

**FACULTY OF EDUCATION POST GRADUATE STUDENTS DEVELOPMENT  
SCHEME  
2008/ 2009 Session**

<b>DATE</b>	<b>COMMITTEE MEMBER ON DUTY</b>	<b>ICT. COMPONENT</b>	<b>FACILITATOR 'S NAME</b>
March 23 <sup>rd</sup> -28 <sup>th</sup> , 2009	All members	Opening Programme	All members and Guests
	Dr. A. Yusuf Dr. O. L. Olaitan Mrs. H. T. Yusuf	Use of Spread Sheet	Dr. M.O. Yusuf Dr. H. O. Owolabi Mr. C. .Asiyanbola
March 30 <sup>th</sup> -April 3 <sup>rd</sup> , 2009	Dr. Fasasi Mrs. J. E Adojutelegan Dr. (Mrs.) M. V. Adegbija	Use of Spread Sheet	Dr. M.O. Yusuf Dr. H. O. Owolabi Mr. C. Asiyanbola
April.6 <sup>h</sup> ,- 10 <sup>th</sup> , 2009	Dr. A. Yusuf Dr. O. L. Olaitan Mrs. H. T. Yusuf	Use of Spread Sheet	Dr. M.O. Yusuf Dr. H. O. Owolabi Mr. C. Asiyanbola
April.13 <sup>h</sup> ,- 17 <sup>th</sup> , 2009	Dr. Fasasi Mrs. J. E Adojutelegan	Statistical Analysis	Dr. A. Yusuf Dr. (Mrs.) M. V. Adegbija Mrs. H. T. Yusuf
April20,- 24 <sup>th</sup> , 2009	Dr. Fasasi Dr. O. L. Olaitan Mr. C. .Asiyanbola	Statistical Analysis	Dr. A. Yusuf Dr. (Mrs.) M. V. Adegbija Mrs. H. T. Yusuf
April.27 <sup>h</sup> ,- May 1st, 2009	Dr. Fasasi Mrs. H. T. Yusuf Mrs. J. E Adojutelegan Dr. (Mrs.) M. V. Adegbija	Presentation Packages	Dr. S. A. Onasanya Dr. O. L. Olaitan
May 4 <sup>th</sup> - 8 <sup>th</sup> , 2009	Dr. Fasasi Mrs. H. T. Yusuf Mrs. J. E Adojutelegan Dr. (Mrs.) M. V. Adegbija	Presentation Packages	Dr. O. L. Olaitan Dr. S. A. Onasanya
May 11 <sup>th</sup> -15 <sup>th</sup> , 2009	Dr. A. Yusuf Mr. C. .Asiyanbola Dr. Fasasi	Undertaking Browsing	Dr. (Mrs.) M. V. Adegbija Dr. O. L. Olaitan

The following people are the facilitators in the above named scheme.

1. Dr. M. O. Yusuf
2. Dr. H. O. Owolabi
3. Dr. S. A. Onasanya
4. Dr. (Mrs.) M. V. Adegbija
5. Mrs. H. T. Yusuf
6. Dr. O. L Olaitan
7. Mr. C. .Asiyanbola
8. Dr. A. Yusuf

All committee members and the facilitators are expected to note when they are on duty.

Place: Faculty Lecture Theatre

Days: Tuesday and Thursday of the week

Time: 4.00 p.m. - 6.00 p. m

Mrs. J. E Adojutelegan

Committee Secretary

Cc:

Dean, Faculty of Education

H. O. D. (Arts and Social Sciences Education)

H. O. D. (Counsellor Education)

H. O. D. (Educational Management)

H. O. D. (Human Kinetics and Health Education)

H. O. D. (Science Education)

**FACULTY OF EDUCATION POST GRADUATE**

**STUDENTS DEVELOPMENT SCHEME**

**PROGRAMME OF EVENTS**

**National Anthem**

**Opening Prayer**

**Introduction of Lead Persons**

**Opening Remark**

**Goodwill Message**

**Declaration of the Scheme opened- Dean of the Faculty**

**Opening Session**

**FACULTY OF EDUCATION STAFF DEVELOPMENT SCHEME (FESDS)  
FACULTY OF EDUCATION  
UNIVERSITY OF ILORIN**

**Trainers' notes:**

**Information and Communication Technology Development and Improvement for Faculty Members**

**Trainers' notes: ICT Development for Faculty Members**

## Introduction

The trainer support notes for this module are designed to assist you to lead faculty members through a process of facilitating the utilization of ICT. The output of the process is the acquisition, development and improvement of necessary skills in the use of ICT and competence of the members on their job which will enable the faculty of education to meet the objective the university strategic planning and at the same time support the execution of the plan.

## Intended learning outcomes

At the end of the training, faculty members will be able to;

- Work on spreadsheet
- Use SPSS for statistical analysis
- Develop Presentation packages
- Undertake browsing

A suggested outline for the training is given below.

Sessions	Topics	Time (Mins)
<b>Setting the scene</b>		
General overview of the FSDS	Introduction	
	Rules and boundaries	
	How can FSDS assist my Faculty	
Facilitation: Microsoft Excel	spreadsheet, worksheet	
Facilitation: SPSS	Statistical analysis	
Practical application		
<b>What level are we now?</b>		
Reflection on the previous day and introduction to today' s activities		
Overview of the internet and World Wide Web	What is the internet and World Wide Web, Browser, Hyperlinks, Home Pages, Electronic Mail?	
	Practical work on the Internet and Electronic Mail,	
Burning into CD	Practical application	
Facilitation: Filing system, mail reception and delivery		
Practical application		
	Review of the workshop and next step	

## Day1: Setting the scene

## Section 1: General overview of the FSDS

Before the start of the workshop have the intended learning outcome written on individual sheets of flip chart paper and displayed so all participant can see them.

Welcome people to the workshop and introduce them to the learning outcomes. Remember to make it clear that this training is one part of the FSDS process as they do not have only this one opportunity to learn every detail. They have ongoing support in the form of further training and mentoring.

### **Activity 1: Paired Introduction**

This is an introductory activity to help participants get to know each other.

#### Step 1

Before starting the activity, tell the participants that they will be discussing about themselves to someone they not close with for the first time. Give them a couple of minutes to think about what they would say.

#### Step 2

Tell the participants to pair up with someone they were not used to. If you end up with an odd one out, you will have to take part in the exercise yourself.

Ask the pairs to introduce themselves to each other and talk about themselves for about five minutes.

Step 3 then in a plenary, each person briefly introduces their partner. Tell them that they only have three minutes to do this and so they need to be as concise as possible with their feedback.

### **Activity 2: Rules and Boundaries**

#### **NB. Aim for quick completion- not more than 15 minutes**

In this activity participants are asked to set rules for themselves which will help the workshop to run better. These can include rules on being punctual, listening to each other, turning cell phones off and so on.

#### Step 1

Working in groups, ask each group to write down **four** rules for the workshop that they would expect participants to keep.

## Step 2

Go round the group up to four times, asking one member from each group to give one response (no repetition), until all the ideas have been collected and have one participant write up the responses on a flip chart.

## Step 3

Once the responses have been collected, vote for agreement on adoption. Agree on a penalty. Keep the rules pasted in the training room as a reminder.

### **Activity 3: How can I help my faculty?**

#### **Step 1**

First, encourage a brief discussion on faculty development. On a flip chart paper, write the following uncompleted sentence:

Faculty can develop by.....

In group, ask participants to complete the sentence in as many ways as they can. If the group has difficulty, use the examples from the list below to get them going:

Faculty can develop by.....

Helping to develop skills  
Ensuring punctuality  
taking an interest in the faculty

Go round the groups asking for one idea at a time, asking the participant to be sure to avoid repetition.

#### **Step 2**

Ask one participant to help by writing them on flipchart as they are called out (leave them on display for use in a later session). To complete this activity, ask for responses from the class as to what is their understanding of school development?

Give a briefing on the Faculty of Education Staff Development Scheme - keep it short and do not get involved in questions or discussion at this stage. If necessary tell people that there will be time for a Q&A session at the end. Remember that people take in only limited amounts of detailed information that is told to them as a group. Try to hit the highlights and to use language and words that are most understandable to everyone.

Show a chart of the objectives of the Faculty of Education Staff Development Scheme:

Point out that, it is Dean initiative, in line with University of Ilorin Policy.

The objectives of the Faculty of Education Students and Staff Development Scheme are to:

empower and support faculty students and staff, both teaching and non teaching, to plan for and improve teaching and learning and participation in the faculty; and

provide training to the staff to help them achieve their improvement plans.

## Section 2: Faculty of Education Staff Development Planning

### Definitions

1. Faculty of Education Staff Development planning is any activity which takes place to bring about an improvement in the faculty.
2. Faculty of Education Staff Development planning is local level, i.e., faculty level.

Activity 4: An introduction to spreadsheet