WELCOME TO YOUR ICT CENTER!

Technical Inputs by Center for Sustainable Development at The Earth Institute, Columbia University with i4SD
OBJECTIVE

• To be aware of ICT Center and its training program rationale
• To meet & greet with Center staff and fellow trainees using English
• To understand the importance of building soft skills along with concrete skills
• To set Center (training cohort)’s collective goal, ground rules and motto
  Guide to Facilitators: Center goals, ground rules & motto to be posted on Center walls
It’s a pleasure to meet you!
Team Member Introductions

Meet the Team Members who will be working with you!
Ice Breaker: “That is Me” Activity

• We will take turns and say a sentence that applies to you.
  • For example, “My name starts with the letter A”
    • My favorite activity is dancing.
    • My favorite day of the week is Friday.
    • I have more than 5 siblings.
    • And the list goes on!

• If the statement applies to you, please stand up from your seat, and say “That is me”!
What is ICT? & Why ICT Center?

Presentation of our ICT Center Model & Our Hopes
What is ICT?

Information & Communications Technology
Why ICT?

- Based on CSD & i4SD’s previous work of 10 years, we have seen how the usage and demand for ICT skills have grown.
- Our needs assessment in various projects speaking with youth, educators, education ministries, government officers and employers showed that the most in-demand skills in the job market (both by employers & those seeking employment), were ICT, English and soft skills (communication, teamwork, leadership) regardless of location & country.
ICT Center Model

Electricity enabled with solar mini-grids & smart metering

With potential for energy provision to wider community beyond ICT Center

Center Staff & Participants (Trainers, Trainees, Managers & Staff)

Youth & Adult Community Learners (Computer, English, Business, Life skills)

A hub for training & knowledge for desired skills in the local job market.

Center for Sustainable Development
Earth Institute | Columbia University
LEARN. GROW. EMPOWER

SPACE FOR KNOWLEDGE, SKILLS, FELLOWSHIP
WOMEN'S TRAINING COURSES
COMPUTER ENGLISH FINANCIAL LITERACY ENVIRONMENT LIFE SKILLS & MORE!

STUDY BY CENTER FOR SUSTAINABLE DEVELOPMENT
EARTH INSTITUTE, COLUMBIA UNIVERSITY

ICT WOMEN'S CENTER

Computer Skills  Growth  English & Communications

Training for Employment  Community  Knowledge

Center for Sustainable Development
EARTH INSTITUTE | COLUMBIA UNIVERSITY
<table>
<thead>
<tr>
<th>Computer Modules (C#)</th>
<th>Training Modules (T#)</th>
</tr>
</thead>
<tbody>
<tr>
<td>C1. Basics, Typing &amp; Word</td>
<td>T1. Personal Development</td>
</tr>
<tr>
<td>C2. Cyber Wellness, Internet, SNS, Marketing, Email</td>
<td>T2. Interpersonal Development / Communication</td>
</tr>
<tr>
<td>C3. Presentations / PowerPoint</td>
<td>T3. Financial Concepts</td>
</tr>
<tr>
<td>C4. Excel</td>
<td>T4. Goal Setting/Teamwork/Leadership</td>
</tr>
<tr>
<td></td>
<td>T5. Environment</td>
</tr>
</tbody>
</table>
As we take on our learning...

- Let’s remember that our individual and group successes will come at a cost...
- Let’s see what the costs (such as time, hard work, effort) might be
Have you ever seen an iceberg?

Here is a photo if you’ve never seen it.

What do you notice about it?

*Facilitators, see notes section
THE ICEBERG ILLUSION

SUCCESS IS AN ICEBERG

WHAT PEOPLE SEE
SUCCESS

WHAT PEOPLE DON'T SEE

PERSISTENCE
FAILURE
SACRIFCE

DEDICATION
HARD WORK
GOOD HABITS
DISAPPOINTMENT

S2S
Secrets 2 Success
What do you think makes a successful professional woman (or man)? Let's brainstorm and add your words to the Iceberg.

Successful Professional Woman (or Man)

Add words here

Add words here

Add words here

Add words here

Add words here

Add words here
Successful Professional Woman (or Man)

- Motivation
- Practice
- Hard work
- Time management
- Discipline
- Self-confidence
- Dedication
- Persistence
- Planning
- Thinking
- Talent
- Communication skills
- Inspiration
- Moral values
- Disappointment
- Courage
Personal Goal Setting

- We will share our Self Assessment
- Anonymous to encourage honest writing but you’re welcome to add your name!
CSD Life Skills Self-Assessment Survey 1

1. What are some personal or professional goals you have for yourself, that you would like to achieve?
   • (Short term goals to achieve in 3-6 months):
   •
   • (Mid/long-term goals to achieve in 6 months to 1 year):
   •

2. How would you rate your communication skills (example, listening, speaking, presenting in public, engaging others through conversation in any language)? Please circle ONE.

<table>
<thead>
<tr>
<th>Excellent</th>
<th>Good</th>
<th>Satisfactory</th>
<th>Basic</th>
<th>Unsatisfactory</th>
<th>Very Weak</th>
</tr>
</thead>
</table>

3. How would you rate your ability to handle difficult conversations or problems?

<table>
<thead>
<tr>
<th>Excellent</th>
<th>Good</th>
<th>Satisfactory</th>
<th>Basic</th>
<th>Unsatisfactory</th>
<th>Very Weak</th>
</tr>
</thead>
</table>

4. How would you rate your computer skills?

<table>
<thead>
<tr>
<th>Excellent</th>
<th>Good</th>
<th>Satisfactory</th>
<th>Basic</th>
<th>Unsatisfactory</th>
<th>Very Weak</th>
</tr>
</thead>
</table>

5. How would you rate your English conversation skills?

<table>
<thead>
<tr>
<th>Excellent</th>
<th>Good</th>
<th>Satisfactory</th>
<th>Basic</th>
<th>Unsatisfactory</th>
<th>Very Weak</th>
</tr>
</thead>
</table>

6. How would you rate your knowledge about the environment?

<table>
<thead>
<tr>
<th>Excellent</th>
<th>Good</th>
<th>Satisfactory</th>
<th>Basic</th>
<th>Unsatisfactory</th>
<th>Very Weak</th>
</tr>
</thead>
</table>

7. What are some qualities of a good leader?
   •
   •

8. Do you think that you are a leader? (Please circle one)

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Not Sure</th>
</tr>
</thead>
</table>

9. Do you think you can become a leader?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Not Sure</th>
</tr>
</thead>
</table>

10. What are some skills you’d like to learn through our Center / training program?
   •
Setting Our Center Norms

Help the group get to know each other
Establish respect for rules of conduct
Our Center “Contract” Between Us

GOALS
Example. Supporting each other
Learning new things,
Not to be afraid even if I make mistakes,
Etc.

FEARS
For example,
Speaking in front of a group of people
Saying wrong answers

Center for Sustainable Development
Earth Institute | Columbia University
SAMPLE from India ICT Center

Our Center “Contract” Between Us

GOALS

Listen to others
Respect others
Understand others
Advise others
Ask questions without being afraid
Teamwork

Fears

We fear nothing!
Center’s Motto

Choosing a Center Motto
Here are few examples of mottos.

Let’s add any other ideas you have to this list and vote one to use as our cohort’s motto!

BE THE CHANGE
POWER IN PROGRESS
BE THAT GIRL
BE THAT WOMAN
THIS WOMAN CAN
THIS GIRL CAN
DAILY WONDER WOMEN
REAL LIFE WONDER WOMEN
SUPER GIRL
KNOWLEDGE IS POWER
YES I CAN. YES YOU CAN. YES WE CAN.

THIS IS OUR VOICE
FIND YOUR VOICE
OUR VOICE MATTERS
Housewives’ education lights the house.

Go women
Go heroes

I am proud to be a woman

Girls’ education is the universal light

East and West, women are the best
English Greetings & Introductions

Let’s get to know each other using English expressions
Welcome!

“Welcome to our class”
• “Thank you, I am glad to be here”
• “Thank you, I am ready to learn”

*Note to Facilitators: Please include local language translations below if needed*
Greetings

- Hello
- Hi
- Good morning
- Good afternoon
- Good evening

Center for Sustainable Development
Earth Institute | Columbia University
Greetings

How are you?
- I am well
- I am fine
- I am well, how are you?
Introductions

Hello, what is your name?
• My name is….. (formal)
• I am…… (casual)

It is a pleasure to meet you (formal)
• It is a pleasure to meet you, too

Nice to meet you (informal)
• Lovely to meet you, too
Introductions

In a formal setting you might hear...
• Let me introduce myself. My name is...

• I am....... (casual)

In an informal setting, you might hear...

Nice to meet you
It is a pleasure to meet you
Activity

• Practice introducing yourself to your neighbors, using as many English expressions we learned as possible.
Introductions: background information

Where are you from?
• I am from.....
• I come from....
• I grew up in.....
• I live in.....
Talking about yourself: age

You might hear...

How old are you?
• I am ____ years old
• I am ____

When were you born?
• I was born in (year)
Talking about yourself: marital status

You might hear...

Are you married?
• Yes, I am married
• Yes, I have been married for ___ years
• No, I am not married
• No, I am single

How long have you been married?
• We have been married for ____ years
Talking about your family

You might hear...

Do you have children?
• Yes, I have ____ children
• No, I do not have children

Do you have siblings?
• Yes, I have a sister and a brother
• Yes, I have two sisters and two brothers
• No, I am an only child
Activity: Create your life timeline

• Mark important moments in your life in the order they occurred.
• Imagine a line – for happy events, write that point above the line. For sad events, write the point below the line.
• We will continue to add to this as we learn new vocabulary

My name is Celia. This is my personal timeline.

1992 moved to U.S.
Married

1994–1995
English class

1997 job, son born

2003
I started family class, son started school

2006
Good job

1993
no job

1999
lost job

Problems in my country

Center for Susta
Earth Institute | C

i4SD
INFRASTRUCTURE FOR SUSTAINABLE DEVELOPMENT
Resources for Follow-up

• Worksheet for casual and formal greeting -  

• Worksheet for introduction -  
Contact

For questions, concerns, suggestions on curriculum, contact Center for Sustainable Development (CSD)’s education team:

Center for Sustainable Development
The Earth Institute, Columbia University
475 Riverside Drive, New York, NY 10115
Email: Haein Shin, Education Technical Adviser
hshin@ei.columbia.edu