiency.
- *Afternoon Session:*
 - Field visit: Observing operational solar fish dryers.
 - Group discussion: Current challenges and potential solutions in fish drying.

Day 2: Design Principles of Solar Fish Dehydrators and Dryers

- *Morning Session:*
 - Key components of solar dryers: Solar collectors, drying chamber, and vents.
 - Design factors: Orientation, materials, scalability.
- *Afternoon Session:*
 - Hands-on activity: Sketching initial designs.
 - Case study: Successful solar fish dryer designs.

Day 3: Material Selection and Preliminary Fabrication

- *Morning Session:*
 - Properties and selection of materials for solar collectors and drying chambers.
 - Sourcing locally available and cost-effective materials.
- *Afternoon Session:*
 - Hands-on activity: Starting the fabrication of small-scale solar dryer models.

Day 4: Advanced Fabrication Techniques and Optimization

- *Morning Session:*
 - Techniques for joining, sealing, and finishing the dryer.
 - Enhancing efficiency: Maximizing airflow and solar heat absorption.
- *Afternoon Session:*
 - Group activity: Continuation of dryer model fabrication.
 - Tips for maintenance and longevity of the dryers.

Day 5: Testing, Quality Control, and Market Opportunities

- *Morning Session:*
 - Testing the efficiency of fabricated dryer models.
 - Quality control measures for optimal drying performance.
- *Afternoon Session:*
 - Market opportunities for solar fish dehydrators and dryers.
 - Feedback session, certificate distribution, and workshop conclusion.

Resource Materials:

- Design and Fabrication Manual for Solar Fish Dryers.
- Material samples for hands-on sessions.

- Tools and equipment for fabrication.

Facilitators: Experts in solar dryer design, fabrication specialists, and renewable energy professionals.

Expected Outcomes:

- Participants will understand the science and advantages of solar drying.
 - Skills to design and fabricate functional solar fish dehydrators and dryers.
 - Knowledge to optimize and maintain solar dryers for long-term use.
 - Insights into the market potential for solar-powered drying solutions.
-

Who Should Attend: Engineering students, workshop operators, fishery professionals, renewable energy enthusiasts, and industrial experts.

Workshop Fee:

Details about the fee, which can be based on your institution's preferences shall be discussed and agreed upon when the scope of the training is determined.

Venue: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna.

In addition, the training can be organized in any other institution or appropriate venue.

Date: [Specific Dates to be agreed]

For further information or registration, please contact: *The Director, TETFund Centre of Excellence for Renewable Energy: email: mumahsndoyi@kadunapolytechnic.edu.ng; Phone: +234-8037619719*
Please join us for this transformative workshop to harness the power of the sun for sustainable fish preservation!

Training Proposal 22

Workshop Title: **Electrical Car Production Prospects for Nigeria: Unraveling the Reality of the Nigerian Lithium Project**

Hosted by: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna, Nigeria

Duration: 5 days

Objective: To provide insights into the prospects of electric car production in Nigeria, with a focus on the Nigerian Lithium Project, its potential, challenges, and strategies for its successful implementation.

Day 1: Introduction to Electric Vehicle (EV) Revolution and Nigeria's Position

- *Morning Session:*
 - Registration and welcome.
 - Overview of the global shift towards electric vehicles.
 - Nigeria's position in the electric car industry.
- *Afternoon Session:*
 - Panel discussion: Importance of transitioning to electric car production.
 - Video presentation: An insight into global electric car manufacturers.

Day 2: The Nigerian Lithium Project: An In-Depth Analysis

- *Morning Session:*
 - Origin and background of the Nigerian Lithium Project.
 - Potential and current status.
 - Environmental and economic impacts.
- *Afternoon Session:*

- Hands-on activity: A simulated demonstration of lithium extraction and processing.
- Discussion: How lithium plays a crucial role in electric car batteries.

Day 3: Challenges & Opportunities in Electric Car Production

- *Morning Session:*
 - Key challenges facing electric car production in Nigeria.
 - Infrastructure and technology gaps.
 - Policy framework and governmental support.
- *Afternoon Session:*
 - Opportunities presented by the electric car market.
 - Stakeholder mapping: Key players in Nigeria's EV industry.
 - Group activity: Brainstorming session on strategies for overcoming challenges.

Day 4: Exploring Design & Manufacturing Aspects of Electric Cars

- *Morning Session:*
 - Basics of electric car design.
 - Differences between traditional and electric vehicles.
 - Innovations in EV manufacturing.
- *Afternoon Session:*
 - Workshop: Designing a prototype of an electric car suitable for the Nigerian market.
 - Case study: Successful electric car models and what Nigeria can learn from them.

Day 5: The Way Forward: Strategies and Recommendations

- *Morning Session:*
 - Exploring international partnerships and collaborations.
 - Financing and investment opportunities in EV production.

- Skill development and training prospects for the Nigerian workforce.
- *Afternoon Session:*
 - Panel discussion: Future road map for Nigeria's electric car industry.
 - Feedback session, certificate distribution, and workshop conclusion.

Resource Materials:

- Comprehensive Guide to the Nigerian Lithium Project.
- Electric Car Design and Manufacturing Handbook.
- Tools and equipment for prototype designing.

Facilitators: Electric vehicle experts, mining specialists, renewable energy professionals, and policy analysts.

Expected Outcomes:

- Understanding of the global shift towards electric vehicles and Nigeria's readiness.
- Comprehensive insights into the Nigerian Lithium Project.
- Skills to innovate and ideate for Nigeria's electric car production.
- Strategies for overcoming challenges and capitalizing on opportunities in EV production.

Who Should Attend: Engineering students, car manufacturers, renewable energy enthusiasts, policy makers, and industrial experts.

Workshop Fee:

Details about the fee, which can be based on your institution's preferences shall be discussed and agreed upon when the scope of the training is determined.

Venue: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna.

In addition, the training can be organized in any other institution or appropriate venue.

Date: [Specific Dates to be agreed]

For further information or registration, please contact: *The Director, TETFund Centre of Excellence for Renewable Energy: email: mumahsndoyi@kadunapolytechnic.edu.ng; Phone: +234-8037619719*
Please join us to delve deep into the prospects of electric car production in Nigeria, powered by the Nigerian Lithium Project!

Training Proposal 23

Workshop Title:

Mastering Microsoft Excel: Essential Tools for Business & Management

Hosted by: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna, Nigeria

Duration: 5 days

Objective: To equip participants with essential Microsoft Excel skills vital for efficient business management and operations, ensuring optimal productivity and data-driven decision-making.

Day 1: Introduction to Microsoft Excel and Its Business Relevance

- *Morning Session:*
 - Registration and welcome.
 - Navigating the Excel interface.
 - Fundamental concepts: Cells, Rows, Columns, Sheets.
- *Afternoon Session:*
 - Data input techniques and basic formatting.
 - Introduction to formulas and functions.
 - Real-world examples of Excel in business scenarios.

Day 2: Advanced Data Organization & Presentation

- *Morning Session:*
 - Data sorting and filtering techniques.
 - Introduction to Tables and Named Ranges.
 - Advanced formatting and conditional formatting.
- *Afternoon Session:*
 - Data visualization: Basics of charts and graphs.
 - Hands-on activity: Creating a business dashboard.

Day 3: Data Analysis Techniques

- *Morning Session:*
 - Introduction to Excel's data analysis tools.
 - PivotTables: Creation, manipulation, and insights.
 - Practical session: Analyzing a sample business dataset.
- *Afternoon Session:*
 - Advanced functions: VLOOKUP, HLOOKUP, and INDEX-MATCH.
 - Introduction to Data Validation and Drop-down Lists.

Day 4: Financial Modelling & Forecasting in Excel

- *Morning Session:*
 - Essential financial functions: NPV, IRR, PV, and others.
 - Building a basic financial model.
 - Scenario analysis using Goal Seek and Solver.
- *Afternoon Session:*
 - Time-series forecasting techniques.
 - Hands-on activity: Projecting business sales and revenues.

Day 5: Automation & Optimization using Macros

- *Morning Session:*
 - Introduction to Excel VBA and Macros.
 - Recording and running simple Macros.
 - Applications of Macros in business processes.
- *Afternoon Session:*
 - Hands-on session: Automating a repetitive business task using Macros.
 - Feedback, certificate distribution, and workshop conclusion.

Resource Materials:

- Comprehensive Microsoft Excel Workbook with real-world business datasets.
- Step-by-step Excel Guide for Business Management.
- Access to online Excel resources for advanced learners.

Facilitators: Microsoft Excel certified trainers, business data analysts, and financial modeling experts.

Expected Outcomes:

- Proficiency in using Excel for business data organization, analysis, and presentation.
 - Ability to build basic financial models for business forecasting.
 - Skills to automate repetitive tasks and optimize processes using Excel.
-

Who Should Attend: Staff, students, business professionals, managers, and anyone interested in enhancing their Excel skills for business applications.

Workshop Fee:

Details about the fee, which can be based on your institution's preferences shall be discussed and agreed upon when the scope of the training is determined.

Venue: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna.

In addition, the training can be organized in any other institution or appropriate venue.

Date: [Specific Dates to be agreed]

For further information or registration, please contact: The Director, TETFund Centre of Excellence for Renewable Energy: email: mumahsndoyi@kadunapolytechnic.edu.ng; Phone: +234-8037619719

Harness the power of Microsoft Excel and transform the way you manage and operate your business! Join us for this enlightening workshop!

Training Proposal 24

Workshop Title:

Mastering Microsoft Excel: Essential Tools for Scientists & Engineers

Hosted by: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna, Nigeria

Duration: 5 days

Objective: To provide scientists and engineers with the essential Microsoft Excel skills crucial for their fields. This training aims to enhance data analysis, visualization, and mathematical modeling capabilities to ensure efficient research and project management.

Day 1: Introduction to Microsoft Excel and Its Relevance in Science and Engineering

- *Morning Session:*
 - Registration and welcome.
 - Navigating the Excel interface.
 - Fundamental concepts: Cells, Rows, Columns, Sheets.
- *Afternoon Session:*
 - Data input techniques and basic formatting.
 - Introduction to formulas and functions.
 - Practical session: Inputting experimental data.

Day 2: Data Organization & Advanced Visualization Techniques

- *Morning Session:*
 - Data sorting and filtering for large datasets.
 - Introduction to Tables and Named Ranges.
 - Advanced formatting for scientific data presentation.
- *Afternoon Session:*
 - Advanced charting: scatter plots, histograms, error bars.

- Hands-on activity: Visualizing experimental results.

Day 3: Statistical and Mathematical Analysis in Excel

- *Morning Session:*
 - Common statistical functions: AVERAGE, MEDIAN, STDEV, and more.
 - Regression analysis and curve fitting.
 - Hands-on: Analyzing experimental results.
- *Afternoon Session:*
 - Introduction to matrix operations for engineers.
 - Solving equations and systems of equations.
 - Using Excel for optimization problems.

Day 4: Advanced Engineering Tools & Simulations in Excel

- *Morning Session:*
 - Introduction to Excel's Solver for engineering applications.
 - Working with complex numbers in Excel.
 - Fourier and Laplace transforms using Excel.
- *Afternoon Session:*
 - Monte Carlo simulation in Excel.
 - Hands-on activity: Simulating a real-world engineering problem.

Day 5: Automation & Customization for Scientific Applications

- *Morning Session:*
 - Introduction to Excel VBA and Macros for repetitive tasks.
 - Custom functions for scientists and engineers.
 - Recording simple Macros for data processing.
- *Afternoon Session:*

- Hands-on session: Automating data analysis for a given experiment.
- Feedback, certificate distribution, and workshop conclusion.

Resource Materials:

- Comprehensive Microsoft Excel Workbook tailored for scientists and engineers.
- Step-by-step Excel Guide for Scientific and Engineering Applications.
- Access to online Excel resources and community for continued learning.

Facilitators: Microsoft Excel certified trainers, seasoned scientists, engineers, and data analysts with experience in both academic and industrial sectors.

Expected Outcomes:

- Mastery in using Excel for scientific data analysis, visualization, and engineering problem-solving.
- Ability to use Excel as a powerful tool in both laboratory research and engineering projects.
- Skills to automate repetitive tasks, customize functions, and optimize solutions using Excel.

Who Should Attend: Staff, students, scientists, engineers, research professionals, and anyone interested in enhancing their Excel skills tailored for scientific and engineering applications.

Workshop Fee:

Details about the fee, which can be based on your institution's preferences shall be discussed and agreed upon when the scope of the training is determined.

Venue: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna.

In addition, the training can be organized in any other institution or appropriate venue.

Date: [Specific Dates to be agreed]

Empower your scientific and engineering pursuits with the dynamic capabilities of Microsoft Excel. Join us for a transformative workshop experience!

Training Proposal 25

Workshop Title:

Mastering Shadan2+: A Comprehensive Guide to the Course Grading Program

Hosted by: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna, Nigeria

Duration: 5 days

Objective: To familiarize participants with the intricacies of the Shadan2+ course grading program. By the end of this workshop, attendees will confidently navigate, utilize, and optimize the software for efficient course grading and academic management.

Day 1: Introduction to Shadan2+ and Digital Course Grading

- *Morning Session:*
 - Registration and welcome.
 - History and evolution of digital grading systems.
 - Overview of Shadan2+ and its relevance in modern education.
- *Afternoon Session:*
 - Navigating the Shadan2+ interface.
 - Initial setup: User profiles, courses, and academic year settings.
 - Practical session: Software installation and setup.

Day 2: Inputting Data into Shadan2+: From Basic to Advanced

- *Morning Session:*
 - Data input methods: manual entry vs. bulk upload.
 - Structuring your data: students, subjects, and assessment criteria.
 - Importing data from other software and platforms.

- *Afternoon Session:*
 - Customizing grading scales and rubrics.
 - Hands-on activity: Creating a mock course and inputting assessment data.
-

Day 3: Data Analysis & Interpretation with Shadan2+

- *Morning Session:*
 - Utilizing Shadan2+ analytics: Identifying trends and areas of improvement.
 - Grade weighting and calculating final marks.
 - Generating insightful reports and visualizations.
 - *Afternoon Session:*
 - Collaborating with other educators: Sharing and comparing data.
 - Hands-on activity: Analyzing a set of mock student data.
-

Day 4: Optimizing Shadan2+ for Efficiency and Accuracy

- *Morning Session:*
 - Tips and tricks for fast data entry.
 - Ensuring data accuracy: Common pitfalls and how to avoid them.
 - Streamlining the grading process: Automation and batch processing.
 - *Afternoon Session:*
 - Integrating Shadan2+ with other academic management systems.
 - Case study: How top institutions maximize Shadan2+ utility.
-

Day 5: Advanced Features & Troubleshooting Common Issues

- *Morning Session:*
 - Diving deeper: Advanced features of Shadan2+.
-

- Customizing the software: Themes, plugins, and add-ons.
- Automating routine tasks: Macros and scripts.
- *Afternoon Session:*
 - Troubleshooting common user issues.
 - Feedback, Q&A session, certificate distribution, and workshop conclusion.

Resource Materials:

- Comprehensive Shadan2+ user manual tailored for educators.
- Access to online Shadan2+ resources and community for ongoing support.

Facilitators: Certified Shadan2+ trainers, experienced educators, and IT experts with hands-on experience with academic grading software.

Expected Outcomes:

- Proficient use of Shadan2+ for course grading and academic management.
- Improved efficiency and accuracy in grading processes.
- Ability to leverage advanced features and integrations for enhanced academic performance.

Who Should Attend: Staff, students, educators, academic administrators, and anyone interested in maximizing the potential of the Shadan2+ course grading program.

Workshop Fee:

Details about the fee, which can be based on your institution's preferences shall be discussed and agreed upon when the scope of the training is determined.

Venue: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna.

In addition, the training can be organized in any other institution or appropriate venue.

Date: [Specific Dates to be agreed]

For further information or registration, please contact: *The Director, TETFund Centre of Excellence for Renewable Energy: email: mumahsndoyi@kadunapolytechnic.edu.ng; Phone: +234-8037619719*

Upgrade your grading process and empower your academic journey with Shadan2+. Join us for an immersive workshop experience!

Training Proposal 26

Workshop Title:

Mastering SPSS: A Comprehensive Training Course on SPSS Statistics Essentials

Hosted by: TETFund Centre of Excellence for Renewable Energy,
Kaduna Polytechnic, Kaduna, Nigeria

Duration: 5 days

Objective: Equip participants with the fundamental skills to utilize SPSS software efficiently for data analysis, interpretation, and visualization. By the conclusion of this workshop, attendees will be proficient in executing basic to advanced statistical operations using SPSS.

Day 1: Introduction to SPSS & Data Management

- *Morning Session:*
 - Registration and welcome.
 - Introduction to SPSS and its applications in research.
 - Navigating the SPSS interface.
- *Afternoon Session:*
 - Setting up a dataset: Variables, types, and labels.
 - Importing and exporting data.
 - Practical session: Installing SPSS and setting up a sample dataset.

Day 2: Descriptive Statistics & Basic Data Exploration

- *Morning Session:*
 - Basics of descriptive statistics.
 - Using SPSS for measures of central tendency and dispersion.
 - Frequency distributions and crosstabs.

- *Afternoon Session:*
 - Data visualization in SPSS: histograms, bar charts, and pie charts.
 - Hands-on activity: Conducting basic data exploration on a sample dataset.
-

Day 3: Inferential Statistics with SPSS

- *Morning Session:*
 - Introduction to inferential statistics.
 - t-tests, ANOVA, and chi-square tests in SPSS.
 - Correlation and simple linear regression.
 - *Afternoon Session:*
 - Non-parametric tests in SPSS.
 - Hands-on activity: Hypothesis testing using a provided dataset.
-

Day 4: Advanced Data Analysis Techniques

- *Morning Session:*
 - Multiple regression analysis in SPSS.
 - Factor analysis and principal component analysis.
 - Logistic regression.
 - *Afternoon Session:*
 - Time-series analysis and forecasting.
 - Hands-on activity: Delving into advanced statistical operations using SPSS.
-

Day 5: Data Visualization, Reporting, and Troubleshooting in SPSS

- *Morning Session:*
 - Advanced data visualization techniques in SPSS.
 - Generating reports and outputs for presentation.
 - *Afternoon Session:*
 - Troubleshooting common issues in SPSS.
-

- Feedback, Q&A session, certificate distribution, and workshop conclusion.

Resource Materials:

- Comprehensive SPSS user manual tailored for the workshop.
- Sample datasets for hands-on sessions.
- Access to online SPSS resources and forums for continued learning.

Facilitators: Certified SPSS trainers, experienced statisticians, and research professionals well-versed in quantitative analysis.

Expected Outcomes:

- Proficient use of SPSS for a wide range of statistical analyses.
- Ability to visualize and interpret data outputs from SPSS.
- Enhanced skills for academic and industrial research applications.

Who Should Attend: Staff, students, researchers, educators, industrial experts, and anyone keen on acquiring or enhancing their statistical analysis skills using SPSS.

Workshop Fee:

Details about the fee, which can be based on your institution's preferences shall be discussed and agreed upon when the scope of the training is determined.

Venue: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna.

In addition, the training can be organized in any other institution or appropriate venue.

Date: [Specific Dates to be agreed]

For further information or registration, please contact: The Director, TETFund Centre of Excellence for Renewable Energy: email: mumahsndoyi@kadunapolytechnic.edu.ng; Phone: +234-8037619719

Dive deep into the world of statistical analysis with SPSS. Join us for a transformative learning experience and elevate your research capabilities!

Training Proposal 27

Workshop Title:

Entrepreneurial Foundations: A Comprehensive Introduction to the Basics of Entrepreneurship

Hosted by: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna, Nigeria

Duration: 5 days

Objective: To provide participants with a clear and practical understanding of the foundational principles of entrepreneurship, helping them to develop the skills, mindset, and strategies required to initiate, nurture, and scale successful business ventures.

Day 1: The Entrepreneurial Mindset & Understanding the Market

- *Morning Session:*
 - Registration and welcome.
 - Introduction to entrepreneurship: What is it and why does it matter?
 - Characteristics of successful entrepreneurs.
- *Afternoon Session:*
 - Recognizing business opportunities and understanding the market.
 - Practical activity: Market research techniques.

Day 2: Business Idea Generation & Validation

- *Morning Session:*
 - Techniques for ideation and creative problem solving.
 - Transforming an idea into a feasible business concept.
- *Afternoon Session:*
 - Validating your business idea: Market fit and demand.

- Hands-on activity: Validating a sample business idea using provided tools.

Day 3: Business Planning & Strategy

- *Morning Session:*
 - The components of a business plan.
 - Market segmentation, targeting, and positioning.
 - Designing a unique value proposition.
- *Afternoon Session:*
 - Business model canvassing.
 - Hands-on activity: Crafting a business model for a sample venture.

Day 4: Financing and Resource Management

- *Morning Session:*
 - Introduction to startup financing: Equity, debt, and bootstrapping.
 - Understanding venture capital and angel investments.
- *Afternoon Session:*
 - Efficient resource management: Human, financial, and operational.
 - Hands-on activity: Budgeting and resource allocation exercises.

Day 5: Branding, Marketing, and Scaling Your Venture

- *Morning Session:*
 - Building a recognizable brand.
 - Basic marketing strategies for startups.
- *Afternoon Session:*
 - Scaling and growth strategies for businesses.
 - Feedback, Q&A session, certificate distribution, and workshop conclusion.

Resource Materials:

- Comprehensive entrepreneurship manual tailored for the workshop.
- Access to online entrepreneurship resources, tools, and forums for continued learning.

Facilitators: Seasoned entrepreneurs, business strategists, venture capitalists, and academic professionals specializing in entrepreneurship.

Expected Outcomes:

- Clear understanding of the entrepreneurial process from ideation to scaling.
- Ability to validate, plan, and initiate a business venture.
- Development of an entrepreneurial mindset and strategic thinking.

Who Should Attend: Staff, students, budding entrepreneurs, educators, industrial experts, and anyone interested in the entrepreneurial landscape and its potential.

Workshop Fee:

Details about the fee, which can be based on your institution's preferences shall be discussed and agreed upon when the scope of the training is determined.

Venue: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna.

In addition, the training can be organized in any other institution or appropriate venue.

Date: [Specific Dates to be agreed]

For further information or registration, please contact: The Director, TETFund Centre of Excellence for Renewable Energy: email: mumahsndoyi@kadunapolytechnic.edu.ng; Phone: +234-8037619719

Embark on a transformative entrepreneurial journey with us. Equip yourself with the tools, knowledge, and networks to shape the future of business in Nigeria and beyond!

Training Proposal 28

Workshop Title:

Digital Procurement Essentials: A Comprehensive Guide to Understanding the Basics of E-Procurement

Hosted by: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna, Nigeria

Duration: 5 days

Objective: To familiarize participants with the concept, tools, techniques, and benefits of e-procurement, empowering them with knowledge and skills to transition from traditional procurement processes to efficient and effective electronic procurement systems.

Day 1: E-Procurement: An Overview

- *Morning Session:*
 - Registration and welcome.
 - Introduction to procurement and its evolution.
 - E-procurement: Definition, significance, and benefits.
- *Afternoon Session:*
 - Different e-procurement systems and platforms.
 - Practical activity: Navigating popular e-procurement websites.

Day 2: Setting Up an E-Procurement System

- *Morning Session:*
 - Technical requirements for e-procurement.
 - Selecting the right e-procurement platform: Factors to consider.
- *Afternoon Session:*
 - Integrating e-procurement with existing systems.

- Hands-on activity: Setting up a sample e-procurement dashboard.

Day 3: Tendering and Bidding in E-Procurement

- *Morning Session:*
 - Understanding e-tendering processes.
 - Benefits and challenges of e-tendering.
- *Afternoon Session:*
 - E-bidding mechanisms and strategies.
 - Practical session: Participating in an e-bidding simulation.

Day 4: E-Procurement Operations and Management

- *Morning Session:*
 - Supplier management in e-procurement.
 - Monitoring and evaluating e-procurement performance.
- *Afternoon Session:*
 - Risk management in e-procurement.
 - Practical activity: Risk assessment and mitigation strategies.

Day 5: Future Trends and Best Practices in E-Procurement

- *Morning Session:*
 - Current trends shaping the future of e-procurement.
 - Blockchain, AI, and other technologies in e-procurement.
- *Afternoon Session:*
 - Best practices and standards in e-procurement.
 - Feedback, Q&A session, certificate distribution, and workshop conclusion.

Resource Materials:

- Detailed e-procurement manual tailored for the workshop.

- Access to online procurement platforms, tools, and forums for continued learning.

Facilitators: E-procurement specialists, IT professionals, supply chain managers, and academic professionals experienced in e-procurement systems and operations.

Expected Outcomes:

- Comprehensive understanding of the e-procurement process.
- Hands-on experience with e-procurement tools and platforms.
- Insights into the future trends and best practices in e-procurement.

Who Should Attend: Staff, students, procurement officers, managers, IT professionals, educators, industrial experts, and anyone interested in understanding and implementing e-procurement in their operations.

Workshop Fee:

Details about the fee, which can be based on your institution's preferences shall be discussed and agreed upon when the scope of the training is determined.

Venue: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna.

In addition, the training can be organized in any other institution or appropriate venue.

Date: [Specific Dates to be agreed]

For further information or registration, please contact: *The Director, TETFund Centre of Excellence for Renewable Energy: email: mumahsndoyi@kadunapolytechnic.edu.ng; Phone: +234-8037619719*

Please join us in this comprehensive workshop to equip yourself with the tools and knowledge to streamline procurement processes, achieve cost-efficiency, and stay updated with the latest trends in e-procurement!

Training Proposal 29

Workshop Title:

Optimizing Operations: Essentials of Inventory Management and Stock Control for Store Officers

Hosted by: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna, Nigeria

Duration: 5 days

Objective: To equip participants with fundamental knowledge and skills on inventory management and stock control, enabling them to optimize store operations, reduce wastage, and ensure seamless flow in the supply chain.

Day 1: Foundations of Inventory Management

- *Morning Session:*
 - Registration and welcome.
 - The significance of effective inventory management.
 - Understanding inventory: Types and categories.
- *Afternoon Session:*
 - The costs associated with inventory.
 - Measuring inventory performance metrics.

Day 2: Stock Control Techniques

- *Morning Session:*
 - The importance of stock control in inventory management.
 - Techniques for effective stock control: ABC analysis, JIT, and EOQ.
- *Afternoon Session:*
 - Safety stock, reorder levels, and lead time.

- Hands-on activity: Calculating stock levels using real-world data.

Day 3: Warehousing and Storage

- *Morning Session:*
 - Design and layout of a warehouse.
 - Storage methods: FIFO, LIFO, and FEFO.
- *Afternoon Session:*
 - Stocktaking and auditing processes.
 - Practical activity: Organizing and categorizing stock items in a mock warehouse.

Day 4: Technological Tools in Inventory Management

- *Morning Session:*
 - Introduction to Inventory Management Software.
 - Barcode systems and Radio-Frequency Identification (RFID).
- *Afternoon Session:*
 - Adopting technology for stock control: challenges and advantages.
 - Hands-on session: Navigating a sample Inventory Management Software.

Day 5: Future Trends and Best Practices

- *Morning Session:*
 - The future of inventory management: Automation, AI, and IoT.
 - Sustainability and green inventory management.
- *Afternoon Session:*
 - Best practices and global standards in inventory management.
 - Feedback, Q&A session, certificate distribution, and workshop conclusion.

Resource Materials:

- Detailed inventory management workbook tailored for the workshop.
- Access to online inventory management platforms and tools for continued learning.

Facilitators: Supply chain experts, inventory management professionals, and academic experts in the field of operations and logistics.

Expected Outcomes:

- Profound understanding of modern inventory management principles.
- Hands-on experience with stock control techniques and tools.
- Insights into adopting technology for efficient inventory management.

Who Should Attend: Store officers, staff, students, procurement officers, supply chain managers, educators, industrial experts, and all stakeholders involved in store and inventory management.

Workshop Fee:

Details about the fee, which can be based on your institution's preferences shall be discussed and agreed upon when the scope of the training is determined.

Venue: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna.

In addition, the training can be organized in any other institution or appropriate venue.

Date: [Specific Dates to be agreed]

For further information or registration, please contact: The Director, TETFund Centre of Excellence for Renewable Energy: email: mumahsndoyi@kadunapolytechnic.edu.ng; Phone: +234-8037619719 Please join us to master the intricacies of inventory management, adopt best practices, and transform the efficiency of your store operations!

Training Proposal 30

Workshop Title:

Empowering Education: An Introduction to Designing Blended Learning

Hosted by: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna, Nigeria

Duration: 5 days

Proposal for a 5-Day Training Workshop:

Workshop Title: "Empowering Education: An Introduction to Designing Blended Learning"

Organized by: Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna, Nigeria

Duration: 5 days

Objective: Equip educators, trainers, and curriculum developers with the fundamental knowledge and tools to design and implement effective blended learning experiences for diverse learners.

Day 1: The Landscape of Blended Learning

- *Morning Session:*
 - Registration and welcome.
 - Blended Learning: Definition, significance, and its evolution.
 - The pedagogical basis of blended learning.
- *Afternoon Session:*
 - Benefits and challenges of blended learning.
 - Analysing the current state of education: Where does blended learning fit?

Day 2: Blended Learning Models and Strategies

- *Morning Session:*
 - Introduction to various blended learning models: Flipped Classroom, Station Rotation, Flex and more.
 - Determining the right model for your context.
 - *Afternoon Session:*
 - Designing blended learning: Aligning curriculum goals with instructional strategies.
 - Hands-on activity: Creating a mini blended lesson plan.
-

Day 3: Incorporating Technology in Blended Learning

- *Morning Session:*
 - Digital tools and platforms to support blended learning.
 - Ensuring equity in tech-assisted blended environments.
 - *Afternoon Session:*
 - Practical activity: Exploring and experimenting with blended learning tools.
 - Best practices for integrating technology in teaching.
-

Day 4: Designing Engaging Blended Content

- *Morning Session:*
 - Elements of effective content design for blended learning.
 - Using multimedia: graphics, videos, and interactive modules.
 - *Afternoon Session:*
 - Practical session: Designing a short multimedia lesson.
 - Feedback and peer review.
-

Day 5: Evaluation and Continuous Improvement

- *Morning Session:*
 - Assessing learner outcomes in a blended environment.

- Collecting and analysing feedback for course improvement.
- *Afternoon Session:*
 - Case studies: Real-world success and challenges in blended learning.
 - Feedback, Q&A session, certificate distribution, and workshop conclusion.

Resource Materials:

- Comprehensive workbook on blended learning design.
- Access to select digital tools and platforms for blended learning.

Facilitators: Experts in educational technology, curriculum design, e-learning professionals, and academic leaders in blended learning methodologies.

Expected Outcomes:

- Comprehensive understanding of the principles and practices of blended learning.
- Hands-on experience in designing blended learning experiences.
- Capacity to integrate technology meaningfully in blended environments.

Who Should Attend: Educators, curriculum developers, staff,

Facilitators: A team of experienced educators and e-learning professionals who have a track record in designing and implementing successful blended learning programs.

Outcome:

By the end of the workshop, participants will be equipped with the knowledge and skills required to design, implement, and evaluate a blended learning program tailored to their specific context.

Workshop Fee:

Details about the fee, which can be based on your institution's preferences shall be discussed and agreed upon when the scope of the training is determined.

Venue: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna.

In addition, the training can be organized in any other institution or appropriate venue.

Date: [Specific Dates to be agreed]

For further information or registration, please contact: *The Director, TETFund Centre of Excellence for Renewable Energy: email: mumahsndoyi@kadunapolytechnic.edu.ng; Phone: +234-8037619719*

Training Proposal 31

Workshop Title: Designing Blended Learning: An Introduction

Hosted by: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna, Nigeria

Duration: 5 days

Objective: To introduce the participants to the foundational principles, strategies, and tools for designing and implementing an effective blended learning approach, catering to today's diverse learning environments.

Day 1: Understanding Blended Learning

- *Morning Session:*
 - Introduction to the workshop and participants.
 - What is blended learning? Defining and demystifying the concept.
 - Historical development and significance of blended learning.
- *Afternoon Session:*
 - Pros and cons of blended learning.
 - Exploring the pedagogical shift: From traditional to blended.
 - Group discussion: Sharing personal experiences with blended learning.

Day 2: Delving into Blended Learning Models

- *Morning Session:*
 - Different models of blended learning: Flipped Classroom, Station Rotation, and Hybrid Models.
 - Choosing the right blended learning model for different contexts.
- *Afternoon Session:*

- Design considerations for blended learning.
- Hands-on exercise: Outlining a lesson plan using a chosen model.

Day 3: Technology as an Enabler

- *Morning Session:*
 - Role of technology in blended learning.
 - Overview of tools and platforms that facilitate blended instruction.
- *Afternoon Session:*
 - Hands-on: Exploring various blended learning tools.
 - Designing a mini module using a chosen tool.

Day 4: Creating Engaging Blended Content

- *Morning Session:*
 - Principles of instructional design for blended learning.
 - Incorporating multimedia: Videos, interactive modules, and graphics.
- *Afternoon Session:*
 - Workshop: Crafting a blended lesson with multimedia elements.
 - Feedback and revision cycle.

Day 5: Monitoring and Evaluation

- *Morning Session:*
 - Setting measurable objectives for blended learning.
 - Tools and strategies for assessing blended learning effectiveness.
- *Afternoon Session:*
 - Collecting feedback and data for continuous improvement.
 - Closing remarks, open forum, and distribution of participation certificates.

Key Takeaways:

- A comprehensive manual detailing blended learning design principles.
- Access to a curated list of tools and resources for blended learning.
- Certificate of participation from the Centre of Excellence for Renewable Energy.

Target Audience: Educators, trainers, curriculum developers, staff, students, and industrial experts keen on leveraging blended learning for effective instruction.

Facilitators: A team of experienced educators and e-learning professionals who have a track record in designing and implementing successful blended learning programs.

Outcome:

By the end of the workshop, participants will be equipped with the knowledge and skills required to design, implement, and evaluate a blended learning program tailored to their specific context.

Workshop Fee:

Details about the fee, which can be based on your institution's preferences shall be discussed and agreed upon when the scope of the training is determined.

Venue: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna.

In addition, the training can be organized in any other institution or appropriate venue.

Date: [Specific Dates to be agreed]

For further information or registration, please contact: The Director, TETFund Centre of Excellence for Renewable Energy: email: mumahsndoyi@kadunapolytechnic.edu.ng; Phone: +234-8037619719

Training Proposal 32

Workshop Title:

Using Interactive Teaching Gadgets Effectively

Hosted by: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna, Nigeria

Duration: 5 days

Objective: To familiarize educators and trainers with the latest interactive teaching gadgets, understand their potential benefits, and gain hands-on experience in integrating them effectively into the learning process.

Day 1: The New Era of Teaching and Learning

- *Morning Session:*
 - Welcome and introductions.
 - Transitioning from traditional to modern teaching methods.
 - Overview of the role of technology in contemporary education.
- *Afternoon Session:*
 - Presentation: "Why Use Interactive Gadgets in Teaching?"
 - Breakout sessions to discuss experiences and expectations.

Day 2: Introduction to Popular Interactive Teaching Gadgets

- *Morning Session:*
 - Exploring Interactive Whiteboards and their features.
 - Hands-on session: Setting up and practicing on an Interactive Whiteboard.
- *Afternoon Session:*
 - Introduction to Tablets and Smart Classroom Systems.

- Hands-on activity: Using tablets for interactive lessons.

Day 3: Advanced Gadgets and their Applications

- *Morning Session:*
 - Augmented Reality (AR) and Virtual Reality (VR) in education.
 - Using AR/VR headsets and their applications in a teaching scenario.
- *Afternoon Session:*
 - Exploring Classroom Response Systems (Clickers).
 - Hands-on activity: Creating a mini-lesson using Clickers for real-time feedback.

Day 4: Incorporating Gadgets into Lesson Plans

- *Morning Session:*
 - The pedagogy behind using gadgets: Best practices and considerations.
 - Workshop: Design a lesson incorporating multiple interactive gadgets.
- *Afternoon Session:*
 - Group presentations of designed lessons.
 - Peer feedback and discussion.

Day 5: Challenges, Solutions, and the Future

- *Morning Session:*
 - Addressing common challenges: Technical glitches, student engagement, and distraction.
 - Troubleshooting common problems.
- *Afternoon Session:*
 - Envisioning the future: Emerging technologies in education.
 - Closing remarks, Q&A, and distribution of participation certificates.

Key Takeaways:

- A comprehensive guide to interactive teaching gadgets.
- Hands-on experience with several key gadgets.
- Certificate of participation from the Centre of Excellence for Renewable Energy.

Target Audience: Educators, trainers, curriculum developers, staff, students, and industrial experts interested in harnessing the power of interactive gadgets for an enriched learning experience.

Facilitators: Educational technology specialists with extensive experience in implementing and training educators on the use of interactive gadgets in various learning environments.

Outcome:

Upon completion of the workshop, participants will be well-versed with various interactive teaching gadgets, understand their effective application in educational settings, and be equipped to integrate these tools into their teaching methodologies.

Workshop Fee:

Details about the fee, which can be based on your institution's preferences shall be discussed and agreed upon when the scope of the training is determined.

Venue: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna.

In addition, the training can be organized in any other institution or appropriate venue.

Date: [Specific Dates to be agreed]

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Training Proposal 33

Workshop Title:

Lesson Planning for Blended Learning

Hosted by: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna, Nigeria

Duration: 5 days

Objective: To equip educators, trainers, and curriculum developers with the knowledge and skills to effectively design, implement, and assess blended learning lessons.

Day 1: Introduction to Blended Learning

- *Morning Session:*
 - Welcome and introductions.
 - Overview of blended learning: definitions, benefits, and challenges.
 - Evolution from traditional to blended teaching methods.
- *Afternoon Session:*
 - Pedagogical foundations of blended learning.
 - Blended learning models and frameworks.

Day 2: Designing Effective Blended Learning Experiences

- *Morning Session:*
 - The role of technology in blended learning.
 - Exploration of online platforms and tools suitable for blended learning.
- *Afternoon Session:*
 - Engaging online content: multimedia, simulations, and interactive exercises.
 - Hands-on activity: Crafting a mini blended lesson using selected online tools.

Day 3: Assessment and Feedback in Blended Learning

- *Morning Session:*
 - Understanding formative and summative assessments in a blended environment.
 - Tools for online quizzes, peer reviews, and self-assessment.
- *Afternoon Session:*
 - Providing effective feedback in blended learning: synchronous vs. asynchronous.
 - Workshop: Designing assessments for a blended lesson.

Day 4: Addressing Diverse Learners in a Blended Environment

- *Morning Session:*
 - Recognizing and accommodating various learning styles and paces.
 - Strategies for fostering online discussion and collaboration.
- *Afternoon Session:*
 - Ensuring equity and accessibility in blended learning.
 - Breakout sessions: Discussing experiences and brainstorming strategies for inclusive blended learning.

Day 5: Implementation, Reflection, and Improvement

- *Morning Session:*
 - Practical considerations: Technical support, scheduling, and platform choice.
 - Addressing common challenges and solutions in blended learning.
- *Afternoon Session:*
 - Reflective practices: Gauging success and areas for improvement.
 - Closing remarks, Q&A, and distribution of participation certificates.

Key Takeaways:

- An in-depth understanding of the principles and practices of blended learning.
- A toolkit of resources, strategies, and online tools for blended lesson planning.
- Certificate of participation from the Centre of Excellence for Renewable Energy.

Target Audience: Educators, trainers, curriculum developers, staff, students, and industrial experts who aim to enhance their teaching methodologies using blended learning approaches.

Facilitators: Blended learning experts with a rich background in curriculum development, instructional design, and education technology.

Outcome:

By the end of the workshop, participants will possess the capability to design, implement, and evaluate blended learning lessons tailored to the unique needs of their learners, ensuring an enriched and effective learning experience.

Workshop Fee:

Details about the fee, which can be based on your institution's preferences shall be discussed and agreed upon when the scope of the training is determined.

Venue: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna.

In addition, the training can be organized in any other institution or appropriate venue.

Date: [Specific Dates to be agreed]

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Training Proposal 34

Workshop Title:

Using Google Jamboard in Educational Settings

Hosted by: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna, Nigeria

Duration: 5 days

Objective: To empower educators, trainers, and facilitators with comprehensive knowledge and practical skills to harness the potential of Google Jamboard in creating interactive, engaging, and collaborative educational experiences.

Day 1: Introduction to Google Jamboard

- *Morning Session:*
 - Welcome and introductions.
 - Unpacking the digital transformation in education.
 - Overview of Google Jamboard: What, why, and how?
- *Afternoon Session:*
 - Hands-on: Setting up and familiarising with the Jamboard interface.
 - Exploring basic tools: pen, eraser, sticky notes, and more.

Day 2: Designing Interactive Lessons with Jamboard

- *Morning Session:*
 - The pedagogical benefits of interactive lessons.
 - Practical steps to design a lesson on Jamboard.
- *Afternoon Session:*
 - Workshop: Crafting a lesson plan integrating Jamboard activities.
 - Sharing and discussing lesson ideas amongst participants.

Day 3: Collaboration and Real-time Feedback with Jamboard

- *Morning Session:*
 - Advantages of collaborative learning.
 - Techniques for group activities and brainstorming on Jamboard.
- *Afternoon Session:*
 - Facilitating real-time feedback on student inputs.
 - Case study: Successful implementation of Jamboard in group activities.

Day 4: Advanced Features and Integration

- *Morning Session:*
 - Delving into advanced Jamboard features.
 - Integrating Jamboard with other Google Workspace tools (like Google Meet and Google Classroom).
- *Afternoon Session:*
 - Exploring third-party applications and extensions that enhance Jamboard's capabilities.
 - Activity: Integrating multimedia (videos, hyperlinks, and images) into a Jamboard lesson.

Day 5: Challenges, Best Practices, and Wrap-up

- *Morning Session:*
 - Addressing common challenges: connectivity issues, student engagement, etc.
 - Best practices for a seamless Jamboard session.
- *Afternoon Session:*
 - Reflective discussions: Sharing experiences, challenges, and innovative solutions.
 - Closing remarks, Q&A, and distribution of participation certificates.

Key Takeaways:

- Mastery over the Google Jamboard interface and its array of features.
- Techniques to create engaging lessons that foster active participation and collaboration.
- Certificate of participation from the Centre of Excellence for Renewable Energy.

Target Audience: Educators, trainers, facilitators, staff, students, and industrial experts keen on integrating digital collaboration tools in their instructional methods.

Facilitators: Tech-savvy educators with profound experience in digital tool integration in teaching, focusing on Google Jamboard.

Outcome:

By the end of the workshop, participants will be proficient in using Google Jamboard to enhance their teaching methodologies, fostering a more interactive and collaborative learning environment, making education more dynamic and engaging.

Workshop Fee:

Details about the fee, which can be based on your institution's preferences shall be discussed and agreed upon when the scope of the training is determined.

Venue: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna.

In addition, the training can be organized in any other institution or appropriate venue.

Date: [Specific Dates to be agreed]

For further information or registration, please contact: *The Director, TETFund Centre of Excellence for Renewable Energy: email: mumahsndoyi@kadunapolytechnic.edu.ng; Phone: +234-8037619719*

Training Proposal 35

Workshop Title:

Setting Up and Managing Blended Learning Environments

Hosted by: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna, Nigeria

Duration: 5 days

Objective: Equip educators, trainers, and facilitators with the essential tools and knowledge to establish, maintain, and enhance blended learning environments that seamlessly combine in-person and online educational experiences.

Day 1: Foundations of Blended Learning

- *Morning Session:*
 - Welcome, orientation, and introductions.
 - Understanding the paradigm shift: Traditional vs. blended learning.
 - Advantages and challenges of blended learning.
- *Afternoon Session:*
 - Key components of blended learning.
 - Case study analysis: Successful blended learning examples worldwide.

Day 2: Technical Set-Up for Blended Learning

- *Morning Session:*
 - Overview of platforms and tools for blended learning.
 - Setting up a virtual classroom: Tools like Zoom, Microsoft Teams, and Google Classroom.
- *Afternoon Session:*
 - Ensuring stable internet connectivity and addressing tech glitches.

- Hands-on session: Participants set up their virtual classrooms.

Day 3: Designing Effective Blended Learning Curricula

- *Morning Session:*
 - Pedagogical strategies for blended learning.
 - Designing synchronous (live) vs. asynchronous (pre-recorded/self-paced) sessions.
- *Afternoon Session:*
 - Activity: Participants draft a blended lesson plan.
 - Peer review and feedback on lesson plans.

Day 4: Engaging Students in a Blended Learning Environment

- *Morning Session:*
 - Strategies for student engagement online and offline.
 - Tools for interaction: polls, quizzes, discussion boards, and more.
- *Afternoon Session:*
 - Addressing common challenges: Participation, digital distractions, etc.
 - Workshop: Crafting interactive blended learning activities.

Day 5: Assessment and Continuous Improvement in Blended Learning

- *Morning Session:*
 - Techniques for assessing student performance in a blended environment.
 - Digital tools for tracking student progress and giving feedback.
- *Afternoon Session:*
 - Gathering feedback for continuous improvement in blended learning.

- Wrapping up: Q&A, reflections, and distribution of participation certificates.

Key Takeaways:

- Comprehensive understanding of the blended learning model.
- Mastery over tools and platforms essential for blended learning.
- Techniques to engage and assess students in a blended environment.
- Certificate of participation from the Centre of Excellence for Renewable Energy.

Target Audience: Educators, trainers, facilitators, staff, students, and industrial experts interested in modernizing their teaching approach through blended learning.

Facilitators: Experienced educators and tech experts proficient in blended learning strategies and tools.

Outcome:

At the workshop's conclusion, participants will have the expertise to set up, manage, and refine blended learning environments, ensuring dynamic, interactive, and effective educational experiences for their students.

Workshop Fee:

Details about the fee, which can be based on your institution's preferences shall be discussed and agreed upon when the scope of the training is determined.

Venue: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna.

In addition, the training can be organized in any other institution or appropriate venue.

Date: [Specific Dates to be agreed]

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Training Proposal 36

Workshop Title:

Introducing Projectors, Smart Boards and Smartphones for Teaching

Hosted by: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna, Nigeria

Duration: 5 days

Objective: To equip educators, trainers, and facilitators with the necessary knowledge and skills to effectively integrate projectors, smart boards and smartphones into their teaching methods, enhancing classroom engagement and learning outcomes.

Day 1: The Digital Classroom Revolution

- *Morning Session:*
 - Welcome, orientation, and introductions.
 - The importance of modern technology in education.
 - Overview of digital teaching tools: From chalkboards to smart devices.
- *Afternoon Session:*
 - Introduction to projectors: Types, benefits, and classroom applications.
 - Hands-on: Basic projector setup and troubleshooting.

Day 2: Advanced Projector Techniques for Teaching

- *Morning Session:*
 - Interactive projectors: Engaging the class with real-time feedback.
 - Integrating multimedia (videos, animations) into lessons using projectors.
- *Afternoon Session:*

- Workshop: Creating a multimedia-rich lesson plan with projector support.
- Group presentations and feedback on lesson plans.

Day 3: The Power of Smartphones in Education

- *Morning Session:*
 - The rise of smartphones in daily life and education.
 - Apps and platforms: An overview of educational apps for smartphones.
- *Afternoon Session:*
 - Hands-on: Navigating educational apps and resources.
 - Setting boundaries: Ensuring smartphones enhance, not distract from, learning.

Day 4: Integrating Projectors and Smartphones

- *Morning Session:*
 - Synchronizing smartphone content with projectors.
 - Interactive quizzes and polls using smartphones and projectors.
- *Afternoon Session:*
 - Workshop: Crafting a lesson that integrates both devices seamlessly.
 - Peer review and feedback on integrated lesson plans.

Day 5: Addressing Challenges and Embracing the Future

- *Morning Session:*
 - Common challenges when using projectors and smartphones in class.
 - Solutions to technical glitches, student distraction, and other issues.
- *Afternoon Session:*
 - The future of technology in education: What's next after projectors and smartphones?

- Wrapping up: Q&A, reflections, and distribution of participation certificates.

Key Takeaways:

- A comprehensive understanding of using projectors and smartphones as educational tools.
- Hands-on experience in setting up and navigating these devices for teaching.
- Strategies to address common challenges and maximize student engagement.
- Certificate of participation from the Centre of Excellence for Renewable Energy.

Target Audience: Educators, trainers, facilitators, staff, students, and industrial experts aiming to modernize their teaching tools and methodologies.

Facilitators: Expert educators with vast experience in tech-integrated teaching and IT specialists familiar with projector and smartphone tech.

Outcome:

Upon workshop completion, participants will be adept at effectively incorporating projectors and smartphones into their teaching strategies, ensuring an enriched and modern learning experience for their students.

Workshop Fee:

Details about the fee, which can be based on your institution's preferences shall be discussed and agreed upon when the scope of the training is determined.

Venue: TETFund Centre of Excellence for Renewable Energy, Kaduna Polytechnic, Kaduna.

In addition, the training can be organized in any other institution or appropriate venue.

Date: [Specific Dates to be agreed]

For further information or registration, please contact: The Director, TETFund Centre of Excellence for Renewable Energy: email: mumahsndoyi@kadunapolytechnic.edu.ng; Phone: +234-8037619719

