



June 01, 2026

To:

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Dear Sir / Madam,

**RE: INVITATION TO A 1-DAY EDUTECH WORKSHOP FOR EDUCATORS
IN TERTIARY INSTITUTIONS, MUBS ICT CENTER – FRI 9TH OCT 2026**

The EduTech Teachers Network (ETN) invites lecturers, tutors, researchers, instructors, and academic leaders from universities, teacher training colleges, and other tertiary institutions to participate in a One-Day Education Technology Capacity Building Workshop for Tertiary Educators to be held at MUBS ICT Center in Bugolobi, Kampala on Friday, 9th October 2026 (Independence Day).

The EduTech Teachers Network is a professional community committed to empowering educators with practical skills for integrating digital technologies into teaching, learning, research, and academic administration. Through professional development workshops and collaborative learning communities, ETN supports educators to adopt innovative digital pedagogy and emerging technologies across all levels of education.

This particular workshop aims to strengthen the capacity of academic staff to design effective blended learning courses, use learning management systems, leverage artificial intelligence the right way, and develop digital academic resources.

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

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 for the training sessions.
08:30 – 09:00 am	Opening Session: Welcome, Introductions & Workshop Overview	Opening remarks by ETN and host institution representatives. Overview of workshop objectives and expected outcomes.

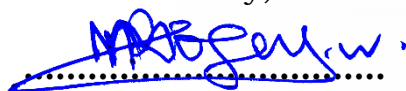
09:00 – 09:30 am	Designing Blended Learning Courses	Presentation on designing courses that combine face-to-face and online learning using digital pedagogy models and course planning frameworks.
9:30 – 11:00 am	Learning Management Systems for Teaching	Demonstration and practice using learning management systems (e.g., Moodle, Google Classroom) to organize courses, assignments, and student engagement online.
11:00 – 11:30 am	Health Break (Tea & Networking)	Refreshments and networking among participants.
11:30 – 1:00 pm	Creating Instructional Videos	Practical session on recording and editing simple instructional videos for online or blended courses using accessible tools.
1:00 – 02:00 pm	Lunch Break	Lunch and informal interaction among educators and facilitators.
02:00 – 03:00 pm	Digital Research Tools for Academics	Demonstration of digital tools for literature search, referencing, citations and collaborative academic work.
03:00 – 03:30 pm	AI for Academic Teaching and Research	Hands-on exploration of AI tools for lesson preparation, research assistance, academic writing support, and personalized learning.
03:30 – 04:30 pm	Facilitating e-Learning	Strategies for managing online classes, student engagement, assessment, and feedback in virtual or blended environments.
04:30 – 05:00 pm	Creating a Professional Teaching Blog / Online Portfolio	Participants learn how to create simple blogs or online portfolios to share teaching resources, publications, and academic work.
05:00 – 05:30 pm	Closing Session, Certificates & Group Photo	Reflections, feedback, 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)

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