

1st ICT Learning Forum

Concept Note

16 March 2016

At DIAKONIA Center (ICF/KSSA Building), Phnom Penh

I. Objectives of the forum

1. To introduce free enterprise management System (Odo) for NGOs
2. To provide an overview of online HR management system based on the enterprise management system above
3. To demonstrate how to use HR functions to manage employees such as recruitment, contract, time-sheet, attendance, etc.
4. Build more relationship between ICT/IT and HR/Admin professionals

II. Expected outputs:

- Participants have understood on free enterprise management System (Odo) for NGOs.
- Participants have gained new knowledge of online HR management system
- Participants have practiced HR function to manage employees
- Participants have actively involved in class activity and shared knowledge and experience related to ICT.
- Participants have enhanced network of ICT/IT and HR/Admin practitioners and professionals.

III. Target Participants

This ICT learning forum is offered to a maximum of 120 participants from CCC members and nonmember organizations who are communication and/or ICT practitioners and professionals. Each participant should be assigned by the senior management of their organization and committed to apply what has been learned from the forum for their organization. Participants from non-CCC member are welcomed but are subjected to pay attendance fee **30\$** as stated in the CCC Policy on Capacity Development and Learning Services as a contribution to support the forum's logistic arrangement.

Partnerships for Sustainable Development in Cambodia

www.ccc-cambodia.org
info@ccc-cambodia.org
T +855 (0)23 214 152
F +855 (0)23 216 009

#9-11, Street. 476,
Toul Tompoung 1, Chamkamorn
P.O. Box 885, Phnom Penh, Cambodia



IV. Detailed Agendas:

Time	Key Contents	Resource Persons
07:30-08:00	Registration	Ms. Sreng Sophorn Lakhena , Internship, CCC
08:00-08:05	Welcome and Introduction of the forum	Mr. Lim Sokly , Learning Specialist, CCC
08:05-08:10	Opening remarks	Ms. Kate Heuisler , Chief of Party Development Innovations (DI)
08:30-09:00	<u>Session1:</u> Review learning points from previous ICT learning forum: <ul style="list-style-type: none"> - What did you learn from previous forum? - What did you apply in your organization from the previous forum? - What were the key challenges to apply it? - What did you solve these challenges? 	Mr. Eng Sophara , IT Specialist, CCC
09:00-09:15	Coffee Break	
09:15-10:15	<u>Session 2:</u> Announcement and Launching <ul style="list-style-type: none"> - Announcement of Mobile Data Collection & Reporting Tool - Announcement of Advance Social Media Training organized by CCIM - Launching of Social Media (Facebook) - Question and Answer 	Mr. Eng Sophara , IT Specialist, CCC Mr. Leng Tri , Communication Assistant, Development Innovation (DI)
10:15-12:00	- <u>Session3:</u> Introduction to the free enterprise management System (Odo) for NGOs <ul style="list-style-type: none"> - Present the overview of online HR management system 	Mr. Chan Nath , CEO, Aities Consulting
12:00-01:30	Lunch Break	
01:30-02:30	- Demonstrate how to use HR functions to manage employees (recruitment, contract, time-sheet and attendance) <ul style="list-style-type: none"> - Question and Answer 	
02:30-02:45	Coffee Break	
02:45-03:45	<u>Session 4:</u> Small group exercise Practice on how to use HR function to manage employees	Mr. Lim Sokly , Learning Specialist, CCC Mr. Eng Sophara , IT Specialist, CCC
03:45-04:00	- Forum Evaluation	Mr. Lim Sokly , Learning Specialist, CCC
03:45-04:00	- Conclusion and closing remark	Mr. Puth Chanchoth , IT manager, Plan International Cambodia and WG member of CCC ICT learning forum.

Note: CCC reserves the rights to alter the agenda based on the availability of the speakers and time constraints.