

# POSTGRADUATE STUDENTS TRACKING INFORMATION SYSTEM

## TRAINING SCHEDULE

<b>Date</b>	<b>Target Group</b>	<b>Venue</b>
<b>16<sup>th</sup> May 2016</b>	<b>Trainers of Trainer (TOT)</b> <ul style="list-style-type: none"> <li>• BPS Staff</li> <li>• ICT Staff In charge of Campuses</li> <li>• Website Administrators</li> <li>• RPE Office</li> </ul>	<b>Chiromo Campus</b> ICT Corporate Lab
<b>17<sup>th</sup> May 2016</b>	<b>CBPS</b> <ul style="list-style-type: none"> <li>• Deans and Directors</li> <li>• Chairman of Department</li> <li>• College Registrar</li> <li>• Exam Coordinator</li> <li>• School/Faculty admin</li> </ul>	Chiromo campus Training Venue to be provided by the college
<b>18<sup>th</sup> May 2016</b>	<b>CAE</b> <ul style="list-style-type: none"> <li>• Deans and Directors</li> <li>• Chairman</li> <li>• College Registrar</li> <li>• Exam Coordinator</li> <li>• School/Faculty admin</li> </ul>	<b>Main campus</b> Training Venue to be provided by the college
<b>19<sup>th</sup> May 2016</b>	<b>CEES</b> <ul style="list-style-type: none"> <li>• Deans and Directors</li> <li>• Chairman Department</li> <li>• College Registrar</li> <li>• Exam Coordinator</li> <li>• School/Faculty admin</li> </ul>	<b>Kikuyu Campus</b> Training Venue to be provided by the college
<b>20<sup>th</sup> May 2016</b>	<b>CAVS</b> <ul style="list-style-type: none"> <li>• Deans and Directors</li> <li>• Chairman Department</li> <li>• College Registrar</li> <li>• Exam Coordinator</li> <li>• School/Faculty admin</li> </ul>	<b>Upper Kabete Campus</b> Training Venue to be provided by the college
<b>23<sup>rd</sup> May 2016</b>	<b>CHS</b> <ul style="list-style-type: none"> <li>• Deans and Directors</li> <li>• Chairman Department</li> <li>• College Registrar</li> <li>• Exam Coordinator</li> <li>• School/Faculty admin</li> </ul>	Training Venue to be provided by the college
<b>24<sup>th</sup> May 2016</b>	<b>CHSS</b> <ul style="list-style-type: none"> <li>• Deans and Directors</li> <li>• Chairman Department</li> <li>• College Registrar</li> <li>• Exam Coordinator</li> <li>• School/Faculty admin</li> </ul>	<b>Main Campus</b> (Training venue will be provided by the college)

- The respective Colleges should provide a list of the people nominated to attend the training exercise on or before 10<sup>th</sup> May 2016.

- The Colleges should also facilitate training venues that will be able to accommodate the number of nominated participants. The training venue should be computer labs which can host the college nominated trainees.
- The Colleges will be responsible for the provision of refreshments to the attendants and trainers.