



March 10, 2026

To:

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Dear Sir / Madam,

RE: INVITATION TO A 1-DAY EDUTECH WORKSHOP FOR EARLY CHILDHOOD EDUCATORS AT EDEN CRADLE CARE PRE-SCHOOL, WAIRAKA – SAT 30TH MAY 2026

The **EduTech Teachers Network (ETN)** invites nursery, kindergarten, and Early Childhood Development (ECD) educators, school leaders, and administrators to a specialized **One-Day Education Technology Capacity Building Workshop**. This event will be held at **Eden Cradle Care Pre-School, Wairaka, Jinja District, on Saturday, 30th May 2026**.

ETN is a professional community dedicated to empowering educators across all levels with practical skills to integrate digital technologies into teaching and school administration. This workshop is specifically tailored to meet the needs of early childhood educators, focusing on digital pedagogy that is both age-appropriate and innovative, but teachers from primary and secondary schools are also welcome to attend and gain digital skills and resources.

ONE-DAY WORKSHOP PROGRAM

Time	Session Title	Detailed Description
08:00 – 08:30 am	Arrival, Registration & Distribution of Resources	Participants arrive, register, and receive workshop materials and digital resources for the training sessions.
08:30 – 09:00 am	Opening Session	Welcome remarks and an overview of workshop objectives and expected outcomes for early childhood education.
09:00 – 10:00 am	EdTech Access Plan	A guided planning session on planning for devices (tablets, laptops, projectors) and internet connectivity, acquisition strategies, and sustainable integration frameworks.
10:00 – 11:00 am	Play-Based Digital Learning	Exploring how technology like tablets and apps support early childhood development and interactive learning.
11:00 – 11:30 am	Health Break	Tea and Networking among participants.
11:30 – 01:00 pm	Designing Visuals with Canva	Hands-on creation of visually engaging materials for young learners, including alphabet charts, picture cards, routine charts, and classroom posters.

01:00 – 02:00 pm	Lunch Break	Interaction among educators and facilitators.
02:00 – 03:00 pm	AI and E-learning Tools	Demonstration and guided practice on AI-powered tools for lesson preparation and content generation to improve teacher productivity.
03:00 – 04:00 pm	Creating Educational Videos	Practical session on recording and editing instructional videos, focusing on music and movement-based activities using smartphones to improve learner memory and coordination.
04:00 – 05:00 pm	Excel-Based Report Card Tool	Hands-on training on using spreadsheets to compute marks, automate grading calculations, and generate report cards for nursery, primary and secondary schools.
05:00 – 05:30 pm	Closing & Certificates	Reflections, presentation of certificates of participation, and a group photo.

Registration and Confirmation

Participants are requested to visit edutechteachers.net to register in advance to enable proper planning. To cater for meals and workshop resources, the workshop fee is only UGX 30,000, payable via MTN MoMo Code: 815345 or Airtel No: 0706060740.

We look forward to your participation as we continue **transforming education through digital innovation — one click at a time.**

Yours sincerely,

Rogers Mukalele

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