

FEBRUARY 2020

TRAINING PLAN FOR LOGAN TOWN RECREATION CENTER

ACADEMIC SCHOOL YEAR 2020

NMAH-CLARKE FAMILY HUMANITARIAN AID INC.

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Dear: Mrs. Clarke

We hope you are having a great time, to follow up on our conversation, I am sending you a copy of the computer training plan for The **Logan Town Recreation Center (LTRC) academic school year 2020**, under the **NMAH-CLARKE FAMILY HUMANITARIAN AID INC.**

It was a great experience running such program for the first time in our community (Logan Town) and Bushrod Island as a hold. The challenges, threats and weakness are many, but we are presently having a great time. And I believe we are well positioned to succeed in this 2020 academic school year.

Therefore, we are kindly proposing to you some recommendation and projections in which you can assist us in overcoming our challenges that we face at the **Logan Town Recreation Center**, for better improvement for this academic school year 2020 and nearby future. I will call you in a few days, after you have had a chance to review the training plan. In the main time do not hesitate to call me for any questions.

Sincerely yours

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EXECUTIVE SUMMARY

This training plan will show how students will benefit from the **Logan Town Recreation center**, and the purpose of the training. It also states the **Goals** of how the **Logan Town Recreation Center (LTRC)** dreams of training the minimum of over **3,500 young Liberians** within the next five years, and how young people will gain talents in computer by making themselves more valuable. It also emphasizes on class session, duration and days per week.

The training plan explains its marketing method to reach its goals in a short period of time, and give a partition of **needed skills personal** who will manage or run the institution for development and improvement. It also explains the **target students**, and **major courses** that will be offered at the institution for this academic school year 2020.

In the final conclusion, the plan lists some **recommendations, projections, student registration**, and **things needed** for the improvement of the center and **instructor's compensation** at the end or middle of every month. And a final statement which gives a clear opening to accept or reject any section of this document and provide a way to be discussed.

TRAINING OBJECTIVE

The **Logan Town Recreation Center (LTRC)** will be involved in *computer software training program*, to help **educate young people** in computer. The training will focus mainly on young people and will also produce some output that will stand the institution apart from other institutions, and make us exceptional and pull the attention of individuals to testify the competency.

Training Purpose

The main purpose for the **Logan Town Recreation Center** to engage in such training are as following:

- Improve and Advance the abilities of Young Liberian
- Help young people gain capacities in computer.
- Prepare Young People for Job Opportunities.
- Educate young people through training opportunities.
- Make them self- employed.

Goals

Our Goal is to train at **least a minimum of 3,500 students** during our first five (5) years of operations.

Training Benefit

After completing training at the **Logan Town Recreation center**, students should be able to, or obtained:

- Certificate that will qualifies them for opportunities.
- Solve common Computer related problems.
- Improved their employability.
- Improve their Skills.
- Communicate with friends and family over the internet.
- Potential for advancement.
- Operate Computer Software.

COURSES

The Logan Town Recreation Center (LTRC) will offer only computer software courses for this academic 2020 school year. These include:

- ❖ Introduction to computer
- ❖ Ms. Windows 10
- ❖ Typing skills
- ❖ Ms. Word 2016
- ❖ Ms. Excel 2016

- ❖ Ms. PowerPoint 2016
- ❖ Internet and Email

Courses Timeline

This section focus on the courses timeline as schedule for four (4) months for completion.

Logan Town Recreation Center		
COURSES	DURATION	TIME/DAY
Introduction to computer	1 week	1hr 30mins
Ms. Windows 10	2 weeks	1hr 30mins
Typing Skills	1 week	1hr 30mins
Ms. Word 2016	3 weeks	1hr 30mins
Ms. Excel 2016	3 weeks	1hr 30mins
Ms. PowerPoint 2016	2 weeks	1hr 30mins
Internet and Email	2 weeks	1hr 30mins
Test	2 Weeks	-----
Total Weeks	4 months	-----

TRAINING DURATION

The Logan Town Recreation Center (LTRC) training duration for this academic 2020 school year will run from **March 2020** to **July 2020** which include four (4) months.

Training Session

There will be two (2) session available at the **Logan Town Recreation Center** for this academic school year 2020. And each session will run for 1hour 30mins.

1. **Morning Session** ----- **9:30Am to 11:00Am**
2. **Evening Session** ----- **6:00pm – 7:30pm**

Training Days

The training days for this academic year 2020 at **The Logan Town Recreation Center** will run three (3) days a week:

- Monday
- Wednesday
- Friday

TRAINING METHOD AND LEARNING STYLE

Our training method and learning style at the **Logan Town Recreation center** for this academic school year 2020 will focus on.

1. Hands-on- project
2. Face to face
3. Participation
4. Presentation
5. Test
6. Grouping
7. Assignment and Quizzes
8. Projection
9. Questioning and Answering

Training Material

Training material needed at the center (LTRC) for academic management includes:

- Handout
- Projector
- White Board
- Pen Drive (8GB for students)
- Printer
- Internet
- Marker (for whiteboard)

LTRC MANAGEMENT

Our academic management department is expected to use resources wisely, operate profitably, and abide by laws and regulations. Our management thinking is based on team work, responsibility and shared respect. Below are listed personal needed to manage this academic school year 2020 at **The Logan Town Recreation Center**.

- Administrator Control day to day and all financial activities.
- Instructor conduct training for students at the Center (LTRC) or institution.
- Computer Technician..... repairing of computer for Hardware problems.

TARGET STUDENT

Our target student will focus mainly on youth of Logan Town, and somehow Bushrod Island such as:

- ❖ High School Student 9th Grade and Above
- ❖ High School Graduate
- ❖ Some university Level
- ❖ Individuals

MARKETING METHOD

To reach our possible students, a combination of marketing systems will be used.

- Brochure
- T- Shirt
- Word of mouth
- ID Card

REGISTRATION AND TUITION

This section will focus on the Registration, Tuition, and Item.

1. Registration----- LRD 3,500
2. Tuition ----- FREE
3. ID Card (computerized) ----- LRD 1,000
4. T- Shirt ----- FREE

5. Training Handout ----- LRD 1,000
6. Pen Drive ----- LRD 1,000

CHALLENGES

Logan Town Recreation Center should be aware of the current unfavorable economic and electricity conditions, which offer us with an outstanding opportunity to inspect and calculate the internal Challenges, Threats and weaknesses, that the Center need to face.

Challenges

These are some challenges we are currently facing at the **Logan Town Recreation center** they are as following:

1. Electricity
2. Training Manual not on time (due to no printer)
3. Heat
4. Computer Hardware Problems
5. Lack of modern Presentation of Lesson (due to no projector)
6. Small whiteboard

Weaknesses

It is useful to realize our weaknesses. We have identified some of our weaknesses at the center (LTRC).

- We are new in town
- Start-up challenges

Threats

Threats that **Logan Town Recreation Center** Should be aware of include:

- Unfavorable electricity conditions
- Classes interruption (offing of electricity during class session)
- Instructor illness
- Bad weather

THINGS WE NEED

We have identified some items needed to run the center (**LTRC**) for this academic school year 2020, these items include but not limited to:

1. Printer
2. Projector
3. Generator
4. Digital Camera (for Students ID Card)
5. Receipt Book
6. Stamp

RECOMMENDATIONS

In view of all the challenges, threats and weaknesses that we face currently at the **Logan Town Recreation Center (LTRC)**, we the instructors, have listed some recommendations below to the Administrations, and The **NMAH-CLARKE FAMILY HUMANITARIAN AID INC**, which we believe, will help improve the **Logan Town Recreation Center (LTRC)** for this academic school year 2020, and in the nearby future. these recommendations are listed below but not limited to:

1. **Computer Lab... expansion to accommodate more students about 25 - 30 per session.**
2. **Standby Generator in the absent of L.E.C or when LEC is low.**
3. **Printer To be able to print every printing material for the center.**
4. **Projector..... to help make the presentation far better and easier during training or lecture time.**
5. **Instructor Desk**
6. **Air condition or fans For more air, as heat has been one of our major challenge at the training center.**
7. **Computer Technician.... A skill personal who will be responsible for repairing of computer during hardware problems.**
8. **Lights... more light in the training Lab**

PROJECTIONS

Based on our first academic school year from August 2019 to February 2020 at the **Logan Town Recreation Center** (LTRC). We the instructors, have also listed some projections. below they are:

- ❖ We project that training days at the Center (LTRC) be focus on **Monday, Wednesday,** and **Friday** only.
- ❖ **Expansion of Lab** for more student.
- ❖ Training time be change from **1 hour 45mins** to **1 hour 30mins**.
- ❖ Morning session training time be change from **10:00am** to **9:30am**.
- ❖ Evening session training time be change from **5:00pm** to **6:00pm**.
- ❖ Instructor compensation be increase from **US\$ 100** a month to **US\$ 175** a month.

INSTRUCTOR COMPENSATION

As relate to our current unfavorable economic conditions, that we face in our country. It has not been easy, in fact, it's not easy to manage our present Compensation that we receive at the Logan Town Recreation center, between **Transportations to and forth, communication, food** and other **expense**. So we are kindly asking for increment of Instructors compensation from **US\$ 100** a month to **US\$ 175** a month.

FINAL STATEMENT

To a final conclusion all division of this document is suitable for rejection and can also be discuss upon.