



PROGRAM FOR ORIENTATION OF JANUARY 2025 INTAKE TRAINEES

VENUE: WORKSHOP 2

DATE : 17/01/2025

TIME: 8.30AM

TIME	ACTIVITY	TOPICS	FACILITATOR
8.00AM -8-30AM	Settling down in readiness for the session	-	Student council
8.30am–10.00am	Prayer, welcoming remarks and Official opening	-	Mr Masinde
	Brief background and overview of college	-	Mr Masinde
	Introduction and remarks from student council	-	Peter Chiambe (Chairperson)
	Remarks from Boarding Mistress /Master	Hostels and accommodation, student medication, student security, catering services	Ms. Sheunda
	Remarks from Sports officer	Available games & sports, internal and external competitions (schedule, expectations and conduct)	Mr David Kuria
	Remarks from Dean of Students	Higher Education Funding (Scholarship and loan), Student leadership and constitution, college rules and regulations Introduce new trainees to existing clubs and societies, complaints and compliments reporting.	Mr Masinde
10.00-10.30am	TEA BREAK		
10.30am-1.30pm	Introduction of trainees (course wise)	-	Mr Masinde
	Introduction of trainers, HODS	Courses in the department, levels and qualifications, course durations, this terms units	Respective HODS
	Remarks (Electrical, ICT,BCE, AGRI, HIM, BUSINESS)	per course, course requirements, introduce class reps, career prospects	

	Remarks from exams officer & CBET Champion	Types of exams, schedule of exams, exam fees, retakes, exam registration requirements	Mr. P. Kyalo & Mr Mwangi
	Remarks from IAC	Importance ,schedule and requirements for industrial attachment	Mr K. Magonya
	Remarks from PC Coordinator	Sensitization on environmental conservation, national values and principles of governance, productivity mainstreaming, service charter ,National values.	Ms Charity Jepkorir
	Remarks from IQAO	importance, role of class representatives in quality assurance	Mr. Lagat
	Remarks from Guidance and Counselling Coordinator	HIV/AIDS prevention, Alcohol & Drug Abuse, Healthy relationships, whole person growth	Ms M. Adhiambo
	Remarks from the Registrar	Admission requirements, termly registration, class attendance, MIS, Sensitization on Service delivery charter ,Office of career services	Mr. A. Khisa
	Remarks from Deputy Principal Academics	-	Ms. Lucy Makokha
	Remarks from Deputy Principal Administration	-	Mr. Newton Tarian
	Remarks from the Principal	-	Ms Judith Akaranga
1.30PM - 2.00PM	Question and Answer Session	-	Mr Masinde
	Announcements	-	Mr Masinde
	Closing Prayer	-	Mr Masinde
2.00-2.30PM	LUNCH		

PREPARED BY:

KEVIN MASINDE-DEAN OF STUDENTS

Please note that

- a) All trainers are expected to attend without fail
- b) After introductions, trainers will be excused from the session to attend to exams apart from HODs. (It's important for trainees to know all of us).

CC: PRINCIPAL, DEPUTY PRINCIPAL AP, DEPUTY PRINCIPAL AR , REGISTRAR, HODS, TRAINERS, Student Council