

Training Services
OpenEMIS Train the Trainer
(OESC07TS04)

Description

This course is designed for experienced OpenEMIS managers/users, who intend to lead further training with colleagues and counterparts. Participants will receive advanced training on OpenEMIS, along with strategies and skills in designing and executing OpenEMIS training. After completing this course, participants will be issued a certificate of attendance and may also choose to undertake assessment tasks to become a Certified OpenEMIS Trainer.

Learning Outcome(s)

Knowledge and skills to train other people on the use of OpenEMIS technology.

Deliverable(s)

- Trained persons (maximum 12)
- Daily participant attendance sheets
- Course evaluation forms

Duration

The duration of this activity is 25 hours.

Location

The training is available both onsite and online.

Prerequisite(s)

Participants are expected to have a basic knowledge of education management and information systems. It is mandatory that participants have completed both the OpenEMIS Professional and OpenEMIS Administrator training courses.

Assessment

The course participants are expected to engage in class discussion and complete practical exercises however they are not assessed.

Certification

Participants shall be issued a certificate of participation after attending the course.

Topics

The course will cover the Institution module including general, academic, students, staff, attendance, behavior, performance, messaging, risks, examinations, report cards, appointments, finance, infrastructure, meals, surveys, visits, transport, cases and committees

