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**REPORT ON TRAINING WORKSHOP ON WEB 2.0
LEARNING OPPORTUNITY HELD IN CSIR-INSTI,
ACCRA FROM 9TH – 13TH AUGUST 2010**

BY

RAPHAEL KWAME KAVI

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I wish to express my sincere gratitude to the Technical Centre for Agricultural and Rural Cooperation (CTA) and CSIR-INSTI for the opportunity to participant in the Web 2.0 Learning Opportunity training workshop. Finally, I am also grateful to the Director of CSIR-Food Institute for nominating me to attend this workshop.

EXECUTIVE SUMMARY

This report is on the Web 2.0 Learning Opportunity Training Workshop held in CSIR-INSTI, Accra from 2nd – 6th August 2010, which was sponsored by CTA. The main objective of the programme was to improve the skills of development actors in the use of a variety of Web 2.0 applications for information retrieval, collaborative generation of content, information sharing and effective and cost-efficient communication.

In all, over twenty participants attended the training workshop and resolved to adopt social media tools and integrate them in their professional life.

INTRODUCTION

Technological innovation is taking place at a breath-taking pace. Simple, open source Internet-based applications and services designed to enhance on-line collaboration are now available to the wider public at little or no cost at all. These new online technologies known as Web 2.0 and ‘social media’ enable people to collaborate to create, share and publish information.

The Technical Centre for Agricultural and Rural Cooperation EU-ACP (CTA) has a mandate to facilitate access to and dissemination of information in the fields of agriculture and rural development in several countries in Africa, the Caribbean and the Pacific (ACP). Supporting the adoption of Web 2.0 applications represents a great opportunity for meeting it.

Researchers in agriculture and rural development, natural resource management and biodiversity, agricultural and rural development information professionals, development practitioners and staff of civil society organizations in Africa have been provided with an opportunity to get on the Web 2.0 bandwagon.

The CSIR-Institute for Scientific and Technological Information (CSIR-INSTI) in collaboration with CTA hosted a 5-day Web 2.0 Learning Opportunity from 2nd – 6th August, 2010. Participants were introduced to selected web 2.0 applications and learned how to use them hands-on. The objective of the Web 2.0 Learning Opportunity is to improve the skills of development actors in the use of a variety of Web 2.0 applications for information retrieval, collaborative generation of content, information sharing and effective and cost-efficient communication.

The Learning Opportunity covered advanced online searching, getting information served via alerts and RSS, collaborating remotely using wikis and Google Drive, using VoIP, online mapping and social media. Participants had a chance to see what others have done, got hands-on experience on how to use innovative applications, and assessed how they could adopt these innovations within the context of their work and organization. This Learning Opportunity forms part of CTA initiatives that support development partners in networking, accessing and disseminating information more effectively.

The workshops’ programme content includes: - Introduction to the participatory World Wide Web (Web 2.0), Search Magic: How to conduct advanced multilingual online searches, Information Self Service: How to get selected information served to you via alerts and RSS feeds, Remote collaboration: How to develop content remotely using wikis and Google Docs, Online mapping: How to locate your organization and your projects on an online Map, How to communicate voice over the internet at no cost, Online publishing (Blog), Social networking (LinkedIn and Facebook) and Web 2.0 self-instruction (introduction to IMARK).

DAY 1: MONDAY, 2ND AUGUST 2010

1.0 WELCOME ADDRESS AND INTRODUCTION

The training workshop started at 9:30 am with a short prayer by one of the participants, this was followed by a welcome address by the Director of CSIR-INSTI, Dr. Joel Sam, who admonished the participants to engage themselves fully in all the activities drawn up for the workshop and also update their knowledge and skills, in order to impact this new knowledge and skills at their institutions to colleagues and students.

This was followed by an introduction of the facilitators, Dr. Justin Chisenga, Knowledge and Information Management Officer from the FAO Regional Office for Africa, who was ably assisted by Mr. Richard Bruce Lamptey, KNUST and some personnel from CSIR-INSTI.

2.0 INTRODUCTION TO THE PARTICIPATORY WORLD WIDE WEB (WEB 2.0)

The participants at the workshop were introduced to some lesson on Web 2.0 for development. The main highlights of the lesson taught includes: - Introduction to the participatory World Wide Web (Web 2.0), Search Magic: How to conduct advanced multilingual online searches, Information Self Service: How to get selected information served to you via alerts and RSS feeds, Remote collaboration: How to develop content remotely using wikis and Google Docs, Online mapping: How to locate your organization and your projects on a online Map, How to communicate voice over the internet at no cost, Online publishing (Blog), Social networking (LinkedIn and Facebook), and Web 2.0 self-instruction (introduction to IMARK module). Participants were engaged on practical hands-on training and group activities to them appreciate the Web 2.0 tools.

3.0 INTRODUCTION TO IMARK

Participants at the training workshop were also taken through lessons on an information management resource kit (IMARK): a collection of series of eLearning modules focused on strengthening information management and exchange in agencies, institutions and networks. The highlights of this lesson includes: - what is IMARK, structure of the IMARK module, Web 2.0 and Social Media for Development module and social media tools and services. Participants were also involved in a practical hands-on and group activities on the IMARK tool.

4.0 SELECTIVE ACCESS TO INFORMATION (GOOGLE ALERTS AND ONLINE SEARCHES)

In the course of the workshop, participants were introduced to a thorough lessons on Google alerts and online searches. The highlights of these lessons includes: - what is Google alerts, Google alerts notifications, Google alerts practicum, Google alerts notifications via RSS, RSS feeds practicum, Google reader in plain english, iGoogle, iGoogle practicum, finding information on the Internet,

searching with Google, Google advanced search, introduction to search engines, targeted searches, language search tools, translated searches practicum, search services and Information delivery services on the Internet. Participants were engaged in a practical hands-on and group activities to enable them assimilate the lessons.

DAY 2: TUESDAY 3ND AUGUST 2010

5.0 ONLINE PUBLISHING (BLOGS AND BLOGGER)

Participants were also involved in a step by step lesson on online publishing. The main lessons learnt were: - what are blogs and why you should learn about blogs, how to search and relevant blogs, how to create your blog and creating your blog practicum. During the workshop, participants were involved in a practical hands-on training and group activities to enable them understand the lessons on blogging. Participants were also made to create their personal blogs and my blog was **kaviraphael.blogshot.com**.

6.0 SOCIAL AND PROFESSIONAL NETWORKING

The workshop participants were also taken through lessons on social and professional networking. The highlights of the lessons learnt in the course of the training includes: - what is social networking, social networking sites and services, benefits of social networking, comparison between common social networking sites, choice of a social networking sites, components of a social networking sites: people, digital content, groupware collaboration and groups and events, the risks of online social networks and rule of thumb for professional networking. The training involved participants in a practical hands-on session and group activities to aid them to understand the lessons on social and professional networking.

DAY 3: WEDNESDAY 4TH AUGUST 2010

7.0 COLLABORATING REMOTELY USING GOOGLE DOCS

The training workshop participants were also taken through lessons on collaborating remotely using Google docs. The main topics highlight includes: - what is Googledocs, Googledocs practicum, creating documents, spreadsheets and presentations online, the Googledocs format, how to use Googledocs form, collaboration using Googledocs, Googledocs revision history and document organization. Participants at the workshop were involved in a practical hands-on session and group activities to enable them understand the lessons taught on collaborating remotely using Googledocs.

DAY 4: THURSDAY 5TH AUGUST 2010

8.0 WORKING WITH GOOGLE MAPS

As part of the training workshop, participants were also taken through lessons on working with Google maps. The main topics highlighted included: - what is Google maps, how Google maps works, Google maps view and collaborate remotely in the development of thematic map. The participants were also engaged in a practical hands-on training to enable them understand the concepts of the lessons on working with Google maps.

DAY 5: FRIDAY 6TH AUGUST 2010

9.0 VOICE OVER INTERNET PROTOCOL (VOIP)

The training workshop also offered the participants an opportunity to learn about the Voice Over Internet Protocol (VOIP). The main topics highlighted during the workshop included: - what is VOIP, why VOIP, types of VOIP, how VOIP works and VOIP requirements, and examples of VOIP (Skype). The workshop also engaged participants in a practical hands-on training to make sure that the concepts of the lessons on Voice Over Internet Protocol were understood.

10.0 INSTITUTIONAL ACTION PLANS FOR THE USE OF COLLABORATIVE TOOLS

As part of the requirements of the training workshop, participants were made to formulate an Institutional Action Plan for the use of collaborative tools. The Action Plan was to outline measures that would be taken at each participant institution for the deployment and implementation of the knowledge and skills that have been gained to colleagues and students. The aim is to improve educational content creation, research efficiency and the effective flow of agricultural information among researchers within and between academic and research institutions.

CONCLUSION

The training workshop, on the whole was successful and beneficial to the over twenty (20) participants draw from research institutes and faculties of agriculture of some universities in Ghana. Participants at the end of workshop resolved to adopt social media tools and integrate them in their professional life.