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TRAINING REPORT

COMPUTER TRAINING FOR NEPA'S PROVINCIAL OFFICERS IN MAZAR-I-SHARIF

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Computer Training Report

22 June, 2010

Introduction

The computer training program for NEPA provincial staff in Balkh was conducted for a total of four months on December 22 2009 – April 30 2010. The trainer was Mr. Sediq Khaliqi, a local consultant.

The computer training program covered 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

The training sessions in MS Windows Program covered the following commands and options:

MS Windows Course Details:

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

The training sessions in MS Word, MS Excel and MS PowerPoint 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

MS Excel Course Details:

Lesson 1: Introduction to MS Excel

How to open and excel sheet and introduces the advantages of excel.

Lesson 2: Worksheets and Workbooks

How to create and add workbooks and worksheets. It explains the ways to create, add, delete, hide, and unhide workbooks and worksheets.

Lesson 3: Entering Information into MS Excel

How to enter data into the worksheet, how to insert, delete, copy, and paste rows and columns, Sorting, Filtering and freezing panes.

Lesson 4: Charts and Diagrams

Usage of charts and diagrams in excel sheet

Lesson 5: Formulas and Calculations

Methods to define formula and calculations in excel sheet.

MS Power Point Course Details:

Lesson 1: Understanding PowerPoint Presentations

Introduction to terminology and elements of PowerPoint presentations.
Understanding of templates, Slide layouts and Tool bars.
Understanding of slide layouts.

Training Course Organization

The training sessions were held five days a week for 5 hours for each session with a total of eight (8) participants. The whole training sessions covered a total of 88 days and 440 hours.

Attendance

The attendance at the beginning and through the fourth week was over 90%-about 12 students were consistent. However due to staff workload, unscheduled meetings and age considerations the attendance dropped from 90% to 70% (8 students) from the fourth week of the first month through the end of training.

Participation

The training sessions were highly participatory and participants were highly motivated as they believed the course was very relevant and essential for both the organization and their career development.

Evaluation

To assess the training effectiveness we carried out two evaluations at different times. The first evaluation was conducted after end of the first month and second evaluation was conducted at beginning of the fourth and last month. The results for both of the evaluations were satisfactory, and indicated that there is an increased knowledge gained from the training by the participants.

After the end of the first evaluation four of the 12 participants, decided not to proceed with studying further programs due to workload.

Recommendation

NEPA provincial director for Balkh recommend and his staff recommended that such computer training courses be carried on in the future to further strengthen the capacity of NEPA staff at the provincial levels.

List of computer Training participants, Balkh Provincial NEPA

Name	Position	Province
Samim	Sustainable Development Officer	Balkh
Naseer Ahmad	Gas & Petroleum Officer	Balkh
Soraiya	Technical Officer	Balkh
Shamsulhasan	Law and Enforcement Officer	Balkh
Bashir Ahmad	Law and Enforcement Officer	Balkh
Mohammad Karim	Admin Officer	Balkh
Mohammad Zaman	District Relation Officer	Balkh
Aminullah	Computer Operator	Balkh
Ghulam Nabi Khurami	Provincial Director	Balkh
Mir Jan	District Relation Officer	Balkh
Sultan Mir Jan	Finance Officer	Balkh
Naseer Ahmad	District Relation Officer	Balkh

First Evaluation Question Form

Skills Training on Computer Use

Name: _____

Age: _____

Educational Attainment: _____

Rate your computer skills before the course started: By encircling the number.

(10 being the highest – 0 being the lowest)

0 1 2 3 4 5 6 7 8 9 10

List down the software program/s you are familiar with before this course and rate your knowledge. (10 being the highest – 0 being the lowest)

0 1 2 3 4 5 6 7 8 9 10

List down as many as you can what you have learned during the first month of the computer orientation course?

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

Rate the teaching methodology according to the following :(10 being the highest – 0 being the lowest)

Lesson plan. Is it helpful in guiding you through the course?

0 1 2 3 4 5 6 7 8 9 10

Desktop Computer. Is it functional according to your computer course?

0 1 2 3 4 5 6 7 8 9 10

Time Coverage. Is the time 5 hours a day enough for the course?

0 1 2 3 4 5 6 7 8 9 10

Trainer/Teacher: Are the teaching methodologies of the trainer comprehensible?

0 1 2 3 4 5 6 7 8 9 10

List down suggestion for improvement of the training:

First Evaluation Result

Participants	Q 1	Q 2	Q 4	Q5	Q6	Q7	Average
Samim	5	4	10	7	10	10	7.6
Naseer Ahmad	2	2	10	8	10	10	7
Soraiya	5	7	10	8	10	10	8.3
Shamsulhasan	3	1	10	9	10	10	7.1
Bashir Ahmad	2	2	10	8	10	10	7
Mohammad Karim	3	4	10	10	10	10	7.8
Mohammad Zaman	3	5	10	10	10	10	8
Aminullah	9	9	7	8	10	6	8.1
Ghulam Nabi Khurami	2	2	10	7	10	9	6.6
Mir Jan	0	0	10	10	10	10	6.6
Sultan Mir Jan	3	3	10	10	10	10	7.6
Naseer Ahmad	3	4	10	10	10	10	7.8
Average	3.3	3.5	9.7	8.7	10	9.5	7.4

Second Evaluation Question Form

Skills Training on Computer Use

Name: _____

Age: _____

Position: _____

Educational Attainment: _____

List down the computer skills you have learned after this course.

- 1.
- 2.
- 3.
- 4.

What lesson/s do you find easy? Why?

- 1.
- 2.
- 3.
- 4.
- 5.

What lesson/s do you find difficult? Why?

- 1.
- 2.
- 3.
- 4.
- 5.

Please give your rating on the computer course you finished. 10 being the highest – 0 being the lowest.

0 1 2 3 4 5 6 7 8 9 10

Give additional comments.

Second Evaluation Result

List down the computer skills you have learned after this course.

Participants	Windows	MS Word	MS Excel	MS PowerPoint
Samim	✓	✓	✓	✓
Naseer Ahmad	✓	✓	✓	
Soraiya	✓	✓	✓	
Bashir Ahmad	✓	✓	✓	
Shamsulhasan	✓	✓	✓	
Mohammad Karim	✓	✓		
Mohammad Zaman	✓	✓		
Aminullah	✓	✓	✓	✓

What Lesson/s do you find easy?

Participants	Windows	MS Word	MS Excel	MS PowerPoint
Samim	✓	✓		
Naseer Ahmad	✓	✓		
Soraiya	✓	✓		
Bashir Ahmad	✓	✓		
Shamsulhasan	✓	✓		
Mohammad Karim	✓			
Mohammad Zaman	✓			
Aminullah	✓	✓	✓	✓

What Lesson/s do you find difficult?

Participants	Windows	MS Word	MS Excel	MS PowerPoint
Samim			✓	✓
Naseer Ahmad			✓	✓
Soraiya			✓	✓
Bashir Ahmad		✓	✓	
Shamsulhasan		✓	✓	
Mohammad Karim		✓	✓	
Mohammad Zaman		✓	✓	
Aminullah				

Please give your rating on the computer course you finished: 10 being the highest, 0 being the lowest.

Participants	Scoring
Samim	6
Naseer Ahmad	7
Soraiya	9
Bashir Ahmad	10
Shamsulhasan	8
Mohammad Karim	9
Mohammad Zaman	6
Aminullah	10