



**Telecommunication
Development Bureau (BDT)**

Ref. BDT/PKM/HCB/DM/169

Geneva, 4 April 2012

Contact: Ms. Ermelinda Mondlane
Project Coordinator
Instituto de Formação das
Telecomunicações
Maputo, Mozambique

Participating countries of the ITU Centres of
Excellence Network for Portuguese and Spanish
speaking countries in Africa

Telephone: +258 21 497 133

Telefax: +258 21 490 079

E-mail: Ermelinda.mondlane@itu.int

Subject: Train-the-Trainer workshop on “Designing and Delivering eLearning” for Portuguese and Spanish speaking countries in Africa, Maputo, Mozambique 28 May – 01 June 2012

Dear Sir/Madam,

On behalf of the International Telecommunication Union (ITU), you are cordially invited to participate in the **Train-the-Trainer workshop on “Designing and Delivering eLearning”** for Portuguese and Spanish speaking countries in Africa, to be held in Maputo, Mozambique, from **28 May - 01 June 2012**. The workshop will be hosted by the Instituto de Formação das Telecomunicações (IFT), TDM Training Centre. The workshop is being conducted under the aegis of the ITU Centres of Excellence Network for Portuguese and Spanish speaking countries in Africa.

The workshop aims at assisting trainers in designing and delivering distance learning modules. It focuses on how to transform existing face to face material into eLearning modules and how to support the delivery of these modules over the internet. The workshop introduces participants to the different online Learning Management Systems, and pays particular attention to the Moodle open source platform. An overview of the new Spanish and Portuguese project web portal is also given. Participants will have the opportunity to design and develop their own distance learning programmes as part of their intensive hands-on exercises. The workshop is in preparation for the launch and use of the eLearning platform procured by the ITU under the project for the beneficiary countries.

The following topics will be addressed:

- Identifying the main features of effective self-instructional courses and materials
- Identifying the main options for provision of support to trainees learning at a distance
- Transforming conventional, classroom-based course materials into self-instructional material
- New roles and activities in distance learning
- Learning management systems
- Conducting an online training session (chat sessions, discussion groups etc.)
- Step by step design and development of an eLearning programme
- Student evaluation
- Blended learning
- The ITU academy portal

This workshop will be facilitated by a lead eLearning expert with a conceptual knowledge of the evolution of learning and learning methodologies, as well as hands on experience of developing and delivering online training courses and evaluating participants using the modern technology-based learning and social networking tools.

This workshop primarily targets trainers and lecturers responsible for the development and delivery of training. It also targets managers responsible for developing and implementing training policies, strategies and plans within their organizations. Subject Matter Experts who are likely to conduct training sessions online are also encouraged to participate in this workshop.

In order to benefit from each other's experience, participants are invited to prepare and present case studies during the workshop.

If you wish to participate in this workshop, please complete the attached Registration Form (Annex 1) and return it by **11 May 2012** at the latest.

There is no training fee charged for participating in this workshop. A partial fellowship, covering only the daily subsistence in Maputo will be granted to one participant from each eligible country at the request of Administrations. However, countries are free to send more than one participant for this workshop, as long as they meet the cost of travel, accommodation and related expenses in Maputo.

If interested, please complete the attached Fellowship Application Form (Annex 2) and return it to **bdtfellowships@itu.int** no later than **11 May 2012**.

Additional information on this workshop, including the programme of the workshop as well as useful information for participants can be found on the ITU Academy Portal at <http://academy.itu.int/index.php/events>.

We look forward to your active participation and invaluable contribution to this workshop.

Yours faithfully,

[Original signed]

Brahima Sanou
Director

Annexes: 2

CC: Andrew Rugege, Regional Director, ITU Regional Office for Africa, Addis Ababa

ITU Centres of Excellence

**Train-the-Trainer Workshop on “Designing and
Delivering eLearning”
for Portuguese and Spanish speaking countries in Africa**



**Maputo, Mozambique
28 May to 01 June 2012**

Registration Form

Please use **CAPITAL** letters.

Family Name:.....		
Given Name:.....		
Title/Function:.....		
Name of Organization/Company:.....		
.....		
Office Address:.....		
.....		
Town:.....		Country:.....
Telephone Number(s):.....		
.....		
Fax Number(s):.....		
E-mail:.....		
Arrival date:	Time	Flight No.
Departure date:.....	Time	Flight No.

Please fax or email this form duly completed by **11 May 2012** to the following persons:

<p>Mrs. Ema Matusé Instituto de Formação das Telecomunicações (IFT), TDM Training Centre Maputo / Mozambique Tel: +258 21 497131/4 Fax: +258 21 490079 Email: ema@tdm.mz</p>	<p>Ms Ermelinda Mondlane Project Coordinator Instituto de Formação das Telecomunicações Maputo Mozambique Tel: +258 21 497 133 Fax: +258 21 490 079 Email : Ermelinda.Mondlane@itu.int</p>
--	--

ITU Centres of Excellence



**Train-the-Trainer Workshop on “Designing and
Delivering eLearning”
for Portuguese and Spanish speaking countries in Africa**

**Maputo, Mozambique
28 May to 01 June 2012**

Please return to: **Administration Division (ADM)** E-mail : bdtfellowships@itu.int
ITU/BDT Tel: +41 22 730 5487 / 5095
Geneva (Switzerland) Fax: +41 22 730 5778

Request for a fellowship to be submitted before 11 May 2012

Participation of women is encouraged

Country: _____

Name of the Administration or Organization: _____

Mr. / Ms.

(family name)

(given name)

Title: _____

Address: _____

Tel.: _____ **Fax:** _____

E-mail: _____

PASSPORT INFORMATION:

Date of birth: _____

Nationality: _____ **Passport number:** _____

Date of issue: _____ **In (place):** _____ **Valid until (date):** _____

CONDITIONS:

1. One partial fellowship per eligible country (covering only daily subsistence allowance in Maputo).
2. Priority will be given to those presenting a paper.
3. Imperative that fellows be present from the first day and participate during the entire duration of the workshop.

Signature of fellowship candidate: _____ **Date:** _____

TO VALIDATE FELLOWSHIP REQUEST, NAME AND SIGNATURE OF CERTIFYING OFFICIAL DESIGNATING PARTICIPANT MUST BE COMPLETED BELOW WITH OFFICIAL STAMP.

Signature: _____ **Date:** _____

