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Training of Trainers and Basic Training Courses on Smart Technology for Smarter Business

12-16 January 2015, Vientiane, Lao PDR

AGENDA

Time	Agenda	Speaker
Day-1, Monday, 12 January 2015 (For Trainers)		
08.30 – 09.00	Registration	
09.00 – 09.10	Welcome Remarks	<ul style="list-style-type: none"> • Dr. Keomorakoth Sidlakone Deputy Director General, Department of Small and Medium Enterprises Promotion (DOSMEP), Ministry of Industry and Commerce, Lao PDR • Ms. Supahrat Juramongkol, Community Affair Manager, Microsoft, Vice Chair of ASEAN Committee, US-ASEAN Business Council
09.10-09.20	Group Photo	
9.20-10.00	Presentation on Cloud Computing for the New Era	<ul style="list-style-type: none"> • Ms. Supahrat Juramongkol, Community Affair Manager, Microsoft (Thailand) Limited.
10.00-10.15	Introduction to Microsoft YouthSpark program and partners introduction	<ul style="list-style-type: none"> • Ms. Supahrat Juramongkol, Community Affair Manager, Microsoft (Thailand) Limited.
10.15-10.30	Tea/Coffee Break	
10.30-11.00	Introduction to the enhancing ICT skill for youth SMEs curriculum and how to deliver the training	<ul style="list-style-type: none"> • Ms. Supahrat Juramongkol, Community Affair Manager, Microsoft (Thailand) Limited.
11.00-12.00	Operation and Management Tools (Part I)	<ul style="list-style-type: none"> • CCDKM's trainer (Ms. Arinchaya Threekunprapa and Mr. Thanathip Damthip)
12.00-13.00	Lunch	
13.00-14.00	Operation and Management Tools (Part II)	<ul style="list-style-type: none"> • CCDKM's trainer (Ms. Arinchaya Threekunprapa)

Time	Agenda	Speaker
		and Mr. Thanathip Damthip))
14.00-15.00	Finance Tools (Part I)	• CCDKM's trainer (Ms. Nilrumpai Pattaranont)
15.00-15.15	Tea/Coffee Break	
15.15-16.30	Finance Tools (Part II)	• CCDKM's trainer (Ms. Nilrumpai Pattaranont)
16.30-17.00	Evaluation and Wrap-up of the Day	
17.00	End of Day 1	
Day-2, Tuesday, 13 January 2015		
08.30-09.00	Registration	
09.00-10.30	Communication Tools (Part I)	• CCDKM's trainer (Ms. Sumitra Nongpong)
10.30-10.45	Tea/Coffee Break	
10.45-12.00	Communication Tools (Part II)	• CCDKM's trainer (Ms. Sumitra Nongpong)
12.00-13.00	Lunch	
13.00-15.00	Marketing Tools	• CCDKM's trainer (Ms. Phattita Kongpech)
15.00-15.15	Tea/Coffee Break	
15.15-16.30	IT Security	• CCDKM's trainer (Ms. Phattita Kongpech)
16.30-17.00	Awarding Certificates, Evaluation Form, Wrap-up of the Day	• Ms. Supahrat Juramongkol Community Affair Manager, Microsoft (Thailand) Limited
17.00	Closing	• Dr. Kamolrat Intaratat Director, CCDKM • Ms. Thitapha Wattanapruttipaisan SME Lead, ASEAN Connectivity through Trade and Investment (ACTI)
Day-3, Wednesday, 14 January 2015 (For Beneficiary)		
08.30-09.00	Registration	
09.00-09.10	Welcome Remarks	• Dr. Keomorakoth Sidlakone Deputy Director General, Department of Small and Medium Enterprises Promotion (DOSMEP), Ministry of Industry and Commerce,

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		Lao PDR <ul style="list-style-type: none"> • Ms. Supahrat Juramongkol, Community Affair Manager, Microsoft, Vice Chair of ASEAN Committee, US-ASEAN Business Council
09.10-09.20	Group Photo	
09.20-09.40	Introduction to Microsoft YouthSpark program and partners introduction	<ul style="list-style-type: none"> • Ms. Supahrat Juramongkol, Community Affair Manager, Microsoft (Thailand) Limited.
09.40-10.00	Introduction to the Enhancing ICT skill for youth SMEs curriculum	<ul style="list-style-type: none"> • CCDKM's trainer (Ms. Phattita Kongpech)
10.15-10.30	Tea/Coffee Break	
10.30-12.00	Operation and Management Tools (Part I)	<ul style="list-style-type: none"> • CCDKM's trainer (Ms. Arinchaya Threekunprapa and Mr. Thanathip Damthip)
12.00-13.00	Lunch	
13.00-14.00	Operation and Management Tools (Part II)	<ul style="list-style-type: none"> • CCDKM's trainer (Ms. Arinchaya Threekunprapa and Mr. Thanathip Damthip)
14.00-15.00	Finance Tools (Part I)	<ul style="list-style-type: none"> • CCDKM's trainer (Ms. Nilrumpai Pattaranont)
15.00-15.15	Tea/Coffee Break	
15.15-16.30	Finance Tools (Part II)	<ul style="list-style-type: none"> • CCDKM's trainer (Ms. Nilrumpai Pattaranont)
16.30	Evaluation and Wrap-up of the Day	
Day-4, Thursday, 15 January 2015		
08.30-09.00	Registration	
09.00-10.30	Communication Tools (Part I)	<ul style="list-style-type: none"> • CCDKM's trainer (Ms. Sumitra Nongpong)
10.30-10.45	Tea/Coffee Break	
10.45-12.00	Communication Tools (Part II)	<ul style="list-style-type: none"> • CCDKM's trainer (Ms. Sumitra Nongpong)
12.00-13.00	Lunch	
13.00-15.00	Marketing Tools	<ul style="list-style-type: none"> • CCDKM's trainer (Ms. Phattita Kongpech)

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15.00-15.15	Tea/Coffee Break	
15.15-16.30	IT Security	<ul style="list-style-type: none"> • CCDKM's trainer (Ms. Arinchaya Threekunprapa)
16.30-17.00	Awarding Certificates, Evaluation Form, Wrap-up of the Day	<ul style="list-style-type: none"> • Dr. Keomorakoth Sidlakone Deputy Director General, Department of Small and Medium Enterprises Promotion (DOSMEP), Ministry of Industry and Commerce, Lao PDR • Ms. Thitapha Wattanapruttipaisan SME Lead, ACTI
17.00	Closing	
Day-5, Friday, 16 January 2015 (Incubator Session)		
08.30-09.00	Registration	
09.00-10.30	Word Press as Online Marketing Tool (Part I)	<ul style="list-style-type: none"> • CCDKM's trainer (Ms. Phattita Kongpech)
10.30-10.45	Tea/Coffee Break	
10.45-12.00	WordPress as Online Marketing Tool (Part II)	<ul style="list-style-type: none"> • CCDKM's trainer (Ms. Phattita Kongpech)
12.00-13.00	Lunch	
13.00-14.00	Develop Your Own Marketing Tool	<ul style="list-style-type: none"> • CCDKM's trainer (Ms. Sumitra Nongpong and Mr. Thanathip Damthip)
14.00-15.00	Presentations (back to class)	<ul style="list-style-type: none"> • CCDKM's trainer (Ms. Sumitra Nongpong and Mr. Thanathip Damthip)
15.00-15.15	Tea/Coffee Break	
15.15-16.00	TBC (in case still need time for presentation)	<ul style="list-style-type: none"> • CCDKM's trainer (Ms. Sumitra Nongpong and Mr. Thanathip Damthip)
16.00-16.30	Group Photo, Evaluation Form	
16.30	Closing	<ul style="list-style-type: none"> • TBC