

Training Conduction Report

[Bhutan Component]

Introduction

Dzongkha Linux End User training has been conducted from December 3-16, 2008 at Dzongkha Language Institute (DLI), Thimphu and Computer Management Institute (CMI), Phuentsholing. DLI and CMI are the two institutes recognized by both the Dzongkha Development Commission (DDC) and Department of Information Technology (DIT) for conducting trainings related to Dzongkha language both in Microsoft and Linux environments.

This training was targeted to focal persons of various agencies who have been charged with the Dzongkha computing works in their offices.

Objectives

The objectives of this training were as follows:

- a) To provide basic knowledge and skills on how to install and operate Dzongkha Linux, how to use of open office applications, how to use Firefox and Thunderbird and other applications;
- b) To train the users as trainer so that they can further transfer their knowledge and skills to their colleagues;
- c) To raise awareness on Dzongkha Linux and sensitize on open source software in general.

Training Contents and Schedule

The training covered topics on Dzongkha Linux installation, Configuring the Gnome Desktop (language settings, keyboard, users, printers, etc), Open office applications (OpenOffice writer, OpenOffice calc and OpenOffice impress), Internet browsing with Firefox, Email with Evolution, Instant messaging with the chat application (Gaim). The schedule of the training is as shown below:

	TIME	TALK/EVENT	TRAINER
DAY 1	9:00 am – 4pm (15minutes tea break, 1hour	Introduction to Dzongkha Linux, Pre-training survey, Dzongkha Linux Installation, Practice session	Nidup Lhamo & Passang Dema Sherpa in DLI, Sonam Dhendup in CMI

	lunch break)		
DAY 2	-do-	Configuring Gnome Desktop, Dzongkha Keyboard, Practice session	„
DAY 3	-do-	Word processing using OpenOffice.org Writer , Practice session	„
DAY 4	-do-	Word Processing, Practice session, Review exercise	„
DAY 5	-do-	Spreadsheets using OpenOffice.org Calc, Practice session	„
DAY 6	-do-	Spreadsheet, Practice session and Review exercises	„
DAY 7	-do-	Making presentations using OpenOffice.org Impress, Practice session	„
DAY 8	-do-	Internet Browsing using Firefox, Email using Evolution, Instant messaging using internet application, Practice session	„
DAY 9	-do-	Re-visiting the previous topics (Revision), Practice session	„
DAY 10	-do-	Practical assessment through tests + Assessment of the training process (Post-training survey, General Feedback)	„

Training Materials

Trainees were provided training manuals on Dzongkha Linux Installation, Open Office and other applications. They were also provided copies of Dzongkha Linux and Open Office CDs. Aside from these materials; trainees were also provided lessons materials in the form of Powerpoint Presentations each session.

Trainer Profiles

Trainees were trained by certified trainers who have been trained by the DIT during conduction of training-of-trainer (ToT) programme. They are Nidup Lham and Passang Sherpa of DLI and Sonam Dhendup of CMI. In addition, Mr. Tenzin Dhendup, Mr. Jurmi Rabgay, Mr. Karma Tenzin and Mr. Pema Choejey were also deputed to oversee and administer the training conduction.

Training Participants

All together 40 trainees were trained from various agencies including participants from armed forces such as Royal Bhutan Army and Royal Bhutan Police. There were 30 males and 20 females participantss. See the table below:

Sl.#	Name	Designation	Agency
1	Mr. Gembo	Adm Assistant	Thimphu Dzongkhag*
2	Mrs. Ugyen Lhamo	Adm Assistant	-do-
3	Mr. Ugyen Lhendup	Adm Assistant III	Mongar Dzongkhag
4	Mr. Sangay Dorji	Adm Assistant II	Lhuntse Dzongkhag
5	Mr. Ugyen Rinzin	DYT Secretary	Tashi Yangtse Dzongkhag
6	Mr. Tashi Tenzin	Adm Assistant	Paro Dzongkhag
7	Mr. Karma Dorji	Cultural Officer	Punakha Dzongkhag
8	Mr. Sonam Dhemdup	Sr. DYT Secretary	Bumthang Dzongkhag
9	Mr. Sonam Dorji	Adm Assistant I	Samdrup Jongkhar Dzongkhag
10	Mrs. Tsheing Zangmo	Personal Assistant	Trongsa Dzongkhag
11	Mr. Sonam,	Assistant Cultural Officer	Chukha Dzongkhag
12	Mr. Tshering Dorji	Dzongkha Focal Person	-do-
13	Mr. Lobzang Tenzin	Human Resource Officer	Gasa Dzongkhag
14	Mr. Chedup Dorji	Assistant Planning Officer	-do-
15	Mrs. Tsheing Pem	Dzongkha Typist	Wangdue Dzongkhag
16	Mrs. Namgay Wangmo	Adm Assistant	-do-
17	Mr. Thienly Dorji	Cultural Officer	Pema Gatshel Dzongkhag
18	Mr. Karma Dorji	Sr. Adm. Assistant	Trashigang Dzongkhag
19	Mrs. Kuenga Dema	Adm. Assistant	-do-
20	Mr. Sangay Tshewang	Revenue Assistant	Zhemgang Dzongkhag
21	Mrs Passang	Adm. Assistant	Sarpang Dzongkhag
22	Mr. Dophu Tshering	Adm. Assistant II	Tsirang Dzongkhag
23	Mr. Pemba Tshering	Adm. Assistant	Dagana Dzongkhag
24	Mr. Dakpa Gyeltshen	Asst. HRO	Works & Human Settlement Ministry
25	Mr. Phub Dorji	HR Focal Person	Economic Affairs Ministry
26	Mr. Lhendupla,	Adm. Assistant	Health Ministry
27	Mr. Chimi Drukpa	Human Resource Officer	-do-
28	Mr. Tshewang Jigme	Dringgom, Dzongkha Focal Person	Royal Bhutan Army
29	Mr. Rinzin Wangdi	Ramjam (Lawyer)	High Court
30	Mrs. Kezang Lhamo	Adm. Assistant I	IT Department
31	Mrs. Kinley Yangzom	Adm. Assistant	Information Media Department
32	Mr. Tshering Tobgay	Dzongkha Focal Person	Finance Ministry
33	Karma	Adm. Assistant	Institute of Traditional Medical Sciences
34	Miss Namgay Lhamo	Adm. Assistant	-do-
35	Captain Chador Namgyel	Dzongkha Focal Person	Royal Bhutan Police
36	Karma Gayley	Assist. Immigration Inspector	Home & Cultural Affairs Ministry
37	Tenzin	Adm. Assistant	-do-
38	Pem Tshewang	Immigration Inspector	-do-
39	Mrs Ugyen Zangmo	ICT Officer	Labour & Human Resources Ministry
40	Mrs Sangay Wangmo	PA to Secretary, MoIC	Information & Communication Ministry

*District,

Trainees Sample Photographs





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Conclusion

Dzongkha Linux end user training has been successfully conducted. About 40 participants were trained from various agencies. Of 40 participants, 10 of them were female participants. Therefore, the gender participation ratio is 3:1.