



WOMEN MEDIA AND CHANGE

(WOMECE)

2011 ANNUAL REPORT

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## **MISSION AND VISION STATEMENT**

### **Mission**

- To conduct research on the media needs of women in Ghana.
- To undertake media skills and ICT training for women with leadership potentials, parliamentarians and mid-level career women.
- To build the capacity of media personnel to effectively report on gender and women's issues.
- To publish appropriate publications on women and gender.

### **Vision**

WOMECE's vision is to bridge the big gap between rhetoric and action in addressing issues on gender and empowering women to gain public voice and visibility as well as having control of their lives.

## **ACKNOWLEDGEMENT**

Women Media and Change is grateful to all funding agencies and collaborators, especially the Global Fund for Women, for their support over the years.

WOMECE is also grateful to its partners for the continuous collaborations in helping foster the needs of women in the sub region.

We also thank all the media personnel we work with for availing themselves always and to our staff, we are most grateful.

## **EXECUTIVE SUMMARY**

Efforts over the past years are gradually yielding fruits. This is because we see women occupying higher positions in the society and taking control over their lives.

It is evident that Ghanaian women have made some progress over the past decade in the areas of education, commerce and general public life. Where they have lacked mostly is in the use of information technology.

Women Media and Change (WOMECE) for this reason, despite financial constraints, organized a 12 week ICT training workshop for young women in its Parakuo community. This was to enable these young women to understand the use and benefits of ICT in these modern times.

The ICT Training was the major activity organized by WOMECE in 2011.

WOMECE is looking forward to breaking new grounds in 2012 by doing more of such beneficial programmes. It hopes that it will get support from international donors to empower women and give women a voice especially in this electioneering year.

**Charity Binka (Mrs)**  
**Executive Director**

## **PROJECT REPORT**

### **ICT TRAINING WORKSHOP FOR FEMALES IN THE PARAKUO COMMUNITY**

We hear daily that the world has become a global village. This development is highly attributed to the rapid advancement of Information and Communication Technology in all parts of the world. The sad aspect however is that as fast as the developed countries advance in relation to ICT, the developing and under developed countries are nowhere near them.

Poverty, not having access to these sophisticated technologies and lack of adequate training in ICT are major concerns with regards to this widening gap.

Also, in under developed countries women are sidelined when it comes to using ICT. They either do not have the access or training as aforementioned although having ICT skills is no longer a luxury but a necessity. Clearly, anyone or group of people who fail to take advantage of ICT will be left behind.

Today the whole world is online and accessible through a few clicks on a machine that is easy to conquer and use to our benefit. This is not only a tool for men; women have as much abilities to use it and include it in their lives.

In fact, the internet offers a chance for women to share their life experiences, and issues of concern with other women all over the world to improve female rights globally. It also has the potential of bringing women into fuller participation in the public sphere, in addition to increasing their dissemination of information, sharing of resources & networking across the world.

The online sharing of information and the creation of new cyber-communities are seen as crucial to women's education, organization & action.

For a society to develop there must be gender equality and equity. Women therefore must also be given access to and control over information which is central to positive change. The internet is thus an important tool to achieve this.

It is not enough for African women to be passengers or hitch-hikers on the Information Superhighway. They have to be drivers & shapers of the Internet. When women can understand and experience the benefits of ICTs, they are quick to use them. It is essential to engage more women in accessing & using information and communication technologies (ICTs) for equality and development in Africa.

Women should be able to use ICTs strategically in support of women's empowerment:

to facilitate networking and information exchange; to support solidarity campaigns and collaborative actions; to mainstream issues of concern to women; and to ensure that women are able to participate equally in civil and public life.

WOMECEC having as one of its mission, to carry out ICT training for women, offered a 12 – week course on Information & Communication Technology training on basic computer skills, internet & blogging. The theme for the workshop was “**ICT and the Media**”.

The workshop was basically divided into the following sessions:

**1<sup>st</sup> week:** Introduction to IT, computer, power of online communication today, Concepts of Information and Communication Technology (ICT)

**2<sup>nd</sup>, 3<sup>rd</sup> weeks:** Using the Computer and Managing Files, keyboard and mouse

**4<sup>th</sup> and 5<sup>th</sup> week:** Word processing

**6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> weeks:** Review and practice of the computer skills

**9<sup>th</sup> week:** The Internet, creation of an email, introduction to search engines

**10<sup>th</sup> & 11<sup>th</sup> weeks:** Practice of the internet, searching exercise

**12<sup>th</sup> week:** Review of computer skills, internet access & blogging experience

#### **Certificate WOMECEC on IT and communication skills**

Before the commencement of the training, participants were orally assessed to find out their level of knowledge in ICT.

At the end of the oral assessment, it was found out that all six participants had very little knowledge in ICT. One of the six participants had a Facebook page but that was about all she did on a computer.

#### **OBJECTIVES:**

The specific objectives of the training were to:

- empower women with the power of the new technologies
- bring more awareness among the women about the existence of women’s actions in their countries and internationally
- give women the skills of contributing to a larger discussion and campaign for gender equality

Madam Marie-Pia Paillot, IT and Communications Officer, WOMEC in her welcome address to participants spoke about the organization and the purpose of the training. She said women in Ghana, although the biggest group in the country and the most active in the communities, are yet invisible; leaving the public place to the men who receive all the light from the media.

Madam Paillot continued that WOMEC is focused on training the media into discovering those active and powerful women, and reflecting on their experiences. It is also focused on bringing awareness about their movements, their actions for change, and opening the curtains to let the society recognise its community leaders.

Furthermore, she added that WOMEC trains women, by giving them the skills to push forward their actions, as well as giving them louder voices to express their discontent, visions and opinions about their environment, lives and communities.

Madam Paillot expatiated that the media today is not only a tool for professional journalists but also for concerned citizens due to the inception of online access to information. She noted, “We have seen societies, countries that recently tried to raise and push their government to change for a better day. All of those “revolutions” have started online, through debates, exchange of information, inspired by other movements somewhere else, encouraged or advised by actions happening at the other edge of the world”.

Madam Paillot said the 12-week ICT training of women from the local community will give them the skills as well as awareness of women’s organisations in Ghana and above all give them the interest to bring change to their own communities.

She also added that, “Thanks to their skills in new technologies, they will be able to respond to the online debate about gender issues. On a daily basis, as a primary actor in the house and in raising children, they will be able to use their skills to support and form the new generation towards the online world”.

Madam Paillot in conclusion outlined the activities for the 12-week training and urged all participants to take the opportunity seriously in order to improve their knowledge on ICT. This, she said, will in the long term improve their lives.

*Madam Marie-Pia Paillot welcoming the participants*





**1<sup>st</sup> week: Introduction to IT, computer, power of online communication today, Concepts of Information and Communication Technology (ICT)**

Participants were in the first week taught the theoretic introduction to computer. This included hardware; mouse, monitor, hard disk, motherboard etc. and software; operating system, utilities, and user interface. They were also taught 'First Steps with the Computer' that is, starting the computer and shutting down as well as Windows and its components.

**2<sup>nd</sup> & 3<sup>rd</sup> weeks: using the computer and managing files, keyboard and mouse**

Here, the participants were taught the sizes of files and documents, the terms 'bit' and 'byte'; Kilobytes (KB), Megabytes (MB), Gigabytes (GB) and Terabytes. They were also taught the different types of computers;

**1. Personal computer which is useful for:**

- Running office applications such as word processors, spreadsheets and databases
- CAD design such as designing kitchens
- Editing videos
- Creating and playing music
- Accessing the Internet for research, work and entertainment

**2. The Laptop;** a small portable computer which is used to work in a confined space or whilst you are on the move. A laptop can run the same software as a desktop computer.

They were also taught input devices like; keyboard, mouse, touchpad, scanner, digital and microphone and also output devices like the monitor, printers and speakers.



#### **4<sup>th</sup> and 5<sup>th</sup> week: Word processing**

Participants were also taken through memory & storage devices like the System Memory (ROM), Short Term Memory (RAM), Removable Storage – DVDs, Long Term Storage - Hard Disk, Removable Storage - Compact Disks, Flash Memory–Memory Stick–USB Key, and Removable Storage - Floppy Disk. Their advantages and disadvantages were highlighted.

The ladies were also taught how to open and close Microsoft word document, as well as how to save, retrieve and delete files. They were introduced to how to use the keyboard and mouse in typing their documents.

#### **6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> weeks: Review and practice of the computer skills**

During these weeks, the ladies revised all the things and skills they have learnt in the past weeks. This was to ensure that they were following what was being taught in order that they can use it on their own.

#### **9<sup>th</sup> week: The Internet, creation of an email, introduction to search engines**



*Participants were taught basic things concerning the internet; the World Wide Web (www), web browsers like internet explorer and Firefox and other search engines.*

They were also educated on the use of sites used for communication purposes to reach the world like;

- Email
- Blogs
- Social networking sites e.g. Facebook, Myspace, Bebo
- Chatrooms
- Forums
- Voip - internet telephone e.g skype or MSN

Participants were also introduced to online leisure and entertainment including the following:

- Playing online games
- Listening to music
- Watching online videos e.g. YouTube
- Keeping up-to-date with the news and sporting events

### **10<sup>th</sup> & 11<sup>th</sup> weeks: Practice of the internet, searching exercise**

After taking them through internet lessons there was the need to allow the participants to practice more on their own. The 10<sup>th</sup> week was therefore used for intensive practice of what they were taught in week 9.

### **12<sup>th</sup> week: Review of computer skills, internet access & blogging experience. Certificate WOMEC on IT and communication skills**

The final week of the training required more practice for the ladies. There were also lots of assessment exercises on everything taught them to find out their levels of understanding and shortfalls for necessary corrections to be made.

### **OUTCOMES, EVALUATIONS AND RECOMMENDATIONS**

The ICT workshop showed the following:

- Participants were satisfied with the course
- Participants were introduced to ICT usage
- Participants understood the basics of the use of the computer and the internet

- Participants were able to own their own email addresses

Evaluations obtained from participants are summarized below:

- It was interesting, many people should come and join
- WOMEC is doing well and I will like to learn more from them
- I had always wanted to learn ICT and this training has made my dream come true
- It has been a very interesting experience
- I will tell my friends about it and teach them what I have learnt from here
- I will tell my friends about WOMEC, what they do and how they help people to achieve their goals
- I will use the knowledge I have acquired to work

## **RECOMMENDATIONS**

At the end of the 12-week ICT training for community members, the participants were impressed and recommended that more of such training should be done to help young women to acquire knowledge in ICT.

## **CONCLUSION**

*Mr. Charity Binka, Executive Director-WOMEC*



At the end of the training, Mrs. Charity Binka, Executive Director of WOMEC thanked the participants for putting aside their schedule to participate in the long training. She hoped that the participants had benefitted from the training and will use the knowledge acquired to improve all aspects of their lives since the world is now ICT focused. Mrs. Binka asked the ladies to practice constantly what they have learnt in order not to forget.

Madam Marie-Pai Paillot, the ICT trainer was impressed with the commitment and performance of the four ladies but expressed disappointment that some of the participants who were initially part of the training dropped out along the way. She also thanked them for their cooperation.

Certificates were awarded to the four participants who were able to take part till the end of the training.

**GALLERY**



*Mrs. Binka awarding certificates after the training*



*Group picture of participants and WOMECE*

APPENDIX 1  
**Participants List**

		<b>Names</b>	<b>Phone number</b>
	<b>3</b>	Gladys Sedzoo	027 4133860
	<b>4</b>	Hilda Cobbiah	020 3413379
	<b>5</b>	Faustina Ninsala	024 2176054
	<b>6</b>	Mavis Ahnma	054 5001003

## BUDGET FOR ICT TRAINING WORKSHOP

Description of Items	Quantity	Unit cost (USD)	Total cost (USD)
Cost of refreshment for participants	4persons	200x4	800
Stationery and handouts for participants	4persons	100x4	400
Payment of ICT Trainer	1	100x12 weeks	1200
Transportation cost for ICT Trainer	1	20x12weeks	240
Administrative Cost			500
<b>Grand Total</b>			<b>USD 3,140</b>

### Challenges

Some of the challenges encountered during the projects are:

- It was challenging getting participants and even keeping them all throughout the training
- Financial constraint was a major challenge for WOMEC in the year 2011 hence not many of such workshops could be organized.



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