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## TRAINING REPORT

### COMPUTER AND ENGLISH TRAINING FOR NEPA'S PROVINCIAL OFFICERS IN HERAT

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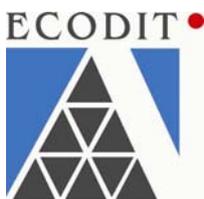


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# Computer and English Training Report

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## Introduction

The computer and English training program for NEPA provincial staff in Herat was conducted for a total of two months on April 25 2010 – June 30 2010. The trainer was Mr. Mohmood Shah Sultani, a local consultant.

The computer training program was a basic computer programs training designed to increase the knowledge and capabilities of NEPA provincial staff to operate the following computer programs.

1. Ms. Windows
2. Ms. Word.
3. Ms. Excel
4. Ms. PowerPoint

But due to shortage of time, the trainer was not able to cover MS Excel and Ms PowerPoint.

**The training sessions in Ms. Windows Program covered the following commands and options:**

Course Details:

- Mouse usage
- Folder operations
- Taskbar
- Dialog boxes
- Control panels
- Toolbars
- Menus
- Shortcut keys
- Help

- Additional topics

**The training sessions in Ms. Word program covered the following commands and options:**

***Ms Word Course Details:***

**Lesson 1: Creating a Basic Document**

The Word Environment Get Help Using Word Enter Text Save a New Document Preview a Document Print a Document.

**Lesson 2: Editing a Document**

Navigate in a Document Insert Text Select Text Create Move and Copy Text Delete Blocks of Text Undo Changes Find and Replace Text.

**Lesson 3: Formatting Text**

Change Font and Size Apply Font Styles and Effects Change Text Color Highlight Text Copy Formats Clear Formatting Find and Replace Text Formatting.

**Lesson 4: Formatting Paragraphs**

Set Tabs Change Paragraph Alignment Indent Paragraphs Add Borders and Shading Apply Styles Create Lists Change Spacing Between Paragraphs and Lines

**Lesson 5: Proofing a Document**

Use the Thesaurus Check Spelling and Grammar Create a New Default Dictionary Check Word Count Modify a Document in Print Preview

**Lesson 6: Adding Tables**

Create a Table Enter Data in a Table

**Lesson 7: Inserting Graphic Elements**

Insert Symbols and Insert a Clip Art Picture

**Lesson 8: Controlling Page Appearance**

Set Page Orientation Change Page Margins Apply a Page Border Add Headers and Footers Insert a Page Break.



Computer Training

The Basic English training program was basically designed to increase the fluency of NEPA provincial staff in Herat to be able to understand Basic English and use environmental information sources which are in English language.

### **The Basic English training covered the following programs:**

1. New Intercom System
2. English spoken proficiency

#### ***Grammar***

Grammar was used to communicate effectively.

#### **Vocabulary**

Vocabulary studied in class was used to express ideas eloquently.

#### **Fluency**

Students acted as facilitators, helping the conversation flow and develop.

#### **Listening**

Student responded to questions with appropriate answers acknowledge all statements, and incorporated them into the discussion.

#### **Voice and non verbal Communication**

Pronunciation was clear and inflection and expressions were used to enhance communication.



English Training

The training sessions were held five days a week for 5 hours for each session with a total of eight (18) participants. The whole training sessions covered a total of 48 days and 240 hours.

### **Some Strengths Obtained**

1. Participants are now able to use computer programs for office works effectively.
2. Participant's fluency has increased considerably and there is notable improvement in their ability to express themselves in English.

### **Attendance**

The attendance at the beginning and through the third week was over 90% about 18 students were consistent. However due to staff workload, unscheduled meetings and being away on missions to district dropped from 90% to 70%.

### **Participation**

The training sessions were highly participatory and participants were highly motivated as they believed the course was very relevant and essential for both organizational and career development. And this course helped the trainees to bring effectiveness and efficiency in their tasks and daily work performance.

### **Challenges**

The only problem that some of the staff during the course had was being away on missions to districts that caused them to miss class and they could not make up the work properly.

### **Recommendation**

NEPA provincial director for Herat and his staff recommended that such computer and English language trainings be carried on in the future to further strengthen the capacity of NEPA staff at the provincial levels.

Renewing of the project and continuation of the program is urged by all the participants to achieve the goal and objectives of the project.

**List of computer and English Training participants, Herat Provincial NEPA**

<b>No</b>	<b>Name</b>	<b>Position</b>	<b>Province</b>
1.	Abdul Qayom Afghan	Provincial Director	Herat
2.	Akhtar Mohd Mahbob	Professional Officer	Herat
3.	Abdullah Maqsoodi	Planning officer	Herat
4.	Ghulam Sarwar Sufizadah	Finance Manager	Herat
5.	Mohammad Rahim Mirzai	Information Officer	Herat
6.	Farid Ahmad Jamshidi	Law and Enforcement Officer	Herat
7.	Farhad Rahimi	Law and Enforcement Officer	Herat
8.	Amanullah Timori	Law and Enforcement Officer	Herat
9.	Abdul Baqi Anwari	Law and Enforcement Officer	Herat
10.	Gulalai Azeemi	Law and Enforcement Officer	Herat
11.	Mohammad Jawad Azizi	Natural Heritage Officer	Herat
12.	Abdul Wakeel Hafizi	Sustainable Development Officer	Herat
13.	Hayatullah Farhat	District Relation Officer	Herat
14.	Sultan Ahmad Arez	District Relation Officer	Herat
15.	Said Mohammad Nasir Sadat	District Relation Officer	Herat
16.	Nasir Ahmad Fazli	Gas and Petroleum Engineer	Herat
17.	Baseer Ahmad Shayeq	Admin Officer	Herat
18.	Fazel Ahmad Barak	Environmental Specialist	Herat