


# The Catholic University of Eastern Africa

TITLE	AUTHOR
<b>PROCEDURE FOR ORGANIZING WORKSHOPS FOR PARTICULAR GROUPS (CUEA/DVC ACD/DOR/02)</b>	<b>DIRECTOR OF RESEARCH</b>
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	<b>None</b>
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## 0. CONTENTS AND RECORD OF CHANGES

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## 0.2 RECORD OF CHANGES

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## 0.3 Distribution / Circulation

This Standard Operating Procedure is available at relevant functions for authorized users.

### 1.0 Purpose

To enhance capacity in research methods and capacity building of staff at CUEA


### 2.0 Scope

This procedure shall apply to all academic staff conducting or in the process of doing research.

### 3.0 Terms and definitions

#### 3.1 CUEA- Catholic University of Eastern Africa

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3.2 DVC – Deputy Vice chancellor

3.3 ACD- Academic

#### **4.0 References**

4.1 ISO 9001:2008 standard

4.2 CUEA Quality Management Manual

4.3 Research policy

#### **5.0 Principal Responsibilities**

The Director of Research shall be responsible for the implementation of this procedure

#### **6.0 Method**

6.1 The need to have a workshop may either come from the department of research or other faculty and/or department. This shall be made by writing a workshop proposal.

6.2 The Director of Research shall come up with a schedule or workshop calendar including trainees, equipment, a budget and resource persons.

6.2 The Director of Research shall convene a meeting at departmental level and deliberate on the possibilities of a workshop where they shall agree on the possible date, time and facilitation.

6.3 The Director of Research shall notify facilitators and trainees through correspondence, email and other means/forms about the workshop. This shall be after the director has gone through the facilitators' profile/database which shall be available in the department.

6.4 Director of Research shall call for the workshop by sending out a schedule after consulting with the facilitators.

6.5 The workshop coordinator/administrator shall book venue, equipment to be used and prepare presentations slides, copies of handouts etc.

6.7 The secretary of research shall prepare attendance register.

6.8 The workshop evaluator shall evaluate the workshop for effectiveness and future improvement.

6.9 A report shall be prepared by the department about the workshop.

#### **7.0 Appendices**

None

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