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TRAINING REPORT

TRAINING IN GRAPHIC DESIGN AND PRINTING FOR NEPA'S PUBLICATION OFFICERS IN KABUL

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ECODIT

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Final Report

Training on Graphic and Design and Familiarization on Printing Processes

This report covers the activities during the 12-week program on "Graphic and Design Training" for the National Environmental Protection Agency (NEPA). The training was organized by the Biodiversity Support Program for NEPA and conducted by Mr. Azizullah Ramin of Dehkada-e-Chaap.

Arbab Daud
Dehkada-e-Chaap
12/06/2010

دهکده چاپ

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I. Introduction

The Dehkada-e-Chaap a graphic design and printing company in Kabul was contracted by the Biodiversity Support Program for National Environmental Protection Agency through ECODIT LLC, to conduct a Graphic and Design Training for selected staff of the National Environmental Protection Agency.

The training was especially designed to address the need of the Division of Research, Information and Policy. The said division being the primary arm of NEPA in the conduct of environmental awareness campaign needed the training to improve their staff capacity in producing good quality printed materials. Specifically in graphic design and offset printing to support its regular publication of a monthly newsletter, or any special publications if required during the course of NEPA's regular operations.

Participants to the training program were chosen by NEPA. Before the start of the training, assessment of the capacity of the participants was conducted. The assessment showed that the participants do not have any basic knowledge of graphic and designing as well as printing processes. Dehkada-e-Chaap, through its trainer, adjusted the module for the training according to the results of the assessment.

The training was conducted 3 hours a day for five days a week at the NEPA Office. Computers were set up for use by the participants, with an additional desktop computer from the BSP/NEPA through ECODIT. Software program was installed in all the computers and each participant was given computer software books as reference materials.

The training which started as a Basic Course was eventually extended to an Advanced level course.

II. Objectives of the Course

The General Objective of the training is to enhance the skills of selected NEPA staff in the production of printed materials. Specifically the training will attempt to do the following:

1. Orient the participants on the different types of printing processes.
2. Orient the participants on the different software programs that can be used in the designing of printed materials and conduct hands on practice in using the different software programs.
3. Expose the participants to the process, systems and assembly of printing work.
4. Conduct hands on exercises on designing, layout, production and printing.
5. Orient the participants to how to finalize a design for print.
6. Production of sample printed materials.

III. Module and Training Design

The initial training was conducted for a period of 8 weeks. The schedule is given below:

Period	Module	Expected Learning	Methodology	Resources Needed
Week 1 **One hour per day.**	1. Conduct of Pre-test and Skills Assessment 2. Installation of Software and fonts 3. Introduction to Graphic Designing and software for word processing	1. The pre-test and skills assessment will be an exercise design to aid the trainer in the identification of the needs of the participant 2. Participations will learn how to install crack software 3. Graphic designing has been understood by the participants	Questionnaire Lecture and Practical work Lecture	Sheets of Questions Computer with software Computer with software programs and fonts
Week 2 **One hour per day.**	4. Introduction of Photo shop software. 5. Introduction of CorelDRAW software.	4. Understanding of working with pictures and Photos. 5. Learning how to work with Vector files.	Book Lecture	Computer with Photo Shop, CorelDRAW software & some High and law resolutions photos.
Week 3 **One hour and half per day.**	6. Designing in Corel Draw and Photoshop. 7. Interfacing with MS	6. The participants would learn how to draw, sketch and compose different designs in Corel Draw and Photo shop. 7. The participants would also learn how to curve and import text from MS office to	Lecture and Example Lecture &	Computer with Photo Shop, CorelDRAW software & some different

	office.	Corel Draw.	Example	English and Dari fonts.
Week 4 & 5 **One hour and half per day.**	8. Color combinations. 9. Finalizing the design for Printing.	8. The participants of the workshop would learn how to differentiate between RGB color schemes and CMYK color combinations. 9. The trainer would tell the participants one how to make final graphics ready for printing process. During this stage the trainer would give practical tips on how to design for Brochures, Posters, Books, Magazines etc.	Lecture and Team working Lecture and Team working	Computer with complete needed software for design.
Week 6 & 7 **Two hour per day.** **Including exposure trip to the printing press**	10. Pre-Press.	10. The pre-press process contains various steps including Image-setting, Pasting and plate-making processes. All the processes would be made practically understandable and would given complete guidance to the participants of the training workshop. The participants would be asked to supervise the processes and their designs would be processed so that	Lecture in Printing press during the actual work	Printing Press.

	11. Press.	everyone can understand the deliverables of their own designs. 11. The press part would give orientation to the participants about how the offset machines runs and how the color combination of CMYK is practically used to print on papers through various machines. It will also clarify to the participants that what kind of machines are used for different sizes of printing. Like for example on which machines us print posters, and where small pamphlets are printed.	Lecture in Printing press during the actual work	
Week 8 **Two hour per day.** **Including exposure trip to the printing press**	12. Post-press of Binding. 13. Revision and Final Evaluation.	12. The post press processes include, folding, creasing, cutting, die-cutting, glue pasting, numbering and packing of printed materials. The participants would be given orientation on all available machines and processes. 13. The participants would be given a revision of all information in last two days and a final evaluation would be held to compare with initial test of participants to understand that what new things has been learnt by the participants of the training.	Lecture in Printing press during the actual work Lecture in Printing press during the actual work	Computer with complete needed software for design. Printing Press.
Week 9 & 10	14. Production of Sample Printing Materials	14. Participants will start to work on the sample	Lecture and hands on practice on	Desktop or laptop

One hour per day.	15. Review of leaning in first week on the last day i.e. 5th day of the week	production (One issue of NEPA monthly Newsletter) as a sample work for more improving of their won knowledge and presenting their knowledge on a printed job that they learnt how to use colors, photos, Fonts, Page margins, Effects and Filters of Corel Draw and Photo Shop Program, Making marks for cutting and folding. 15. Graphic designing has been understood by the participants	the use of the software. Pairing of participants as a team.	computer. Corel Draw Software
Week 11 One hour per day.	16. Designing in Corel Draw Program 17. Developing Color Model 18. Review of Learning on the last day of the week	16. Making format for designing of Newsletters Magazines, Two fold Brochures and Business Cards. 17. The different Model of color Such as RGB, CMYK and Registration color and where they can use it mixed and Separate. 18. Participants have acquired the knowledge on the topics discussed and are able to apply it.	Lecture and hands on practice on the use of the software. Pairing of participants as a team. Open discussion	Desktop or laptop computer. Corel Draw Software
Week 12 **One hour and half per day.**	19. Designing in Corel Draw, Photo Shop and MS Word Program.	19. Making Artistic titles and Grounds from fonts and filters. 20. Using mixed effect of Corel Draw and Photo	Lecture and hands on practice on the use of the software.	Desktop or laptop computer. Corel Draw Software

		Shop Program in one design. Photo Adjustment in both Corel Draw and Photo Shop. Making of English Numbers in a MS Word file to Dari include the page number.	Pairing of participants as a team.	
	20. Using of Fonts 21. Review of Learning on the last day of the week	21. Participants will learn to use different Dari fonts for making a good Designs 22. Participants have acquired the knowledge on the topics discussed and are able to apply it.	Open discussion	

IV. Progress of the Trainees

During the course of the training, the trainer tried his best to engage the participants of the training to maximize the output. The progress made in the classrooms and training sessions are listed below:

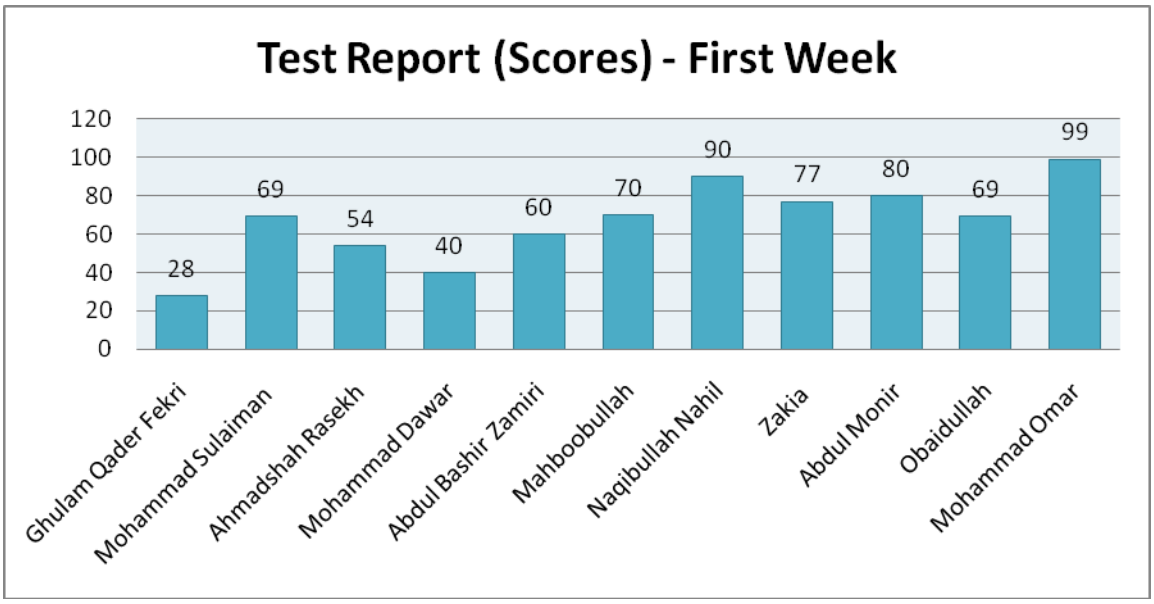
1. WEEK ONE:

The first week, as always, was scheduled to have introductions including the introduction of trainees and trainer. The second part was the introduction to the basics of Designing and various software programs such as MS Word, Corel Draw and Photoshop. The participants also learned about sizes of papers in printing like A6, A5, A4, A3, A2, as well as the basics on how to set page outline, columns, margins, and how to insert photos into text.

Furthermore, the participants were given practical training on how to install Dari Fonts, MS Office, Corel Draw and Photoshop software programs in computers. On the last day (or 5th

day) of the week there was an open discussion on what have the participants learned thus far.

The participants of the workshop were given an exam to know their level of knowledge. The results of the exam are show in the following graph:



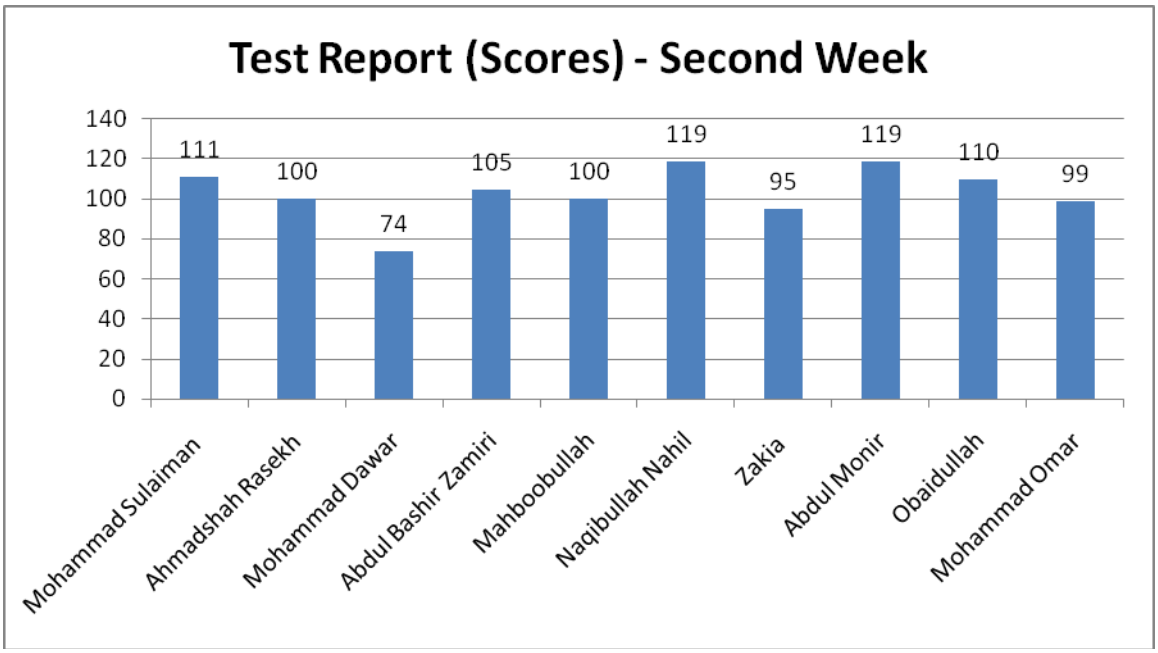
Question paper of the week attached as Annex-I

2. WEEK TWO:

The second week started with work on Photoshop software for the first two days. The trainer introduced the features of Photoshop software and its usage in various forms of designing. The trainees were given practical tips on how to use the Photoshop software and were given practical demonstration of the features of the software. At the end of the session, the participants of the workshop were given time to practice in using the software and applied the tips given. The practical work was done by dividing the participants into groups.

On the third and fourth day, the features of Corel Draw software were introduced. The trainees were also made to understand when to use Corel Draw for designing. The participants were taught how to differentiate between “Pixel” and “Vector” programs. The trainees were later given practical demonstration of Corel Draw and its usage. At the end of the day, group work was done to make the participants practice whatever is learned during the discussions.

The last day of the week was, as usual, left for open discussions and for testing that what is learnt by the participants during the week. The test report of the week with much better results and good participation of the trainees is given below:



Question paper of the week attached as Annex-II

3. WEEK THREE:

The third week was dedicated completely to the understanding of Photoshop software. The focus of the training for the week was targeted to the following four important aspects of the software:

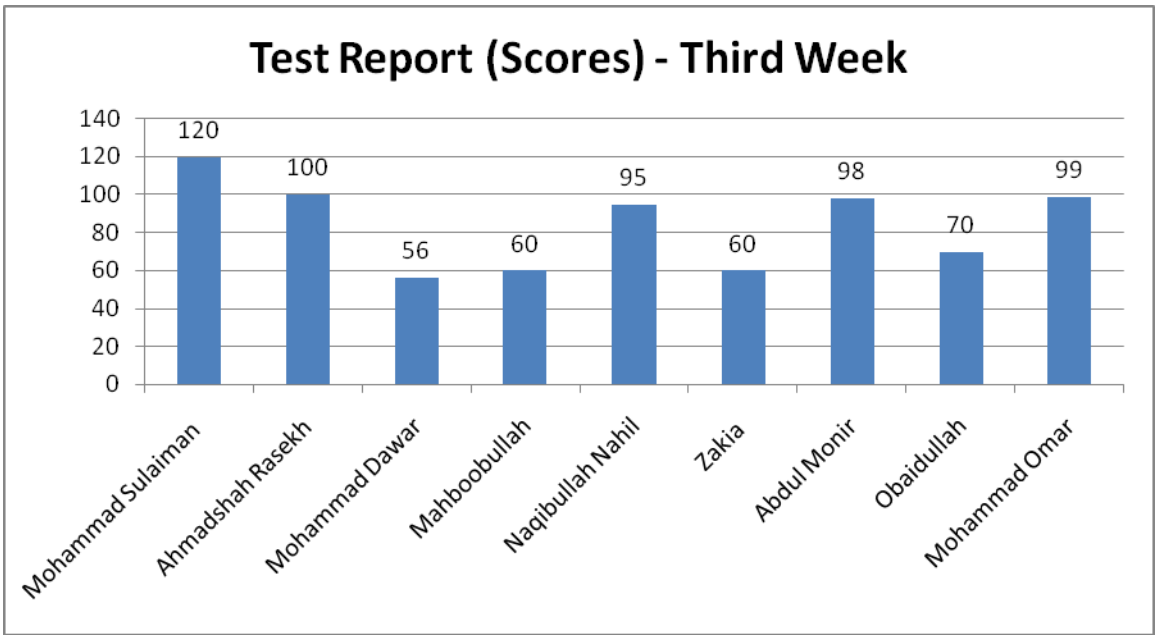
a. Designing for Printing

b. Making use of Filter while designing in Photoshop

c. Editing of Photos

d. Usage of Special Effects in Photoshop software

At the end of each day's work, the participants of the workshop themselves used their knowledge to practice on the given computers. The practical work was complete by dividing the participants into groups. The last day of the week was kept for open discussions and for testing that what is learnt by the participants during the week. The test report of the week is given below:



Question paper of the week attached as Annex-III

4. WEEK FOUR:

The fourth week was dedicated completely to the understanding of Corel Draw software. The focus of the training for the week was targeted to the following four important components of the software:

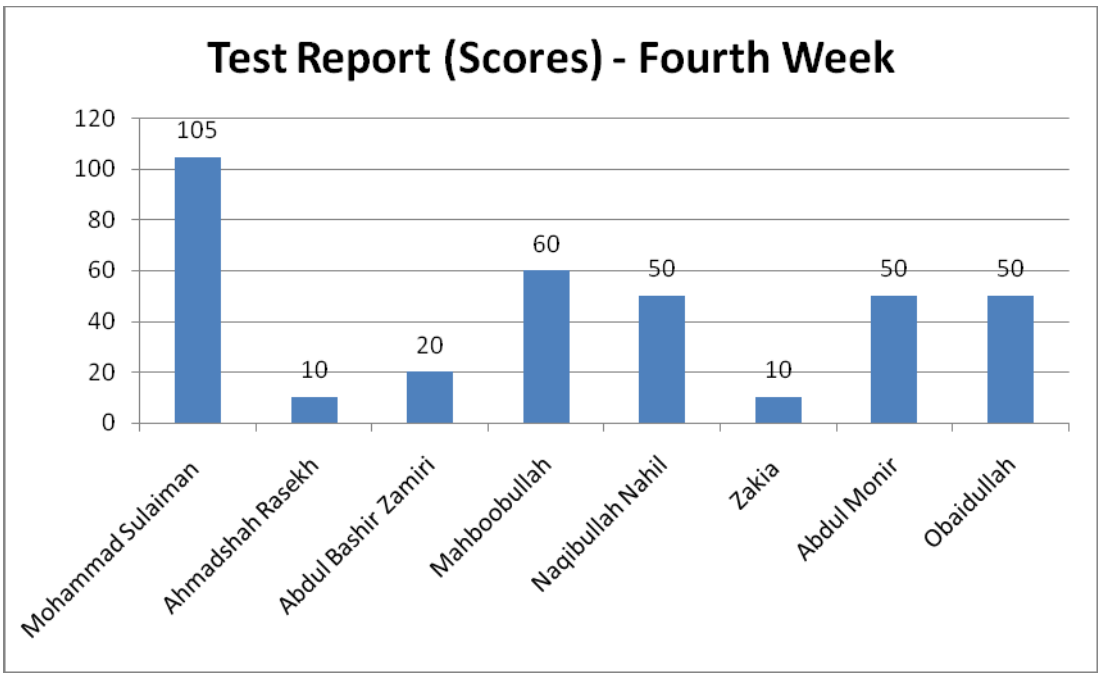
a. Designing for Printing

b. What are the tools available in Corel Draw

c. How can we make and edit various "Vector" files

d. What are the Special Effects in Corel Draw software

At the end of each day's work, the participants of the workshop themselves used their knowledge to practice on the given computers. The practical work was complete by dividing the participants into groups. The last day of the week was kept for open discussions and for testing that what is learnt by the participants during the week. The test report of the week is given below:



Question paper of the week attached as Annex-IV

5. WEEK FIVE:

The fifth week was dedicated completely to the application use of Corel Draw software. The focus of the training for the week was targeted to the following four advanced components of the software:

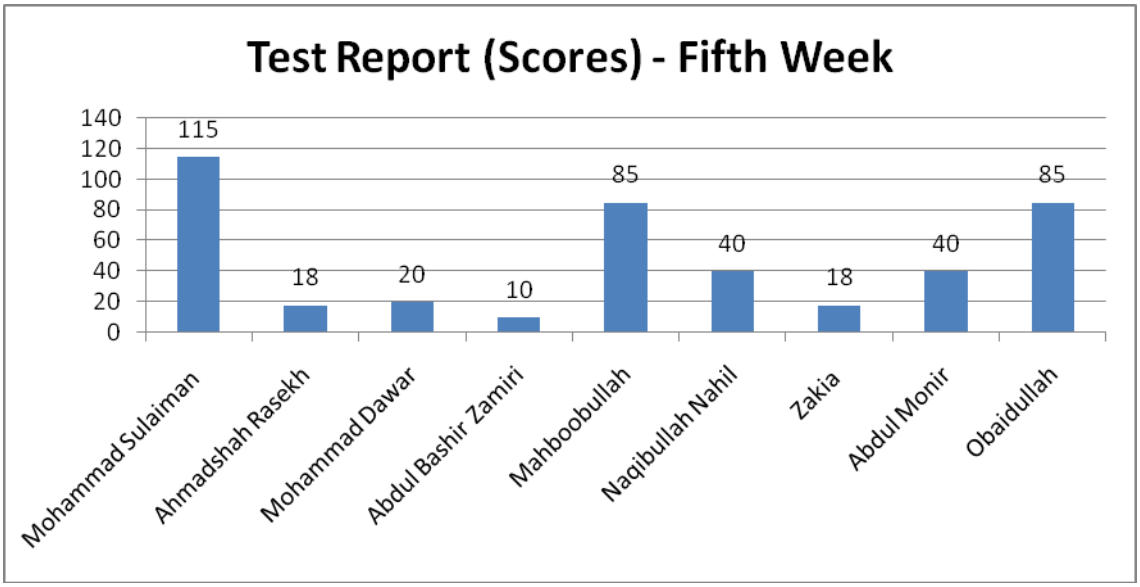
a. How to use the tools available in Corel Draw

b. Making and Editing of various "Vector" files

c. Usage of Special Effects in Corel Draw software

d. Designing from other printed materials

At the end of each day's work, the participants of the workshop themselves used their knowledge to practice on the computers. The practical work was done by grouping the participants into pairs. The last day of the week was kept for open discussions and for review to test what was learned by the participants during the week. The test report of the week is given below:



Question paper of the week attached as Annex-V

6. WEEK SIX:

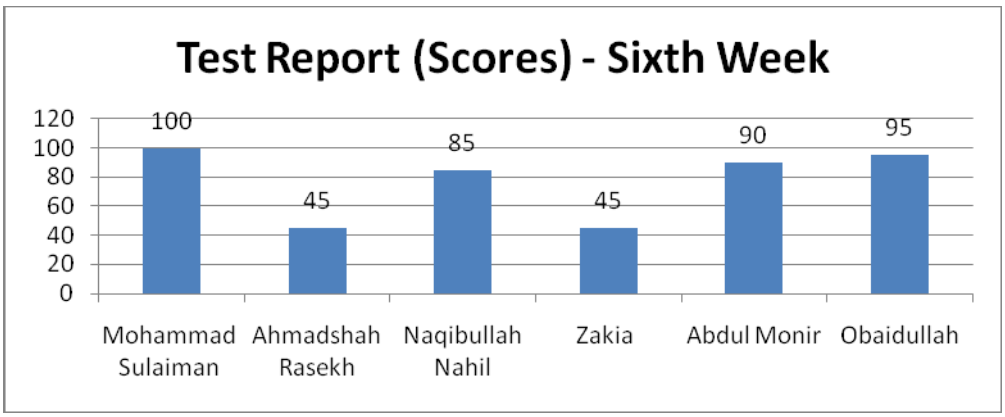
The sixth week was dedicated completely to the practical work in finalizing a design for the pre-press process. The focus of the training for the week targeted the following three components:

a. Designing from other good quality printed materials

b. How to finalize a design for Printing. In this part the participants learned that for final design the "TEXT and FONTS" must be curved, all colors must be in CMYK scheme and to avoid "RGB" and "Pantone" colors for offset printing.

c. Participants also learned how to develop the "Film" of the final design through an image setting machine, and then converting the Films to metallic plates, the process of which is named as "Plate Making" in the offset printing process.

At the end of each day's work, the participants of the workshop themselves used their knowledge to practice on the computers. The practical work was done by grouping the participants into pairs. The last day of the week was kept for open discussions and for review to test what the participants learned during the week. The test report of the week is given below:



Question paper of the week attached as Annex-VI

7. WEEK SEVEN:

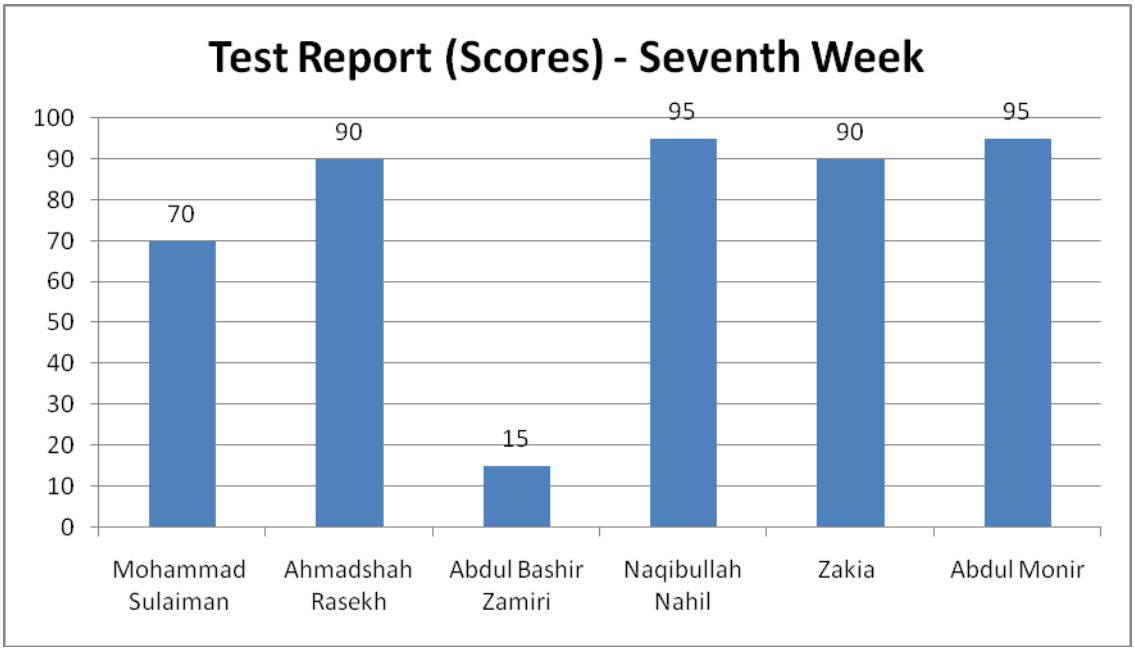
The seventh week was dedicated completely to the practical work in finalizing a design for the pre-press process as well as how to convert the design to films and later to plates for offset printing. The focus of the training for the week targeted the following three components:

a. Designing from other good quality printed materials

b. How to send a file for 'film making' or 'Image setting.' This also involves learning the important points for consideration before preparing the design for image setting.

c. What is "Plate Making" as well as identifying the important points to consider while converting the films to the Plates.

At the end of each day's work, the participants used their knowledge to practice on the computers. The practical work was done by grouping the participants into pairs. The participants were taken to a Printing Press to demonstrate the process of 'Image Setting' and 'Plate Making'. Small projects were given to the participants so that they can work practically on the learned concepts. The last day of the week was kept for open discussions and for testing what the participants learned during the week. The test report of the week is given below:



Question paper of the week attached as Annex-VII

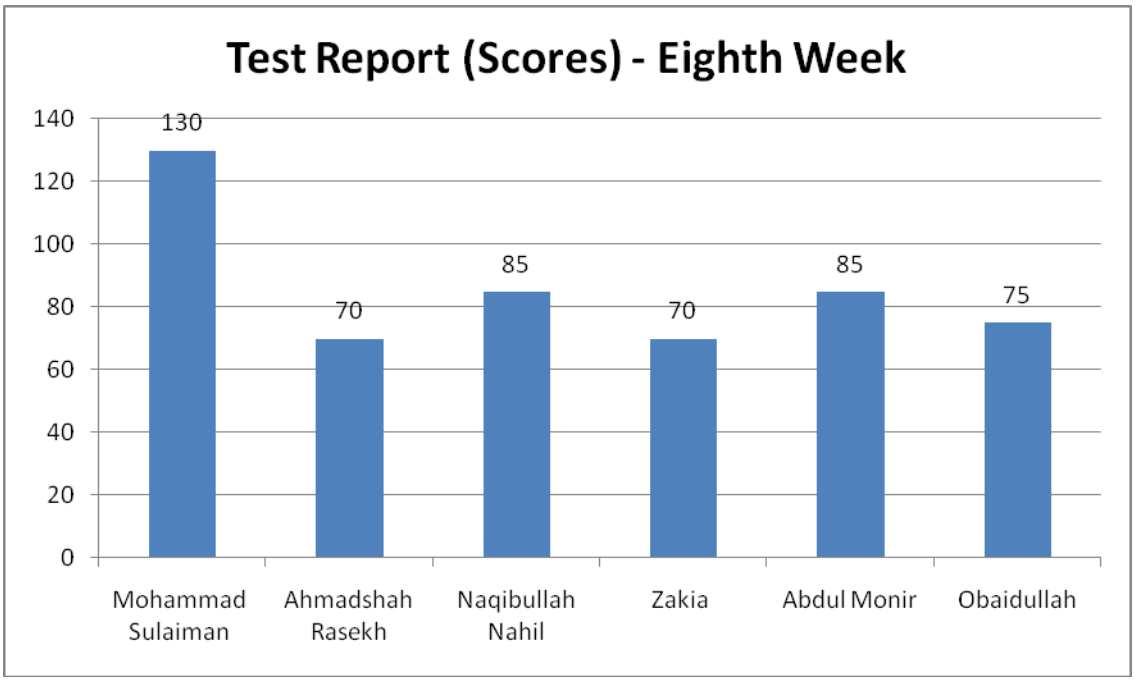
8. WEEK EIGHT:

The eighth week was dedicated completely to the practical work in finalizing the printing work as well as post-press process of printing. The focus of the training for the week was targeted to the following two components, which are:

a. What are important things to supervise while the printing process is in progress

b. To observe the post press process like folding, cutting, stapling, sorting, and packing of the final job.

The fourth day of the eighth week was use to review the training course and to remind the participants what they have learned during the training workshop. The last day of the week was kept for open discussions and for testing that what was learned by the participants during the week. The test report of the week is given below:



Question paper of the week attached as Annex-VIII

9. Last Four Extended Weeks:

The last four extended weeks were dedicated completely to the practical work in finalizing a design for printing as well as printing and post-press process of printing. The focus of the training for the said weeks targeted the following components:

a. The participants worked on the design of one of the newsletters of NEPA as the training sample work, with complete supervision of the master trainer. Through this designing practice the trainees learned how to use colors, fonts, photos, page margins, special effects, and filters in Corel Draw and Photoshop. The trainees also learned how to make marks for "cutting" and "folding"

b. The participants also practiced developing designs for Magazine, two-fold brochures and business cards.

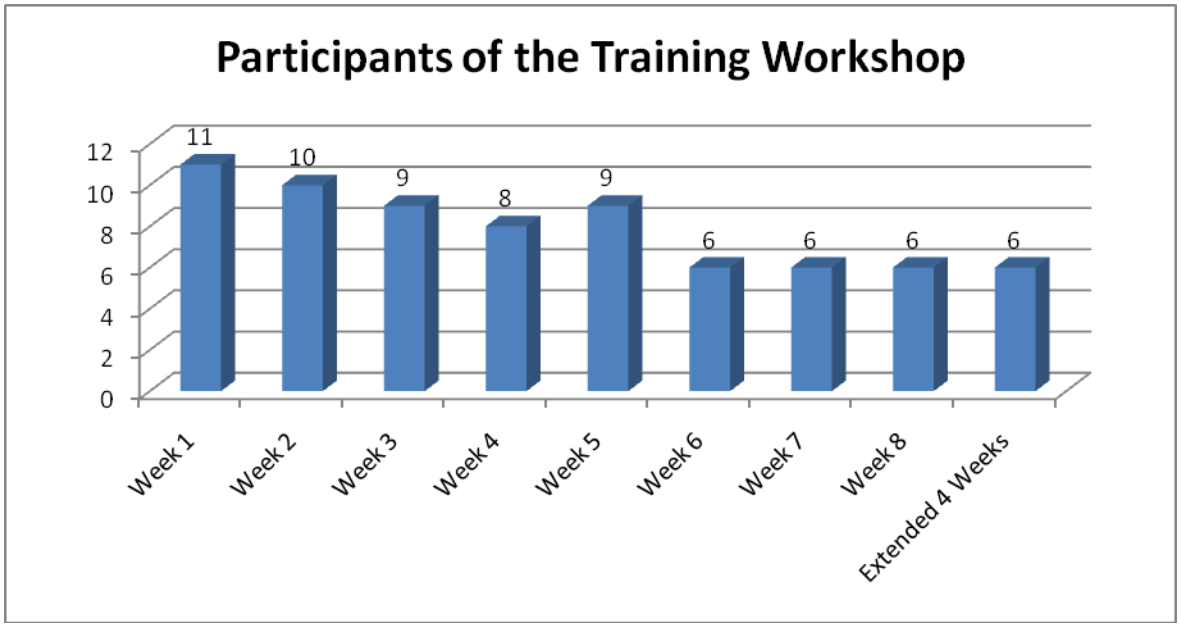
c. The trainees learned how to use RGB and CMYK color schemes in designing and where to use each color scheme.

d. The practice sessions during the extended weeks also gave the participants, the chance to make artistic titles and grounds using fonts and filters. The participants also learned how to use mix effects of Corel Draw and Photoshop in one design plus how to adjust photos in a graphic design in Corel Draw and Photoshop.

e. Further, the participants also practiced on how to use various Dari fonts for making good designs.

V. List of Participants

The number of participants varied from week to week. There were number of reasons that varied the participation of the number of trainees during the course of the training workshop. The capacity building workshop started with 11 participants, but on the final day of the workshop only 6 participants were remaining and were trained.



The initial participants of the workshop could be listed as:

No	Name	Position
1	Ghulam Qader Fekri	Publication Manager
2	Mohammad Sulaiman	Designer
3	Ahmadshah Rasekh	Computer Operator
4	Mohammad Dawar	Computer Operator
5	Abdul Bashir Zamiri	Policy Reaserch and Information clerk
6	Mahboobullah	Policy Specialist for water
7	Naqibullah Nahil	GIS Assistant
8	Zakia	Information Operator
9	Abdul Monir	library Officer
10	Obaidullah	Computer Operator

While the final list of six participants were:

No	Name	Position
1	Mohammad Sulaiman	Designer
2	Ahmadshah Rasekh	Computer Operator
3	Naqibullah Nahil	GIS Assistant
4	Zakia	Information Operator
5	Abdul Monir	library Officer
6	Obaidullah	Computer Operator

VI. Challenges and Limitations

All activities especially trainings meet a lot challenges in the course of its conduct. Limitations also abound especially for basic training, as experienced during the Graphic and Design Training for NEPA. However these challenges must not be considered as failures, but instead must be treated as a future course towards betterment of results or and improvement. The training program faced some challenges listed below:

A. Venue

The venue was specifically requested by NEPA to be within its premises, since the training will be held every afternoon and also to save time and facilitate easier mobility of the trainees.

1. The NEPA Library was chosen as the training venue. The sessions were disrupted many times because of people coming to the library, even during the training session.

B. Participants

The selection of participants was done by NEPA according to the function and need of the agency.

1. Since the training venue is in the NEPA premises, the accessibility of the staff made it easy for the various department heads to summon them even during the training session. The constant disruptions were one of the major causes that really broke the tempo of the learning process for the trainees.

2. The irregularity of the participants in attending the learning sessions as well as lack of punctuality by some participants were major impediments in creating an organized learning environment.

3. In some rare cases, the participants of the training workshop were called from the training sessions to do some his/her job.

C. Equipments and Supporting Materials

The agreement with NEPA as far as the equipments are concerned, was that those equipments of the publication section will be use for the training. BSP/NEPA has added one desktop computer as support for the training.

1. The participants' lack of access to enough computers was also one of the major reasons for not being able to complete their given assignment as homework or to further enhance learning by constant practice.

2. There are certain days when the “Multimedia Projector” is suddenly pulled out of the training causing difficulty in the hands on demonstration, because of limited room for viewing of what is being done by the trainer.

3. The Management of NEPA did not provide related materials for the trainees in a timely manner, specifically on the provision of the text and sample of previous newsletter.

D. Others

1. The training schedule fell on the period where there were some unforeseen events like holidays, deaths, and office transfer of NEPA, that halted the training completely.

VII. Recommendations for future

It must be understood that training on graphic and design as well as printing processes is a very detailed and intricate process. It takes trainees years of practical work to understand and perfect the process. It is therefore recommended that the trainees undergo a more rigorous training course to learn the basics and they should build on the learned experience with active experimentation. Following are other recommendations for the future workshops:

1. There is a need to conduct a refresher course within two to three months for the participants from the recently concluded training, so that the trainees could be kept abreast all the developments of the field and be reminded the basics to keep them on the right track

2. Selection of participants should be based on the criteria set and the accompanying function that needs to be answered by the skills training that was demanded for the staff in producing publication materials and not on the basis of “*anyone without work on that given day shall be sent to the training workshop*.”

3. The issue of punctuality and attendance of the trainees must be constantly reviewed by the top management,

4. There must be dedicated equipments for the training workshop

5. The trainees of the workshop must be given permissions to participate in all the activities including visit to the Printing Press where familiarization is in order..

6. The NEPA management should give the trainees ample time to learn and practice their new learned skills by allowing them some time to be free from their work. and just do practice of skills acquired

7. Training venue should be chosen carefully to create an atmosphere of learning.

VIII. Annexes

Annex I: Questions for Week 1

Graphic Design and Print Skills Training

First Week Review Exam –

This questionnaire is being administered to help facilitate the training design for the selected staff involved in the publication of NEPA materials.

Name:

Position:

Description of Task/Duty:

_____

Please answer the following questions:

1- What do RGB and CMYK stand for?

2- Please explain CMYK color percentage?

3- Please explain the A6 – A5 – A4 – A3 – A2 & A1 standard and non standard size?

4- What is the standard resolution for printing?

5- What printer in needed to be installed to convert Dari text from Word program to Corel?

6- Please explain the process how to convert black and white files from Word to Corel?

7- Which option needs to be turned on for converting a color file in word program?

8- List down all the new knowledge or skill you have achieve for the first week of training.

9- If there were topics discussed that you want more explanation or understanding, please list them down.

10- Please list your suggestion/s or comment/s on the following aspects of the training:

Topic/s

Methodology

Schedule

Annex II: Questions for Week 2

Graphic Design and Print Skills Training

Second Week Review Exam –

This questionnaire is being administered to help facilitate the training design for the selected staff involved in the publication of NEPA materials.

Name:

Position:

Description of Task/Duty:

_____

Please answer the following questions:

1- Please explain Photo Shop program and say what Photo shop file format is?

2- Is Photo Shop a Vector program or Pixel?

3- Are we adjust DPI in Photo Shop program during the designing if yes please say how much?

4- What is Magic Wand tools and when we are using that?

5- Can we design in Photo Shop Program for printing and website making?

6- Please explain Corel Draw program and say what Corel Draw file format is?

7- Is Corel Draw program a Vector program or Pixel?

8- What is the P short cut in Corel Draw for?

9- Which correction mark should be turning off from option menu in Corel Draw Program until it not turn off during the designing?

10- What are F2, F3 and F4 short cut in Corel Draw program for?

11- Please list your suggestion/s or comment/s on the following aspects of the training:

Topic/s

Methodology

Schedule

Annex III: Questions for Week 3

Graphic Design and Print Skills Training

Third Week Review Exam –

This questionnaire is being administered to help facilitate the training design for the selected staff involved in the publication of NEPA materials.

Name:

Position:

Description of Task/Duty:

_____

Please answer the following questions:

1- What we can do with Paint Bucket tool in Photo shop program?

2- What we can do with Crop tool in Photo shop program?

3- Can we design with RGB color format in Photo Shop program?

4- What is Stamp tools and when we are using that?

5- Can we increase or decrease Contrast and color of a photo in Photo Shop program?

6- What is the Control D short cut in Photo Shop for?

7- How we can create a new layer in Photo Shop Program?

8- What is the Levels option in Photo Shop for?

9- How we can load a selection after deselecting?

10- What is Save for web in Photo shop for?

11- Please list your suggestion/s or comment/s on the following aspects of the training:

Topic/s

Methodology

Schedule

Annex IV: Questions for Week 4

Graphic Design and Print Skills Training

Fourth Week Review Exam –

This questionnaire is being administered to help facilitate the training design for the selected staff involved in the publication of NEPA materials.

Name:

Position:

Description of Task/Duty:

_____

Please answer the following questions:

1- Please convert the special effects of the picture to the background of text in Corel Draw? See the following example

2- Please design the below given letterhead in the Corel Draw program?

3- Please list your suggestion/s or comment/s on the following aspects of the training:

Topic/s

Methodology

Schedule

Annex V: Questions for Week 5

Graphic Design and Print Skills Training

Fifth Week Review Exam –

This questionnaire is being administered to help facilitate the training design for the selected staff involved in the publication of NEPA materials.

Name:

Position:

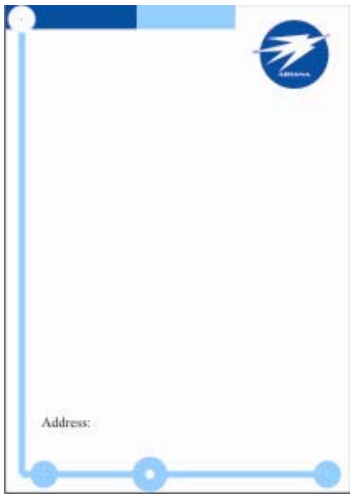
Description of Task/Duty:

_____

Please answer the following questions:

1- Please design the following given three fold brochure in Corel Draw program

2- Please design the below given letterhead in the Corel Draw program?



3- Please list your suggestion/s or comment/s on the following aspects of the training:

Topic/s

Methodology

Schedule

Annex VI: Questions for Week 6

Graphic Design and Print Skills Training

Sixth Week Review Exam –

This questionnaire is being administered to help facilitate the training design for the selected staff involved in the publication of NEPA materials.

Name:

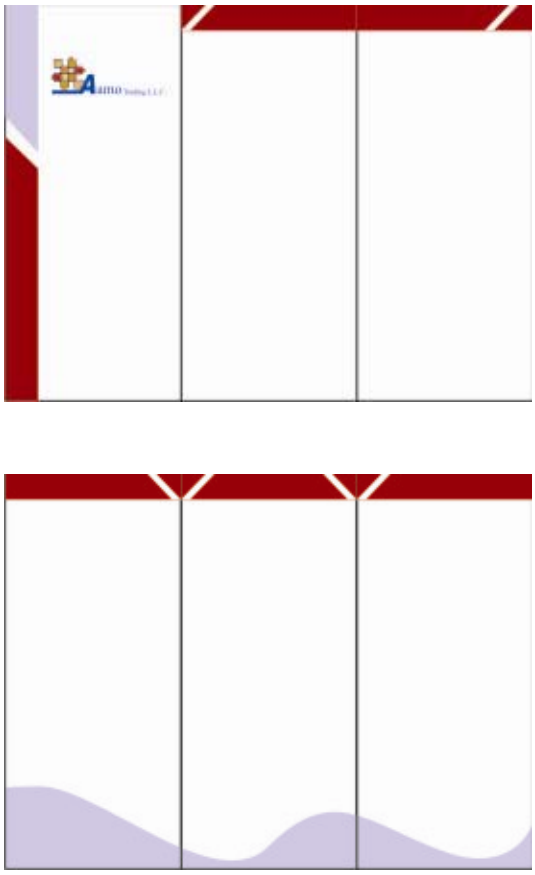
Position:

Description of Task/Duty:

_____

Please answer the following questions:

1- Please design the following given brochure, which has 6 pages, in Corel Draw program



2- Please list your suggestion/s or comment/s on the following aspects of the training:

Topic/s

Methodology

Schedule

Annex VII: Questions for Week 7

Graphic Design and Print Skills Training

Seventh Week Review Exam –

This questionnaire is being administered to help facilitate the training design for the selected staff involved in the publication of NEPA materials.

Name:

Position:

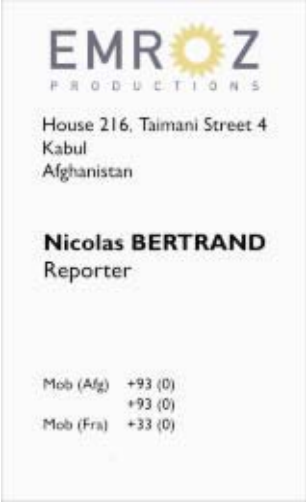
Description of Task/Duty:

_____

Please answer the following questions:

1- Please design the following given logo in Corel Draw program

2- Please design the below given business (visiting) card in the Corel Draw program?



3- If we mix 100% Cyan and 100% Magenta colors, which color would we get?

4- If we mix 100% Cyan and 100% Yellow colors, which color would we get?

5- If we mix 100% Magenta and 100% Yellow colors, which color would we get?

6- Please list your suggestion/s or comment/s on the following aspects of the training:

Topic/s

Methodology

Schedule

Annex VIII: Questions for Week 8

Graphic Design and Print Skills Training

Eighth Week Review Exam –

This questionnaire is being administered to help facilitate the training design for the selected staff involved in the publication of NEPA materials.

Name:

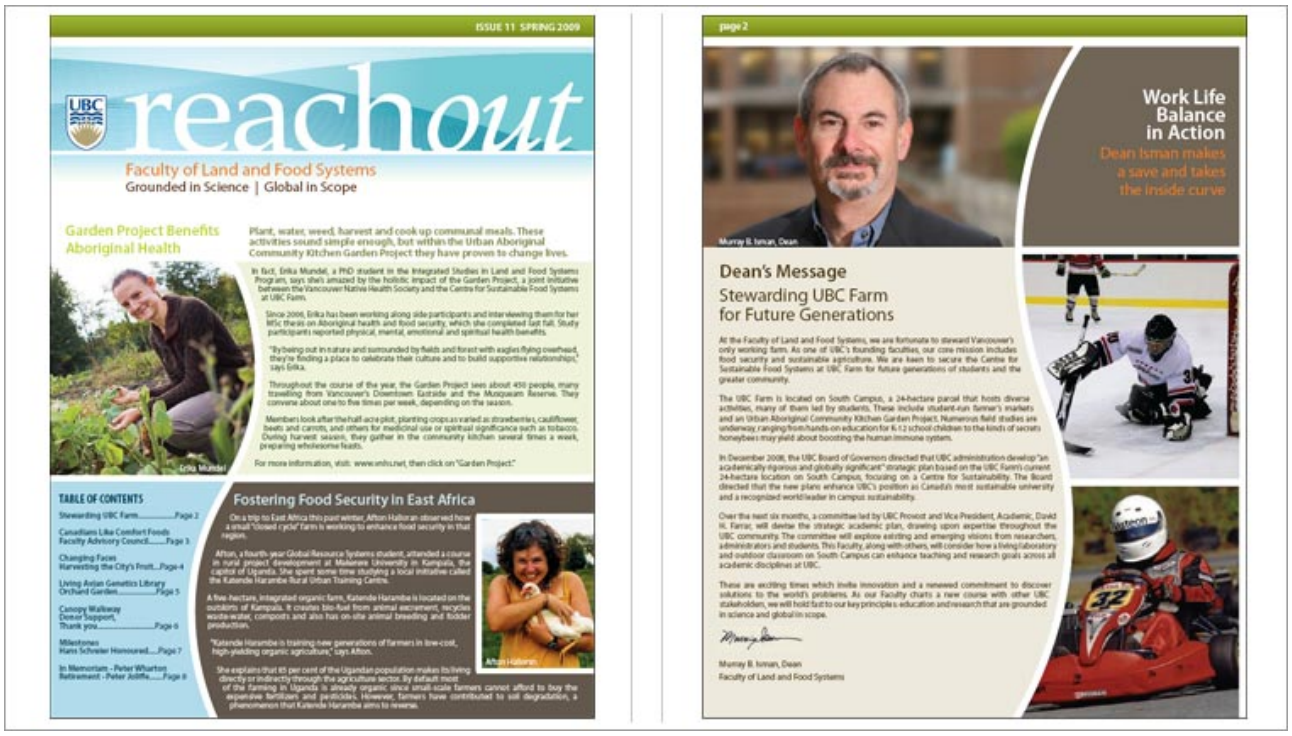
Position:

Description of Task/Duty:

_____

Please answer the following questions:

1- Please design the following given newsletter in Corel Draw program. After designing the newsletter, please put colors, photos and logos of NEPA to convert that newsletter into the monthly publication of NEPA. Any creativity would be appreciated, however we only require designing and there is no need to put write text for the newsletter?



2- Please list your suggestion/s or comment/s on the following aspects of the training:

Topic/s

Methodology

Schedule

This training was made possible with the cooperation of:

With funding assistance from:

And Technical Supervision by: