

Capacity Building Training Programme on eSOP

Training Date: 3rd/4th/5th Dec 2015

SNo	Time	Topic
1	09.30 am – 10.00 am	Registration
2	10.00 am – 10.15 am	Welcome address by ED, PD
3	10.15 am – 11.00 am	Introduction to eSOP Learning Portal <ul style="list-style-type: none"> • Objectives of eSOP • Static Web pages • Roles of eSOP • Certification requirements • Steps to obtain Certification
4	11.01 am – 11.15 am	Tea Break
5	11.16 am – 12.30 pm	Detailed Process flow <ul style="list-style-type: none"> • Course Categories • eLearning • Enrolment of a course • Assessment • Mock Assessment • Profile Editing • Working on reports
6	12.31 pm – 01.15 pm	Slot Management & Final Certification <ul style="list-style-type: none"> • Roles and Responsibilities • Facilities • Booking & cancellation of slot • Password Generation • Certification process
7	01.16 pm – 02.00 pm	Lunch Break
8	02.01 pm – 03.00 pm	E Monitoring System
9	03.01 pm – 04.00 pm	Roles & Responsibilities of Local Facilitator <ul style="list-style-type: none"> • Creation of bulk account • Monitoring process
10	04.01 pm – 05.30 pm	Hands on session & Creation of accounts

Prerequisites:

1. Should be nominated by respective organization
2. Should bring softcopy of all employee details of DDUGKY team to the training programme
3. Should bring Laptop, Dongle for hands on session