Agenda
Introduction

Venue
Cairo, 4-8 December 2005
Ramses Hilton
1115 Corniche El Nile
Cairo

The DevInfo Regional Training is designed to provide participants with the necessary capacity to use DevInfo technology to create databases for monitoring human development. The focus of the training is on strengthening the capacity of UN Country Teams and government partners in the use of data for strategic planning.

Training Objective
At the end of the workshop, participants will be able to use DevInfo technology to create a customized adaptation of a DevInfo database using core features of the Database Administration Module. The participants will be given the opportunity to test their knowledge and presentation skills.

Participants Profile
The participants should be proficient in the use of MS Office, in particular MS Excel and MS PowerPoint, and in managing files in MS Windows File Explorer. In addition, participants should have good communication skills. Experience in making presentations for large audiences would be an asset. Some knowledge of DevInfo User and Admin Modules would be an asset but not a requirement.

Summary of Agenda
The participants will learn core features of the technology, and, towards the end of the workshop customize an adaptation of a DevInfo database on a theme of their interest. They will then present their database to the group.
<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>09.00</td>
<td><strong>Session 1.1 Opening Session</strong></td>
</tr>
<tr>
<td></td>
<td>Welcome</td>
</tr>
<tr>
<td></td>
<td>Participants’ Introductions</td>
</tr>
<tr>
<td></td>
<td>Overview and Objectives</td>
</tr>
<tr>
<td></td>
<td>Expectations &amp; Ground Rules</td>
</tr>
<tr>
<td></td>
<td>Pre-Workshop Assessment</td>
</tr>
<tr>
<td>09.30</td>
<td><strong>Session 1.2 Introduction to DevInfo Sessions</strong></td>
</tr>
<tr>
<td></td>
<td>Introducing DevInfo Technology</td>
</tr>
<tr>
<td>10.00</td>
<td>Break</td>
</tr>
<tr>
<td>10.30</td>
<td><strong>Session 1.3 Core Features User Module</strong></td>
</tr>
<tr>
<td></td>
<td>Presentations and Hands-On Sessions – (based on pre-workshop assessment)</td>
</tr>
<tr>
<td>13.00</td>
<td>Lunch</td>
</tr>
<tr>
<td>14.00</td>
<td><em>Continued</em></td>
</tr>
<tr>
<td>15.30</td>
<td><em>Break</em></td>
</tr>
<tr>
<td>15.45</td>
<td><em>Continued</em></td>
</tr>
<tr>
<td>17.00</td>
<td>Closing Remarks</td>
</tr>
</tbody>
</table>
DAY 2

09.00  Session 2.1  Core Features Data Admin:
        Template & Data Entry
        Presentations and Hands-On Sessions – (based on pre-workshop assessment)

13.00  Lunch

14.00  Continued

15.30  Break

15.45  Continued

17.00  Closing Remarks

DAY 3

09.00  Session 3.1  Core Features Data Admin:
        Language & Customize
        Presentations and Hands-On Sessions – (based on pre-workshop assessment)

13.00  Lunch

14.00  Continued

15.30  Break

15.45  Session 3.2  Practicing of DevInfo Technical Skills
        Each participant is given an assignment to create a customized DevInfo database. The customization is to include: a customized database for a selected geographic area and theme, the database linked to maps, the database linked to the UNDAF results matrix, the database linked to the MDGs, the gallery containing 5 tables, 5 graphs and 5 maps demonstrating the theme of the database. The customized database is to be integrated into an adaptation of DevInfo using an appropriate color scheme, images, logos and linked documents.

17.00  Closing Remarks
## DAY 4 
### Practicing Technical Skills

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>09.00</td>
<td>Q&amp;A Revisit Day 3 Sessions</td>
</tr>
<tr>
<td>09.30</td>
<td>Session 4.1 Practicing of DevInfo Technical Skills Continued from Session 3.2</td>
</tr>
<tr>
<td>10.30</td>
<td>Break</td>
</tr>
<tr>
<td>10.45</td>
<td>Session 4.1 Continued</td>
</tr>
<tr>
<td>13.00</td>
<td>Lunch</td>
</tr>
<tr>
<td>04.00</td>
<td>Session 4.2 Practicing DevInfo Presentation Skills Each participant is given 5 minutes to make an oral presentation of the customized database prepared in Session 4.1. The presentations are videotaped.</td>
</tr>
<tr>
<td>14.00</td>
<td>Session 4.2 Continued</td>
</tr>
<tr>
<td>17.00</td>
<td>Closing Remarks</td>
</tr>
</tbody>
</table>
09.00

Session 5.1 **Written Assessment – User**
Each participant is given 50 minutes to respond to the questions contained in this section of the written examination. Participants are NOT ALLOWED to use their computers during this session.

09.50

Break

10.00

Session 5.2 **Written Assessment – Template**
Each participant is given 50 minutes to respond to the questions contained in this section of the written examination. Participants are NOT ALLOWED to use their computers during this session.

10.50

Break

11.00

Session 5.3 **Written Assessment – Data Entry**
Each participant is given 50 minutes to respond to the questions contained in this section of the written examination. Participants are NOT ALLOWED to use their computers during this session.

11.50

Break

12.00

Session 5.4 **Written Assessment – Customize**
Each participant is given 30 minutes to respond to the questions contained in this section of the written examination. Participants are NOT ALLOWED to use their computers during this session.

12.30

Session 5.4 **Written Assessment – Language**
Each participant is given 30 minutes to respond to the questions contained in this section of the written examination. Participants are NOT ALLOWED to use their computers during this session.

13.00

Lunch

14.00

Review of Answers to Written Examinations

15.30

Break

16.30

Evaluation of Training

17.00

Closing Remarks