

What was the selection criteria for the localities where you are working?

Community Needs Assessment: Conducted a thorough assessment of the needs, priorities, and challenges of the local community to ensure that outreach activities addressed relevant issues.

Local Stakeholder Engagement: Involved local stakeholders, including community leaders, organizations, and residents.

Capacity Building: Considered the capacity and resources of the local community to participate in the training as needed to build local capacity.

Accessibility and Inclusivity: Ensured that the training was accessible to all members of the community, and promoted inclusivity and diversity in participation.

What was the eligibility criteria for participating in the courses?

- ▶ Educational Background
- ▶ Language Proficiency
- ▶ Access to Resources
- ▶ Diversity and Inclusion
- ▶ Gender
- ▶ Age

What was the first thing you did to reach out to the participants?

- ▶ **Definition of Target Audience:** Identified the specific demographics, interests, and characteristics of the target audience for the program. This included factors such as age, gender, location, or interests related to the program's topic.
- ▶ **Establishment of Partnerships:** Partnered with relevant organizations, and influencers to extend reach and tap into the networks of potential participants.

Which stakeholders were key in supporting you to mobilise participants?

- ▶ Ministry of Community Development and Social Services
- ▶ Ministry of Education
- ▶ Ministry of Small and Medium Enterprises
- ▶ Provincial Administration Offices
- ▶ Ministry of Youth, Sport and Arts
- ▶ Ministry of Technology and Science
- ▶ DTC Focal Point Persons

How did you get the buy-in from these stakeholders?

- ▶ Communication of Clear Goals and Benefits
- ▶ Building Relationships
- ▶ Showcased Success Stories
- ▶ Customized Communication
- ▶ Provided Opportunities for Input

What did you do to ensure that eligible participants attend the training?

- ▶ Communicated the Value of the Program
- ▶ Scheduled Convenient Timing
- ▶ Tailored the Content to Participants' Needs
- ▶ Provided Advance Notice
- ▶ Engaged Leadership Support

What did you do to encourage trainees to attend the entire training?

- ▶ Set Expectations: Clearly communicated at the outset the importance of attending the entire training session.
- ▶ Made the Agenda Clear: Provided a detailed agenda outlining the topics, activities, and schedule for the program.
- ▶ Emphasized Benefits: Continuously emphasized the benefits of attending the entire training session.
- ▶ Interactive Sessions: Incorporated interactive elements throughout the training, such as group discussions, and hands-on activities.
- ▶ Breaks and Refreshments
- ▶ Created a Supportive Environment
- ▶ Incorporated Feedback Opportunities

What were the challenges faced in this process and how did you mitigate them?

- ▶ Faced challenges in the mobilization of the participants. But managed to mobilise the participants by engaging the Provincial ICT Officer and the District Cooperatives Officer.
- ▶ Had challenges with internet connectivity. To mitigate the problem used routers.

What would you recommend for the other DTCs?

- ▶ Define clear objectives
- ▶ Identify target audience
- ▶ Collaborate with Partners or Stakeholders