



March 10, 2026

To:

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Dear Sir / Madam,

**RE: INVITATION TO A 1-DAY EDUCATION TECHNOLOGY WORKSHOP
FOR EDUCATORS - KABALE PREPARATORY SCHOOL –11TH APR 2026**

The **EduTech Teachers Network (ETN)** invites educators, school leaders, ICT coordinators, and education administrators to participate in a **One-Day Education Technology Capacity Building Workshop** to be held at **Kabale Preparatory School on Saturday, 11th April 2026**.

The EduTech Teachers Network is a professional community committed to empowering educators across nursery, primary, secondary, and tertiary institutions with the knowledge and practical skills required to integrate digital technologies into teaching, learning, and school administration. The network promotes innovative digital pedagogy, collaboration among educators, and sustainable adoption of ICT in education.

This workshop aims to equip educators with **practical skills, tools, and strategies** for enhancing classroom instruction, developing digital learning materials, using AI-powered collaboration tools, and strengthening school digital management systems.

Participants will engage in **hands-on and minds-on sessions** facilitated by experienced EduTech trainers and practitioners. At the end of the workshop, participants will receive **training resources, digital tools, and certificates of participation** to support continued integration of technology in their institutions.

ONE-DAY WORKSHOP PROGRAM

Time	Session Title	Description
08:00 – 08:30 am	Arrival, Registration & Distribution of Resources	Participants arrive, register, receive workshop materials, and connect to the training digital platform.
08:30 – 09:00 am	Opening Session: Welcome, Prayer & Introductions	Opening remarks by the host school and ETN representatives. Overview of workshop objectives and expectations.
09:00 – 10:00 am	Using Digital Libraries and Open Educational Resources	Hands-on exploration of online and offline digital libraries. Participants learn how to locate quality teaching materials, research content, and multimedia learning resources to support classroom instruction.

10:00 – 11:00 am	Creating Visual Learning Materials and Videos for Teaching and Learning	Practical session on designing engaging instructional materials using tools such as Canva and mobile editing apps. Participants will create simple visual aids and short instructional videos.
11:00 – 11:30 am	Health Break (Tea & Networking)	Refreshments and informal networking among participants.
11:30 – 1:00 pm	AI and Collaboration Tools for Educators	Demonstration and guided practice on AI tools and cloud collaboration platforms that support lesson preparation, research, content generation, and teamwork among educators and learners.
1:00 – 02:00 pm	Lunch Break	Lunch and interaction among educators and facilitators.
02:00 – 03:00 pm	Designing ICT-Integrated Lesson Plans	Participants learn how to integrate digital tools into schemes of work and lesson plans. Group activity on designing technology-supported lessons aligned with competence-based curriculum approaches.
03:00 – 04:00 pm	Preparing Report Cards using Simple Excel-Based Tools	Practical training on using spreadsheets to compute marks, automate grading, and generate simple report cards for school assessments and performance tracking.
04:00 – 05:00 pm	Developing a Comprehensive School ICT Policy and EdTech Access Plan	Discussion and guided planning session on developing school ICT policies, device acquisition strategies, and sustainable EdTech integration frameworks for institutions.
05:00 – 05:30 pm	Closing Session, Certificates & Group Photo	Reflections, feedback from participants, presentation of certificates, group photo and closing prayer.

Participation

Educators from **nursery, primary, secondary schools, and tertiary institutions** are encouraged to attend. Schools may send **two or more representatives** including class / subject teachers and administrators.

Participants will benefit from:

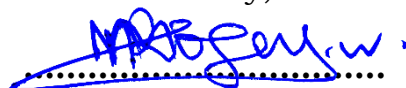
- Hands-on training on practical education technology tools
- Access to digital teaching resources and materials
- Networking with educators and ICT integration experts
- Certificates of participation
- Access to ETN's professional learning community

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

National Chairperson

EduTech Teachers Network (ETN)

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