

### **The Project Facilities and Training Methodology**

The CTLCs are state of the art labs, furnished with latest computer hardware like digital media equipment and wireless network etc., software facilities and other contemporary amenities. While imparting basic digital skills, the learners are also engaged by master trainers in various fun learning activities like role plays, debates, presentations and networking etc. to inculcate necessary life and employment skills. The skills include: Presentation Skills, Communication Skills, Time Management Skills, Critical Thinking, Creativity and Empathy. After completing the course, these rural women are trained in data transcription and are engaged (paid work) in a data entry project, which not only provide them with an opportunity to earn a decent livelihood, but also offer a rare opening to enhancing the learnt skills. During curriculum delivery, the trainers inculcate life skills among the learners to make productive and pragmatic use of such skills allowing them to shape a brighter future for themselves and their families.

### **The Master Trainers**

All the centers are managed by well trained and qualified trainers who deliver the Microsoft curriculum to the beginners by adapting their teaching techniques so as to match with the learners' social, educational and cultural backgrounds. Two Master Trainer per CTLC, also known as CTLC Officers, are responsible for managing and administering all activities of the center. One of the primary tasks of a CTLC Officer is to identify and register learners ensuring

their willingness and need to acquire ICT skills and enhancing their credentials in order to engage themselves and acquire income generating opportunities - improving their own and family's living condition. Apt guidance is provided by CTLC Officers to learners regarding effective utilization of ICT applications, with prime aim helping the learners garner a better future. A CTLC Officer's most imperative responsibility is to develop ICT skills of learners by imparting the Unlimited Potential (UP) curriculum.

### **The Microsoft Unlimited Potential Curriculum**

The Microsoft Unlimited Potential (UP) Community Learning Curriculum is designed targeting the adult beginners in developing countries. The curriculum incorporates eight different modules including Computer Fundamentals, Word Processing Fundamentals, Presentation Fundamentals, Spreadsheet Fundamentals, Database Fundamentals, Digital Media Fundamentals, Internet and World Wide Web Fundamentals etc. In order to enable the learners to fully grasp the curriculum contents, the Curriculum has been localized: translated into Urdu. A free copy of the curriculum with almost 400 pages is distributed to every learner. A customized Data Entry Training also designed and made part of the curriculum for the learners pursuing this activity as a means of earning a decent livelihood by availing job opportunities in the data transcription industry.

The curriculum taught has been adapted to meet the requirements of local environment and the specific needs of the community. This adaptation primarily involves translation into Urdu in order to facilitate the learners who have trouble reading and understanding English and to allow the learners to procure a comprehensive understanding of the lessons in local language. Moreover, the CTLC Officers have been trained with appropriate teaching skills keeping in mind the background and comprehension caliber of the target recipients.

### **The Microsoft Unlimited Potential (UP) Course Certificate**

The Microsoft Corporation granted NCHD the rights to issue UP Course Certificate to all successful graduates and use its logo imprinted on the certificates.