

Dear Campus personnel

Many of the campus personnel have expressed an interest in getting involved in the USB Small Business Academy (SBA). Last year some staff helped out during the computer training. They enjoyed it so much that we would like to ask if any other people who would like to get involved with the computer training of the participants on this year's SBA Development Programme. This is a great way to make a positive impact on the programme.

As you may be aware, the SBA Development programme is designed to share management education with small business owners from townships, informal settlements and low income areas of the Metro South East region of the City of Cape Town. The programme covers theoretical training on small business management, practical workshops, mentoring by USB Alumni, student engagement projects and a business plan presentation. Some of these small business owners do not have access to computers and are in need of very basic skills while others only need a refresher in more advanced computer skills.

Therefore, we need a few computer savvy staff willing to help facilitate these learners in small groups during the training, as many of them are initially too shy to ask questions during class, and are more comfortable in smaller groups with a facilitator that has much patience and understanding. Each facilitator will be given a training document to follow as the lead facilitator takes the whole class through the curriculum. Your job will be to help answer questions and to show them on the computer how to do things when they get stuck or lag behind.

Would you have the time in any of the following sessions to help us? You must have written permission from your line manager to join us during the specified time as it will be during working hours. Please send me an email to let me know which session(s) you can facilitate.

**Mon, 29 February 2016**

09:00 – 11:30                      Basic Computer Skills      (need 4 facilitators)

11:30 – 13:30                      MS Word skills                      (need 5 facilitators)

**Tues, 1 March 2016**

09:30 – 11:30                      Excel skills                              (need 5 facilitators)

11:30 – 13:30                      PowerPoint skills                      (need 5 facilitators)

Your help would be much appreciated.

Kind regards

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