



**REPORT OF THREE DAYS TRAINING WITH THE  
NATIONAL COUNCIL FOR PERSONS WITH DISABILITY  
(NCPD) FROM 17<sup>TH</sup> - 19<sup>TH</sup> JANUARY, 2023 AT NITA's  
CONFERENCE ROOM.**

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## Acronyms

NITA	National Information Technology Agency
NCPD	National Council for Persons with Disability
IT	Information Technology
VPN	Virtual Private Network

## INTRODUCTION

### Background of the Training

The National Council for Persons with Disabilities (NCPD) requested the National Information Technology Agency (NITA) to conduct a three-day training session from January 17th - January 19th, 2023. The purpose of the training was to ensure that NCPD staff understood the Information Technology (IT) policy and incorporated it into their everyday use of IT in order that they would be able to interact with GODI and provide data.

The training was held at NITA's Conference Room and was attended by NCPD staff from various departments. It was designed to be interactive, with a combination of lectures, discussions, and practical exercises. Furthermore, this training was in line with NITA's mandate to promote the use of IT in various sectors and ensure that IT policies and regulations are being followed by all stakeholders. NITA, with its team of experienced IT professionals, was well-equipped to provide the necessary training to NCPD staff to help them understand the importance of IT in their work.

The training also aimed to provide participants with practical knowledge to help them understand the IT policies and regulations that they need to abide by.

### Purpose of the Report

The purpose of this report is to inform management about the outcome and proceedings of the three-day training session with the National Council for Persons with Disabilities, which took place from January 17th to January 19th, 2023. This report aims to provide a comprehensive overview of the training, including the objectives, topics covered, and the impact it had on the participants. Additionally, it will highlight any feedback received from the participants and offer recommendations for future training sessions. In addition, to inform management about



the training's success and the impact it had on the participants, as well as to provide insights that can be used to improve future training sessions.

### Training Agenda

Day 1.

Description	Key Topics	Facilitator / Lead
Arrival and Introductory	Opening Remarks	Mr. Musah Issah 10:00 – 10:30am
Introduction	Objective Purpose Scope	Alhassan Razak 10:00 – 11:00am
Asset Management	Asset Management Lifecycle Acquisition Receiving and Stoking Deployment and Monitoring Management and Licensing	Alhassan Razak 11:00 – 12:00pm
Internet / Private Network	Internet VPN Anti-Virus Firewall	Alhassan Razak 12:30 – 12:50pm

**Table 1: the training agenda for day 1**

Day 2.

Description	Key Topics	Facilitator / Lead
System Administration	IT Communication Logical Access Control User Registration	Horatius O. Johnson 10:00 – 12:00pm

**Table 2: the training agenda for day 2**

Day 3.

Description	Key Topics	Facilitator / Lead
Basic Computing	Update Password Remote Access/Third Party Connections System Resource Hardware and Software Data Management and privacy	Stephen Djaba 10:00am – 11:00am

E-Workspace	Outlook Smart workplace Applications	Margarita Naabe Ekpedor 11:00 – 11:50am
Training Ex-introduction	Closing Remarks	Mr. Musah Issah 11:50 – 12:00pm

**Table 3: the training agenda for day 3**

#### Training Objectives

1. To provide an understanding of the Information Technology policy of the National Information Technology Agency (NITA).
2. To equip staff of the National Council for Persons with Disabilities with the knowledge and skills necessary to incorporate the Information Technology policy into their everyday use of technology.
3. To help staff of the National Council for Persons with Disabilities understand the importance of compliance with the Information Technology policy and its benefits for the organization.
4. To promote the use of technology in a manner that is secure, ethical, and in line with the objectives of the National Council for Persons with Disabilities.
5. To foster collaboration between NITA and the National Council for Persons with Disabilities to achieve their shared goals.
6. To encourage the adoption of best practices in Information Technology and to promote continuous learning and improvement.

## TRAINING OUTCOME

### Key Learnings

1. Improved understanding of the Information Technology policy by the staff of the National Council for Persons with Disabilities.
2. Increased ability to incorporate the policy into their everyday use of Information Technology.
3. Improved efficiency and effectiveness in the use of Information Technology.
4. Better alignment with NITA's mandate and goals as a regulator.
5. Greater ability to promote the rights and welfare of persons with disabilities through effective use of Information Technology.

### Suggestions for Future Trainings

1. Tailor the training to the specific needs of the target audience: Trainees have unique needs and requirements, so it would be beneficial to create a training program that is specifically tailored to those needs.
2. Incorporate hands-on exercises: Participants may have benefited from hands-on exercises or practical applications of the information provided during the training. This could help to reinforce their understanding of the material and make it more relevant to their everyday work.
3. Consider longer training sessions: Some participants informed that the three-day training session was not enough time to fully cover all the topics. In the future, it may be beneficial to consider longer training sessions to ensure that participants have enough time to absorb all the information.
4. Encourage interaction and collaboration: To create a more engaging and interactive training environment, it may be helpful to encourage participants to collaborate with



one another and actively participate in the training. This could involve group discussions, case studies, or other interactive activities.

5. Address any gaps in technology or infrastructure: If participants identified any gaps in technology or infrastructure that are hindering their ability to effectively use Information Technology, it would be important to address those gaps in future trainings or through other means.

## CONCLUSION

The National Information Technology Agency (NITA) conducted a three-day training session for the National Council for Persons with Disabilities from January 17 to January 19, 2023. The training was designed to help the staff of the National Council for Persons with Disabilities understand the Information Technology policy and incorporate it into their daily use of Information Technology. The objectives of the training were achieved, and the participants showed a strong understanding of the topics covered, which included a review of the Information Technology policy and its applications. The feedback from participants was overwhelmingly positive, and they felt that the training was well-organized and delivered effectively. The training had a positive impact on the participants, and they were able to take away key learnings that they could apply in their everyday work. In conclusion, the training was a success, and it is recommended that future trainings be organized to enhance the outcome of this training and build upon the knowledge acquired. It was also requested that to be able to interact with NITA-GODI portal, there was the need to enhance it with disability solutions/applications.

## PICTURES

Training Participants

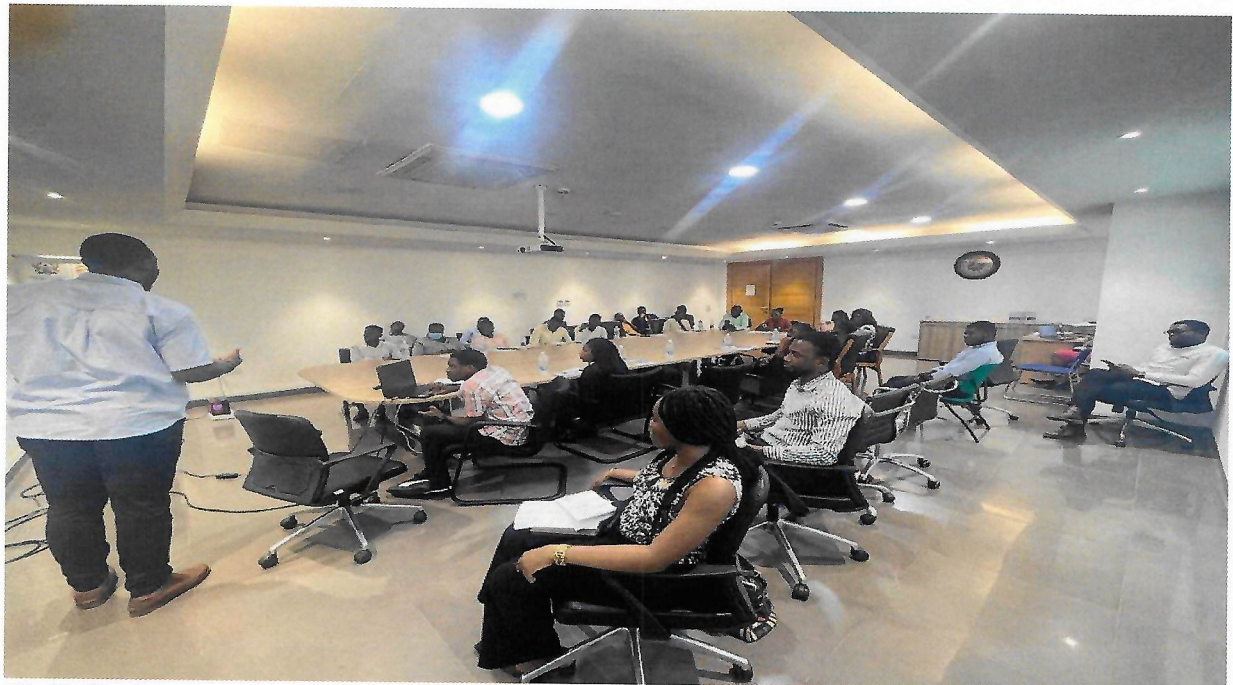




## PICTURES DISCUSSION SESSION



**Fig 2: Facilitator having a discussion section with the trainees**



**Fig 3: Trainees enquiring answers from facilitator.**  
**Appendices B:**