



June 01, 2026

To:

.....

Dear Sir / Madam,

RE: INVITATION TO A 1-DAY EDUTECH WORKSHOP FOR EDUCATORS ON SUN 12TH JULY 2026 AT ST. KIZITO SS KATIKAMU KISULE

The **EduTech Teachers Network (ETN)** invites teachers, school leaders and education administrators to participate in a **One-Day Education Technology Capacity Building Workshop** to be held **on Sunday 12th July 2026** at **St. Kizito SS Katikamu Kisule**, located between Katikamu town and Butanza town, just 300 meters off Kampala-Gulu Highway.

The EduTech Teachers Network is a professional community committed to empowering educators across all levels with practical skills to integrate digital technologies into teaching, learning, and school administration. Through training workshops and professional learning communities, ETN supports teachers to adopt innovative digital pedagogy and competence-based learning approaches.

This workshop is organized to equip educators with practical tools for implementing technology-enhanced project-based learning, supporting innovation through school clubs, using digital learning resources, and strengthening school ICT management systems.

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

ONE-DAY WORKSHOP PROGRAM

Time	Session Title	Description
08:00 – 08:30 am	Arrival, Registration & Distribution of Resources	Participants arrive, register, and receive workshop materials and digital resources.
08:30 – 09:00 am	Opening Session: Welcome, Introductions & Workshop Overview	Opening remarks by the host school and ETN representatives, overview of workshop objectives.
09:00 – 10:00 am	Technology-Enhanced Project-Based Learning	Practical strategies for implementing project-based learning using digital tools to promote critical thinking, creativity, and collaboration among learners.
10:00 –	Digital Libraries and AI Tools	Demonstration of digital libraries and AI-powered tools that

11:00 am	for Learning	support lesson preparation, research, and learner engagement.
11:00 – 11:30 am	Health Break (Tea & Networking)	Refreshments and networking among participants.
11:30 – 1:00 pm	Running EdTech Innovation Clubs at Schools	Guidance and resources for establishing and managing ICT / EdTech clubs that promote coding, digital creativity, innovation projects, and STEAM activities in schools.
1:00 – 02:00 pm	Lunch Break	Lunch and interaction among participants and facilitators.
02:00 – 03:00 pm	Using Simple Excel-Based Tools for Preparing CBC Reports for Primary, O and A Level	Hands-on training on spreadsheet tools for recording marks, automating calculations, and preparing CBC and other school report cards efficiently.
03:00 – 04:00 pm	Developing a School ICT Policy and EdTech Access Plan	Practical session on creating school ICT policies, digital learning strategies, and sustainable EdTech integration plans.
04:00 – 04:30 pm	Introduction to ETN Professional Learning Community Programs	Overview of ETN programs, online learning platforms, and opportunities for continued professional development.
04:30 – 05:00 pm	Closing Session, Certificates & Group Photo	Reflections, feedback from participants, presentation of certificates, and 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

National Chairperson
EduTech Teachers Network (ETN)
Tel: +256 776 960 740

