Date	Day	Time		Activity	Topics	Group 1 - CHSS - Main Campus	Group 2 - Lower Kabete	Group 3 - Kisumu	Group 4 - Mombasa	Group 5 - CAE	Group 6 - SWA/ADD/UHS	Group 7 - CAVS	Group 8 - CEES	Group 9 - KSC	Group 10 - Parklands	Group 11 - CHS	Group 12 - CBPS	Group 13 ODeL campus	Group 14 Graduate School	Group 15 Central Units	
23-Mar-20	**Monday**	**8:00-9:00**	**All Trainers**	**Training of Trainers (ToT)**	Google Hangouts Meet																
		9:30-10:30	Extended College Management Board (CMB)	Online Training Session 1	Google Hangouts Meet	**Trainer** - Abdi Tuka	**Trainer** - Isaac Wasonga	**Trainer** - Michael Mboya	**Trainer** - Simon Mwangi	**Trainer(s):** Faith Kavisa/ Humphrey Misigo	**Trainer** - Laban Ndegwa	**Trainer** - Nicholas Owino	**Trainer** - Theophilus Musyoka	**Trainer** - Wycliffe Muswii	**Trainer** - Paul Mulonzya	**Trainer** - Hadah Oketch/ Edwin Wahome/Laureen Amateshe	**Trainer**: Patricia Gitonga	**Trainer:** Almaz Yohannis	**Trainer:** Martin Wachira/Duncan Maigua	**Trainer:** Gideon Nyangena/Steve Kyalo/Fintan	
		11:30-12:30	Extended College Management Board (CMB)	Online Training Session 2	Google Hangouts Meet	**Trainer** - Abdi Tuka	**Trainer** - Isaac Wasonga	**Trainer** - Michael Mboya	**Trainer** - Simon Mwangi	**Trainer(s):** Faith Kavisa/ Humphrey Misigo	**Trainer** - Laban Ndegwa	**Trainer** - Nicholas Owino	**Trainer** - Joyce Gathoni	**Trainer** - Wycliffe Muswii	**Trainer** - Paul Mulonzya	**Trainer** - Hadah Oketch/ Edwin Wahome/Laureen Amateshe	**Trainer**: Tom Syuki	**Trainer:** Lwande/Jerusha/ Naomi	**Trainer:** Martin Wachira/Duncan Maigua	**Trainer:** Gideon Nyangena/Steve Kyalo/Fintan	
		12:45 - 13:00	**All trainers**	**Review Meeting**																	
		14:30 - 15:30	Extended College Management Board (CMB)	Online Training Session 3	Accessing E-Learning platforms	**Trainers -** Dr.Augustine/ Charles Lwande	**Training Link for Online Session 3** - https://meet.google.com/ymy-pfhx-pxs														
24-Mar-20	**Tuesday**	**8:00-9:00**	**All Trainers**	**Training of Trainers (ToT)**	Google Classroom	**Trainers -** Fintan															
		9:30-10:30	Administrators	Online Training Session 1	Google Hangouts Meet	**Trainer** - Abdi Tuka	**Trainer** - Isaac Wasonga	**Trainer** - Michael Mboya	**Trainer** - Simon Mwangi	**Trainer(s):** Faith Kavisa/ Humphrey Misigo	**Trainer** - Laban Ndegwa	**Trainer** - Nicholas Owino	**Trainer** - Francis Gatabu	**Trainer** - Wycliffe Muswii	**Trainer** - Paul Mulonzya	**Trainer** - Hadah Oketch/ Edwin Wahome/Laureen Amateshe	**Trainer**: Patricia Gitonga	**Trainer:** Almaz Yohannis	**Trainer:** Martin Wachira/Duncan Maigua	**Trainer:** Gideon Nyangena/Steve Kyalo/Fintan	
		11:30-12:30	Faculties/Schools/ Centres/Institutes/Learning Centers	Online Training Session 2	Google Hangouts Meet	**Trainer** - Abdi Tuka	**Trainer** - Isaac Wasonga	**Trainer** - Michael Mboya	**Trainer** - Simon Mwangi	**Trainer(s):** Faith Kavisa/ Humphrey Misigo	**Trainer** - Laban Ndegwa	**Trainer** - Nicholas Owino	**Trainer** - Theophilus Musyoka	**Trainer** - Wycliffe Muswii	**Trainer** - Paul Mulonzya	**Trainer** - Hadah Oketch/ Edwin Wahome/Laureen Amateshe	**Trainer**: Patricia Gitonga	**Trainer:** Lwande/Jerusha/ Naomi	**Trainer:** Martin Wachira/Duncan Maigua	**Trainer:** Gideon Nyangena/Steve Kyalo/Fintan	
		14:30 - 15:30	Faculties/Schools/ Centres/Institutes/Learning Centers	Online Training Session 3	E-Learning Tools	**Trainers**: Dr.Naomi/ Jerusha Kimani /Angela Mbula	Training Link for Online Session 3														
		15:45 - 16:30	All trainers	**Review Meeting**																	
25-Mar-20	**Wednesday**	**8:00-9:00**	**All Trainers**	**Training of Trainers (ToT)**	VPN tools/Active Directory Account Reset Tool/SMIS Reset Tool	**Trainers** - Fintan/Anthony Githaka															
		9:30-10:30	Faculties/Schools/ Centres/Institutes/Learning Centers	Online Training Session 1	Google Classroom	**Trainer** - Abdi Tuka	**Trainer** - Isaac Wasonga	**Trainer** - Michael Mboya	**Trainer** - Simon Mwangi	**Trainer(s):** Faith Kavisa/ Humphrey Misigo	**Trainer** - Laban Ndegwa	**Trainer** - Nicholas Owino	**Trainer** - Joyce Gathoni	**Trainer** - Wycliffe Muswii	**Trainer** - Paul Mulonzya	**Trainer** - Hada Oketch/ Edwin Wahome/Laureen Amateshe	**Trainer**: Tom Syuki	**Trainer:** Lwande/Jerusha/ Naomi	**Trainer:** Martin Wachira/Duncan Maigua	**Trainer:** Gideon Nyangena/Steve Kyalo/Fintan	
		11:30-12:30	Faculties/Schools/ Centres/Institutes/Learning Centers	Online Training Session 2	Google Classroom	**Trainer** - Abdi Tuka	**Trainer** - Isaac Wasonga	**Trainer** - Michael Mboya	**Trainer** - Simon Mwangi	**Trainer(s):** Faith Kavisa/ Humphrey Misigo	**Trainer** - Laban Ndegwa	**Trainer** - Nicholas Owino	**Trainer** - Francis Gatabu	**Trainer** - Wycliffe Muswii	**Trainer** - Paul Mulonzya	**Trainer** - Hada Oketch/ Edwin Wahome/Laureen Amateshe	**Trainer**: Patricia Gitonga	**Trainer:** Lwande/Jerusha/ Naomi	**Trainer:** Martin Wachira/Duncan Maigua	**Trainer:** Gideon Nyangena/Steve Kyalo/Fintan	
		14:30 - 15:30	Faculties/Schools/ Centres/Institutes/Learning Centers	Online Training Session 3	E-Learning Tools	**Trainers**: Dr.Augustine/ Charles Lwande	Training Link for Online Session 3														
		15:45 - 16:30	All trainers	**Review Meeting**																	
26-Mar-20	**Thursday**	**8:00-9:00**	**All Trainers**	**Training of Trainers (ToT)**	Postgraduate Tracking System	**Trainers - MIS** PL															
		9:30-10:30	Students	Online Training Session 1	Google Meet/Classroom	**Trainer** - Abdi Tuka	**Trainer** - Isaac Wasonga	**Trainer** - Michael Mboya	**Trainer** - Simon Mwangi	**Trainer(s):** Faith Kavisa/ Humphrey Misigo	**Trainer** - Laban Ndegwa	**Trainer** - Nicholas Owino	**Trainer** - Theophilus Musyoka	**Trainer** - Wycliffe Muswii	**Trainer** - Paul Mulonzya	**Trainer** - Hadah Oketch/ Edwin Wahome/Laureen Amateshe	**Trainer**: Tom Syuki	**Trainer:** Lwande/Jerusha/ Naomi	**Trainer:** Martin Wachira/Duncan Maigua	**Trainer:** Gideon Nyangena/Steve Kyalo/Fintan	
		11:30-12:30	Students	Online Training Session 2	Google Meet/Classroom	**Trainer** - Abdi Tuka	**Trainer** - Isaac Wasonga	**Trainer** - Michael Mboya	**Trainer** - Simon Mwangi	**Trainer(s):** Faith Kavisa/ Humphrey Misigo	**Trainer** - Laban Ndegwa	**Trainer** - Nicholas Owino	**Trainer** - Joyce Muthoni	**Trainer** - Wycliffe Muswii	**Trainer** - Paul Mulonzya	**Trainer** - Hada Oketch/ Edwin Wahome/Laureen Amateshe	**Trainer**: Patricia Gitonga	**Trainer:** Lwande/Jerusha/ Naomi	**Trainer:** Martin Wachira/Duncan Maigua	**Trainer:** Gideon Nyangena/Steve Kyalo/Fintan	
		14:30 - 15:30	Students	Online Training Session 3	E-Learning Tools	**Trainers**: Dr.Naomi/ Jerusha Kimani /Angela Mbula	Training Link for Online Session 3														
		15:45 - 16:00	All trainers	**Review Meeting**																	

27-Mar-20	**Friday**	**8:00-9:00**	**All Trainers**	**Training of Trainers (ToT)**	Network tools and troubleshooting	**Trainers** - Masila/George Ndegwa															
		9:30-10:30	Students	Online Training Session 1	Google Meet/Classroom	**Trainer** - Abdi Tuka	**Trainer** - Isaac Wasonga	**Trainer** - Michael Mboya	**Trainer** - Simon Mwangi	**Trainer(s):** Faith Kavisa/ Humphrey Misigo	**Trainer** - Laban Ndegwa	**Trainer** - Nicholas Owino	**Trainer** - Francis Gatabu	**Trainer** - Wycliffe Muswii	**Trainer** - Paul Mulonzya	**Trainer** - Hada Oketch/ Edwin Wahome/Laureen Amateshe	**Trainer**: Tom Syuki	**Trainer:** Lwande/Jerusha/ Naomi	**Trainer:** Martin Wachira/Duncan Maigua	**Trainer:** Gideon Nyangena/Steve Kyalo/Fintan	
		11:30-12:30	Students	Online Training Session 2	Google Meet/Classroom	**Trainer** - Abdi Tuka	**Trainer** - Isaac Wasonga	**Trainer** - Michael Mboya	**Trainer** - Simon Mwangi	**Trainer(s):** Faith Kavisa/ Humphrey Misigo	**Trainer** - Laban Ndegwa	**Trainer** - Nicholas Owino	**Trainer** - Theophilus Musyoka	**Trainer** - Wycliffe Muswii	**Trainer** - Paul Mulonzya	**Trainer** - Hadah Oketch/ Edwin Wahome/Laureen Amateshe	**Trainer**: Patricia Gitonga	**Trainer:** Lwande/Jerusha/ Naomi	**Trainer:** Martin Wachira/Duncan Maigua	**Trainer:** Gideon Nyangena/Steve Kyalo/Fintan	
		14:30 - 15:30	Students	Online Training Session 3	E-Learning Tools	**Trainers**: Dr.Augustine/ Charles Lwande	Training Link for Online Session 3														
		15:45 - 16:30	All trainers	**Review Meeting**																	
Everyday 15:45 - 16:30 Trainers of the Day and Coordinators Debrief Online Meeting																					
Coordinators: Joram Kinuthia, Joseph Muchina, Paul Kariuki																					