



Workshop Report 17

Training Workshop: Basics of Computers

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International Food Policy Research Institute

Strategic Analysis and Knowledge Support System (SAKSS)
Training Report

August 18-27, 2010

IFPRI-ABUJA

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THE NIGERIA STRATEGY SUPPORT PROGRAM (NSSP)

WORKSHOP REPORTS

ABOUT NSSP/ SAKSS

The Nigerian Strategy Support Program (NSSP) of the International Food Policy Research Institute (IFPRI) is an initiative to strengthen evidence-based policymaking in Nigeria in the areas of rural and agricultural development. Under the USAID financially support program MARKETS, IFPRI in collaboration with the Federal Ministry of Agriculture and Water Resources (FMAWR) supports the implementation of Nigeria's national development plans by strengthening agricultural-sector policies and strategies through:

- Enhanced knowledge, information, data, and tools for the analysis, design, and implementation of pro-poor, gender-sensitive, and environmentally sustainable agricultural and rural development policies and strategies in Nigeria;
- Strengthened capacity for government agencies, research institutions, and other stakeholders to carry out and use applied research that directly informs agricultural and rural policies and strategies; and
- Improved communication linkages and consultations between policymakers, policy analysts, and policy beneficiaries on agricultural and rural development policy issues.

ABOUT THESE WORKSHOP REPORTS

The Nigeria Strategy Support Program (NSSP) Workshop Reports provide a review of the presentations delivered during workshops and key comments from the audience and group discussions. They have been prepared as an output for NSSP/SAKSS and have not been peer reviewed. The comments from the participants do not necessarily reflect the policies or opinions of IFPRI.

This workshop received support from the U.S. Agency for International Development (USAID)-funded Global Food Security Response (GFSR) initiative, implemented by the USAID MARKETS program.

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Abuja, Nigeria
August 18-27, 2010

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Background

The government of Nigeria has committed to reform its policies to accelerate agricultural growth in an effort to reduce poverty and hunger in the country. To assist in the achievement of this goal, the International Food Policy Research Institute (IFPRI) is supporting the Federal Ministry of Agriculture and Rural Development (FMARD) in implementing the establishment of a *Strategic Analysis and Knowledge Support System (SAKSS)* node, as identified in Nigeria's CAADP Compct. The establishment of the SAKSS node will help improve the data and knowledge-base available for applied policy analysis and in undertaking monitoring and evaluation (M&E). As part of implementing SAKSS, IFPRI is assisting the Federal Ministry of Agriculture and Rural Development in revitalizing its library, setting up a Ministry website, and enhancing the Ministry's databank. Initial efforts in revitalizing the library include reviewing and electronically cataloguing relevant agricultural newspaper articles and publications in the FMARD library. To facilitate the library's transition to a virtual environment, enhancing the databank, and populating the website, IFPRI offered training to the staff of the Ministry's library, databank, and communications units on the basics of using computers.

The training began on August 18, 2010 at the Databank office of the FMARD. Twenty-one participants were in attendance and it took place between 10am-11.30am, Monday-Friday. The workshop addressed the following:

- Introduction to the essentials of a computer
- Understanding Hardware
- Understanding Software
- Introduction to Windows XP
- Working with Windows
- Working with Programs
- Working with Files and Folders

Participants were given homework as well as in-class assignments. Classes were interactive and participants were allowed access to the Ministry databank for practice during non-class hours.

Achievements

Although most participants know of computers, most have never used a computer. For those who have some computer experience, it was very limited. Therefore, the workshop:

- Provided an opportunity for Ministry staff to become familiar with computers;
- Improved participants' knowledge, confidence, and comfort level in using the computer;
- Gave skills in using windows, preparing a basic document, alternating a document by using copy, paste, delete, alignment, and font characteristics such size, type, bold and italics;

- Encouraged active participation through positive incentives; and
- Provided the initial skills required to introduce the software Mendeley to selected library staff for cataloguing newspaper articles.

Recommended Follow-up Activities

The introduction of this training to the staff of the Department of Planning, Policy Analysis, and Statistics, FMARD identified two key follow-up activities:

1. FMARD personnel who did not participate in the training program expressed interest in a future program. . It is suggested that at least one if not more of these trainings be offered based on the skill level of participants.
2. There is also a need for a follow up trainings for the participant group on windows XP and Microsoft Word.

Appendix B: Participants List

S/N	NAME	DESIGNATION	Gender
1	Jemima Simon	Library Staff	F
2	Charity Matthew		F
3	Grace Goloto	Senior Data Processing Officer	F
4	Bola Afurugbin	Principal Data Program Officer	F
5	Apeh Augustine	Data Processing Officer	M
6	Ihuoma M.C.	Chief Secretary Assistant	M
7	Augustine Nduka	Assistant Chief Librarian	M
8	Phoebe Haruna	Executive Officer	F
9	Omage Monday	Senior Clerical Officer	M
10	Omotosho Ezekiel	Chief Secretary Assistant	M
11	Hannatu Musa	Statistics Officer	F
12	Joseph Akinola	System Analyst	M
13	Cletus Nzekwe	Senior Clerical Officer	M
14	Solomon Alamba	Data Processing Officer	M
15	Rose Ameh	Library Staff	F
16	Rosemary Ugwu-Epa	Library Staff	F
17	Nanpan Simon Dakwahal	Higher Executive Officer	M
18	Mohammed Saidu Koro	Senior Programmer	M
19	Isiaka Adeshina Ayeni	Assistant Chief Data Processing Officer	M
20	Adetunji Alao	Chief Secretary Assistant	M
21	Ahmed Usman	Principal Administration Officer	M

