



EAST AFRICAN SCIENCE &  
TECHNOLOGY COMMISSION  
**EASTECO**

## TRAINING REPORT

# TRAININGS ON SKILLS AND ENTREPRENEURSHIP DEVELOPMENT FOR CREATIVITY AND JOB CREATION

JULY 12, 2022

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## EXECUTIVE SUMMARY

The East African Science and Technology Commission EASTECO is an entity that was established by the fifth extra ordinary summit of the head of states for the East Africa Community (EAC) on June 18, 2007. One of EASTECO's objectives is the development of knowledge through research and development training and skills development. In the financial year 2021/2022, the commission established a facility for information sharing and reference on knowledge and technology development process for selected themes and sectors of the EAC regional economies. The aim was to promote applied and innovative entrepreneurship skills in science, technology and innovation. To achieve its objective, EASTECO contracted Pius Kamau Ng'ang'a of Capital Strategies Kenya Limited to conduct regional training workshops in science, technology and innovation-based skills in entrepreneurship and creative innovation among the university graduates and some faculty members from the member states.

The training was conducted virtually using the Floor platform across five (5) days between 27<sup>th</sup> June to 1<sup>st</sup> July 2022. The participants were drawn from various African states such as Burundi, Ethiopia, Kenya, Malawi, Rwanda, South Sudan, South Africa, Nigeria, Ghana, DRC Congo, Djibouti, Zimbabwe, Taiwan, Tanzania, Togo and Uganda. Attendance ranged from 60 to 150 individuals per session across the five (5) days.

During the training, six modules content were trained by four facilitators from Capital Strategies Ltd. These modules included (i) Introduction to Entrepreneurship (ii) Entrepreneurship Theories (iii) Business Skills for successful Enterprise (iv) Business Idea Generation. Screening and Selection (v) Business Plan Development (vi) Business Start-Up Process/Forms of Businesses (vii) Intellectual Properties Rights

Facilitators used online participatory methodologies for adult learning to transfer skills and knowledge for retention and practice. They also incorporated fun learning which was key to keep the participants active and alert.

During the training, assessment of learning and retention was evaluated for the purpose of enhancement in subsequent days as well as for future training. Overall, the training was rated at **4.5<sup>1</sup> on a scale of 5 which constituted an overall rating of 90%** which was excellent.

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<sup>1</sup> A summary of the Participant Evaluation is presented in the appendices

## **ABBREVIATION AND ACRONYMS**

<b>BMC</b>	Business Model Canvas
<b>EASTECO</b>	East Africa Science and Technology Commission
<b>EAC</b>	East Africa Community
<b>Q &amp;A</b>	Question and Answer
<b>SWOT</b>	Strengths, Weaknesses, Opportunities, Threats

## 1.0 INTRODUCTION

### 1.1 Brief overview of the East African Science and Technology Commission (EASTEKO)

The East African Science and Technology Commission (EASTEKO) is a semi-autonomous institution of the East Africa Community (EAC). The entity was established by the fifth extraordinary summit of the head of states on June 18, 2007. This was in accordance with the relevant provisions of the Treaty on the establishment of the East Africa Community as set up in chapter 16, article 10399(a) where the partner states undertook to promote co-operation in development of science and technology within the community's member states.

EASTEKO's overall objective is to promote and coordinate the development, management and application of science and technology to support regional integration and social economics. The promotion of Science and Technology call for activities related to: (i) the development of knowledge through Research and Development, Training and Skills Development and (ii) the use of the science and technology through commercialization and the R&D findings, and technology acquisition and innovation.

As part of the EASTEKO's activities in the financial year 2021/2022, the commission established a facility for information sharing and reference on knowledge and technology development process for the selected themes and sectors of the EAC regional economies. The aim was to promote applied and innovative entrepreneurship skills in science, technology and innovation.

It is against this background that EASTEKO engaged Pius Kamau Ng'ang'a of Capital Strategies Kenya Ltd to conduct regional training workshops in Science, Technology and Innovation based skills in entrepreneurship and creative innovation.

### 1.2 Brief overview of the training

EASTEKO contracted Pius K. Ng'ang'a of Capital Strategies Kenya Limited<sup>2</sup> to implement the training for graduate students on entrepreneurship skills and development for creativity and job creation. The aim was to support applied and innovative business ideas and implementation and developing entrepreneurial; competences and practical business management skills.

The training period was five days from the 27<sup>th</sup> June to 1<sup>st</sup> July 2022 and participants were drawn from East Africa Community member states. Specifically, the training was aimed to achieve the following;

- (i) Equip the graduate students with fundamental entrepreneurship skills, competences and practical business management skills
- (ii) Equip participants with skills to creatively design and develop innovative projects/ideas/products that can solve challenges in the region.
- (iii) Equip the participants with knowledge and skills of preparation of comprehensive business plan tailored to each individual's entrepreneurial project.

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<sup>2</sup>Capital Strategies (K) Ltd is business consultancy firm established in 2006 that provides training, business mentorship and monitoring and evaluation services to Government agencies, corporate organizations and NGOs amongst others in Kenya and the East African region. A brief profile of the firm is provided in the appendices;

- (iv) Develop positive attitude towards self-employment, judicious use of resources on STI in and out of class.
- (v) Equip the faculty and graduate students on project and intellectual property management (idea protection copy rights etc.
- (vi) Encourage the participating institutions to adopt the training to be included in their institutions' curricula for sustainability.

The training was conducted virtually using the Floor platform. Prior to the actual training, the trainers were orientated through the Floor platform by the EASTECO team. The participants were first to register to access the Floor platform. After joining the participants were guided on how to use the platform for an interactive and smooth experience during the training period.

The following topics were covered during the five days training by the team of experienced facilitators.

- Introduction to entrepreneurship;
- Entrepreneurship theories;
- Business skills and competencies for successful enterprise;
- Business idea generation;
- Business idea screening and selection;
- Business Plan Development;
- Business start-up process.
- Basics of Intellectual Property Laws;
- Key lessons learnt and way forward

### 1.3 Team of facilitators

The Key Trainers <sup>3</sup> had the relevant experience and competencies to deliver on the training. The trainers delivered the sessions virtually through the Floor platform and the trainers were able to deliver the content appropriately.

### 1.4 Training modes and approaches used

The training was highly participatory and experiential and the facilitators employed adult learning methodologies during implementation of the assignment. The trainers used the following approaches during the training. The following participatory methodologies and techniques were used:

- i) **Lecturettes:** To pass on new knowledge and content, the facilitators used short lectures which lasted not more than one hour to allow participants learn new concepts. These sessions combined the use of questions and answers and brainstorming technique.
- ii) **Games:** Adults like to have fun during training. The facilitators used games, energizers, ice-breakers, song and dance and random breakout sessions to keep the training sessions lively.
- iii) **Problem-solving:** facilitators provided opportunities for problem-solving through engaging individual participants as to how they would apply concepts learnt in resolving work-related problems.

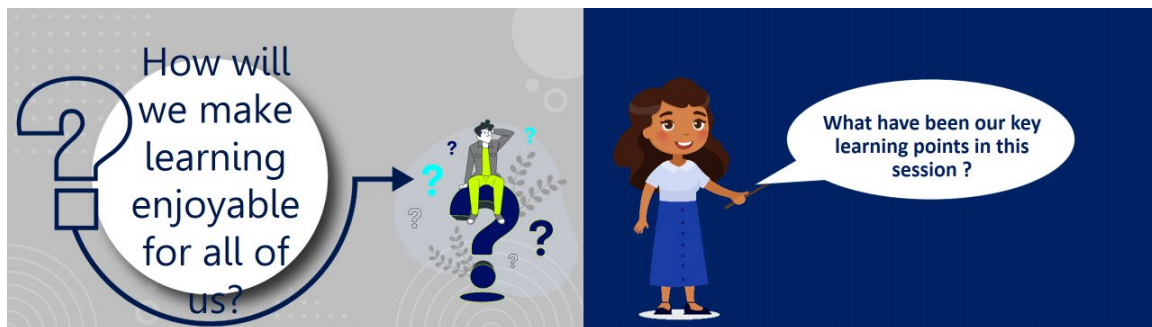
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<sup>3</sup> The list of Key Trainers is presented in the appendices

- iv) **Practical exercises:** To reinforce knowledge learnt and to test understanding, participants were provided with ample time to practice key skills using practical exercises such as actual preparation of the Profit and Loss Statements, Balance Sheet and Cash Flow Statements.
- v) **Sharing of experiences:** use of real-life stories and experiences was applied by the facilitators to stimulate learning and make content relevant to the participants.
- vi) **Case studies:** the facilitators provided the participants with real life practical case studies for review to the plenary when complementing or emphasizing a certain issue. The participants were also encouraged to share their own for review amongst their peers.
- vii) **Question and answer techniques:** participants were asked questions to test their level of knowledge of particular concepts and to gauge the depth of intervention required. They were also allowed to ask questions on any areas they did not understand or those that needed clarification.

### 1.5 Training reference materials

The principal training reference material which the facilitators used during the implementation of the training was the Power point slides. The slides were prepared with brief points and illustrative graphics and pictures to appeal to the participants' attention and retention.



**Photo 1:** Sample slides used during the training

## 2.0 TRAINING MODULES

### 2.1 Duration of the training

The trainings were conducted over a period of **five days**. The program ran from 8.00 am to 4.00 pm Kigali time with tea-breaks at 10.30 am to 11.00 am and 4.00 pm to 4.15 pm. Lunch break was scheduled from 1.00 pm to 2.00 pm.<sup>4</sup>

### 2.2 Climate setting activities prior to delivery of training modules

Prior to delivery of training modules, the following climate setting activities were conducted. These activities were done in order to make learning fun, break the ice within the participants to ensure they remained attentive and participative and generally to provide a good social climate for effective learning.

#### 2.2.1 Introductions

Due to the virtual nature of training and the expected large number of participants, only trainers introduced themselves using voice. The participants were identified by names they used during registration to access training.

#### 2.2.2 Workshop expectations

During the introduction, the participants were asked to give their expectations of the training. The expectations were summarized as follows:

- i) To learn more on entrepreneurship and gain insights on the same.
- ii) To learn on the importance of entrepreneurship skills for a business
- iii) To gain insights on how to manage a business
- iv) To learn how to run a business profitably and create work for others.
- v) To learn from others by sharing experiences
- vi) To get a certificate at the end of the training
- vii) To network and make new friends
- viii) To receive the learning materials after the training.

### 2.3 Overview of modules covered

#### 2.3.1 Module One: Introduction to entrepreneurship

**Topic learning objectives:** By the end of the module, the participants will be able to define entrepreneurship and the characteristics of an entrepreneur.

**Session content:**

- (i) What is entrepreneurship?
- (ii) Who is an entrepreneur?
- (iii) What are the characteristics of an entrepreneur?

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<sup>4</sup> A copy of the Training Time Table is provided in the Appendices



**Summary of the module content covered:** The participants learnt that Entrepreneurship is the process of creating something new and of value by giving the necessary time and effort through assuming the risks involved in anticipation of a financial reward.

They learnt that an entrepreneur is a person who creates and manages change through the recognition of opportunities, development and management of resources to take advantage of the opportunities to create a business venture. There were discussion questions on the *difference between a business owner and an entrepreneur*. . *It was noted that* a businessman sets up a business with an existing idea offering products and services to the customers while an entrepreneur is a person who starts an enterprise with a new idea or concept, undertaking commercial activities.

The facilitators explained the characteristics of an entrepreneur such as persistence, Information seeking, Concern for high quality work and output – increased productivity, Commitment to work, Efficiency orientation, Systematic and organized planning, Problem solving, Assertiveness and Persuasive and influential - to peers and stakeholders.

**Key learning lessons:**

Participants were encouraged to inculcate these characteristics as entrepreneurs and enhance what they already possess as entrepreneurs. Participants learnt entrepreneurs are born or made and so anyone can become an entrepreneur.

On the discussion on how to enhance entrepreneurship among the youth in Africa it was noted that this can be done through training, mentorship and coaching and creating incubation hubs and including entrepreneurship in basic and high levels of education

### 2.3.2 Module Two: Entrepreneurship Theories

**Topic learning objectives:** By the end of the topic, the participants will be able to describe the different theories of entrepreneurship

**Session contents**

- i) What is a theory
- ii) Types of entrepreneurship theories

**Summary of the content covered;** Participants learnt that a theory is well substantiated explanation acquired through a scientific method and repeatedly tested and confirmed through observation and experimentation. They also learnt the eight types of theories as follows:

- a) Economic theory posits that favorable economic conditions and incentives (economic and fiscal policies, accessible finance etc) were the main drivers on entrepreneurship;
- b) Sociological theory-These theories attribute entrepreneurship success to the existence of a social culture and social support system such as family support,
- c) Innovative theory-This theory was promoted by Joseph Schumpeter who stated that the role of entrepreneur is to bring change through the introduction of new technological processes or products through a process he called “creative destruction”.
- d) Psychological theory- That an entrepreneur is motivated & driven by three things: the **dream** and the **will** to found a private kingdom’ that means the desire for power & independence; **the will to conquer**; the joy of creating’ that means satisfaction of getting things done.

- e) Achievement theory-States that need for affiliation and need for power are driving force towards entrepreneurship;
- f) Status Withdrawal theory - this theory provides that a class which lost its previous prestige or a minority group tends to show aggressive entrepreneurial drive;
- g) Theory of Social Change- posits that spirit of rapid industrial growth depends upon: Rationalized technology; Acquisition of money; Rational use of money for productivity and Multiplication of Money
- h) Theory of social behavior- States that supply of entrepreneurs is a function of social, political and economic structure. Individuals perform various activities of which some are accepted by society while others are not;

**Key lessons learnt:** Participants learnt that entrepreneurship is both a science and an art (skill). They were challenged to see if they could identify themselves and the theory that could have motivated them or would motivate them to start their own enterprises. Some said they are motivated by innovation, social change, and economic theories.

### 2.3.3 Module Three: Business Skills and Competencies for Successful Enterprises

**Topic learning objectives:** By the end of the module, the participants will be able to understand the business skills and competencies for entrepreneurship success.

**Session content:** Important Skills for successful enterprise which are: -

- i) Creative thinking
- ii) Risk taking and management
- iii) Leadership skills
- iv) Strong work ethic
- v) Communication skills

**Summary of session content:**

During this session, participants were given an exercise to on creative thinking.



**Photo 2:** A slide with a critical thinking exercise

After several attempts, the ones who gave the correct answer said the sixth person is the one that carried the last egg and the basket

**Key learning points:**

- Participants learnt that a business has unforeseen risks and one must project them and choose wisely on how to mitigate against them, such as taking an insurance.
- On **creative thinking**-participants learnt that it is a way of thinking that inspires, challenges and helps one to find innovative ideas. It is critical because businesses are facing challenges of globalization and competition.
- Participants learnt that an entrepreneur must demonstrate leadership as an idea originator and an enterprise manager. Leadership skills can be learnt and enhanced through training and mentorship.
- Participants learnt that communication is a dynamic process and through this process one is able convey a thought or feeling to someone else. How that message is received depends on a set of events, stimuli, that person is exposed to.

### 2.3.4 Module Four: Business Idea Generation

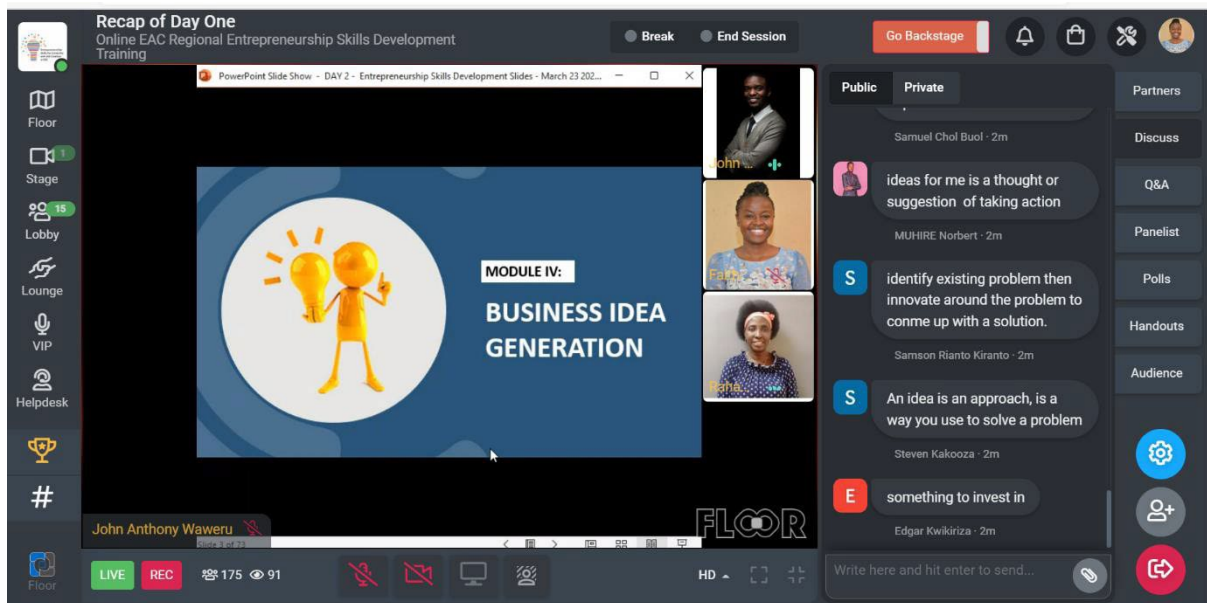
**Topic learning objectives:** By the end of the module, the participants will be able to describe what is a business idea and the process of business idea generation and selection.

**Session subtopics covered:**

- (i) Business Idea Generation
- (ii) Business Value Proposition and how to create one
- (iii) Business idea screening and selection
- (iv) Business Model Canvas

**Session content and summary of the content covered:**

From the aforementioned sources, the participants were to identify five suitable business ideas by thinking carefully about each idea and asking yourself key questions: Which need your business will fulfill for the customers; What product or services your business will sell?; What quality do your customers want? What information do you know about the products and services for this business? The participants were tasked to select the most suitable idea using the Strength, Weaknesses Opportunities, Threats (SWOT) analysis.



**Photo 3:** A screenshot of participants sharing their feedback during the session on Idea Generation

#### Key learning lessons:

- What a business idea is. Participants learnt that a business idea is a short and precise description of the basic operations of a business. A good business idea will tell you: Which need the business fulfills for customers? What product or service the business sells? Who the business target customers are? How the business serves its customers?
- Value Proposition: Participants learnt that at the heart of a good business idea is a good value proposition which explains to prospects or customers why they should do business with you rather than your competition.
- Business model canvas: Participants learnt that a business model is one that describes how a business creates, delivers and captures value. And therefore a business model canvas (BMC) is a business tool that creates and analyses and update an existing business model. Participants also learnt that the BMC consists of nine building blocks, namely, Customer segment, Value proposition, Distribution channels, Customer relationship, Key resources, Key activities, Key partners, Cost structure and Revenue streams. Participants learnt steps of how to develop a business model canvas.
- Business idea screening and selection: The participants learnt about the various sources of business ideas which are, Business ideas come from different sources, drawing from your own experiences; Surveying the local businesses; Scanning your environment and community; Brainstorming.

### 2.3.5 Module Five: Business Plan Development

**Topic learning objectives:** By the end of the module, the participants will be able to prepare a business plan using the business plan template.

## Session content

- i) Business plan preparation
- ii) Business plan practical
- iii) Business plan presentations

## Summary of the topics covered

Facilitators took the participants through the following sub-areas: What is a business plan? The purpose of a business plan; components of a business plan and how to prepare a business plan.

**Key lessons learnt:** Participants learnt how to develop a business plan and that a business plan is of paramount importance to any business; How to raise resources/ capital to start a business; Making a business plan is hard but it is important to do it yourself so that you understand the contents and your business too; The trainees also shared the importance of the business plan and were able to develop all the components of the business plan. They also noted that the executive summary should be short, indicating a positive description of the business. The executive summary should be written last to give a summary of the most important points from the business plan. There is need for more training on the business plan.

### 2.3.6 Module Six: Business start - up process

**Topic learning objectives:** By the end of the module, the participants should be able to identify various forms of business and to be able to prepare memorandum and articles of association for a business, constitution for a group and prepare a partnership deed and finally be able to select the right form of business.

#### Session Outline:

The following forms of business were covered: -

- i) Sole Proprietorship
- ii) Partnership
- iii) Cooperative
- iv) Limited Company

#### **Summary of session content**

Facilitators took the participants through the following sub-topics: Forms of business ownership (sole proprietorship, partnership and company); key Features of sole proprietorship, partnership and company and advantages and disadvantages of sole proprietorship, partnership and company.

**Key learning points:** The participants learnt the different forms of businesses, their advantages and disadvantages and also the criteria of selecting a particular form of business. They were to use this criterion to choose the form of business they would like to run and register

### 2.3.7 Module Seven: Introduction to intellectual properties

**Topic learning objectives:** By the end of the module, the participants will be able to describe what intellectual property protection is and the various types of intellectual property.

**Summary of the session content covered:** The participants learnt that intellectual property rights are rights given to persons over the creations of their minds over a period of time. These included: Patents; Trademarks; Copyrights and Trade Secrets.

**Key learning lessons:** The participants learnt that they should be aware that governments have agencies which help protect original ideas and prevent others from profiting from them. They learnt that being innovative of an original idea can result to higher revenues but one must register their idea before it is copied by others.

### 2.4 Training evaluation

Two evaluations were done during the training period. Daily reaction was done at end of each day's training for the participants to evaluate the sessions covered. The purpose was to assess the progress and enhance the content delivery. At the end of the training participants were also asked to evaluate the training by completing an end of course evaluation form. Overall, the training was rated at **4.5<sup>5</sup> on a scale of 5 which constituted an overall rating of 90%** which is very good.

### 2.5 Key highlights on the training

- i) **Participants from different countries:** The participants were drawn from different countries in Eastern Africa and beyond. The participants were from Uganda, Tanzania, Burundi, Rwanda, Malawi South Sudan, Togo, Nigeria, Ethiopia and Taiwan. The participants were graduate students and faculty staff from Universities in Africa.
- ii) **Support from EASTECO:** The team from EASTECO provided high level support from participants' mobilization, training execution and online platform navigation. They were available for any consultation in case of any enquiries. Their support ensured that the training was smooth and successful. The training was well coordinated by the EASTECO and Capital Strategies team. This resulted into its successful execution and completion.
- iii) **The Floor online platform:** The training was conducted virtually through the Floor platform which had been customized by EASTECO. It contained features that enabled delivery of an interactive training. All the training sessions were well scheduled in sequence with the timetable. Prior to the training, the EASTECO team conducted a demo for the trainers on navigating the platform during the training.
- iv) **Communication channel:** Together with training platform, a WhatsApp group was created and both participants and trainers incorporated. This platform enhanced communication during the training. Training materials were also shared in this group for the participants to access them.
- v) **Business plan preparation:** Participants were required to develop a business plan for their selected and screened business idea and submit at the end of the training. A total of 76 business plans were submitted by the end of training. A business template was provided as a guide.

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<sup>5</sup> A summary of the Participant Evaluation is presented in the appendices

## 3.0 LESSONS LEARNT, CHALLENGES AND RECOMMENDATIONS

### 3.1 Lessons learnt and conclusions

- i) **Breakdown of complex concepts:** The participants commented that they liked the level of simplification of broader topics making it easier to understand and the incorporation of fun and practical exercises. The training was also presented in a sequential format and the methodology used made it possible for participants to actively participate virtually. One participant said that although he is a science student, he has gained very important knowledge and skills which was imparted in a simplified manner.
- ii) **Relevance of training:** The workshops were relevant to the needs of the groups. Participants indicated that the knowledge would assist them in managing and growing their businesses, starting their businesses and seeking and staying in employment. Participation in the trainings was good and the participants were eager to learn.
- iii) **Business Plan Development:** It was observed that Business Plan Development was one of the most highly appreciated topics in the training. In future more time could be allocated to this topic. Participants also were required to work on their business plans during the training of the business development practical session and submit at the end of training. Barbara a participant from Uganda, stated that she began her restaurant business without a business plan and she was able to develop one during the training.

### 3.2 Challenges and their mitigation

- i) **Navigating the Floor platform:** Participants had challenges navigating the Floor platform particularly in regard to the transition between one session to the next. This was however addressed through assistance from the EASTECO team and the ease of use and transition was made easier across the training days.
- ii) **Group exercises:** Owing to the significant high number of participants, group exercises through breakout rooms were not possible as the FLOOR lobby only accommodated 6 participants at a time. This was challenge was however addressed through application of Q&A technique through the platform's dialogue chat box.
- iii) **Chat responses:** The lack of audio responses by the participants using the platform limited one to one verbal discussions. However, discussions were held through the chat box and each participants' query was given personalized response much to their satisfaction.

### 3.3 Training delivery recommendations

The entrepreneurship development and skills training was a success. However, to make the training even better in the future, the following are the recommendations:

- i) **A preliminary induction to the online training platform:** The participants recommended an induction to the Floor platform for easier navigation and participation during the training. This will enable them to join sessions, exit a session, discuss with fellow participants in lobbies and lounges.
- ii) **Training mode:** It was recommended that the training can be done face to face for better interactions and more practical sessions. This will also enhance networking for the participants

- iii) **Training Recordings and certificates:** It was recommended that recordings of the training to be shared with the participants and give participation certificates.
- iv) **Follow up and more training:** It is recommended that follow-up training workshops be organized to give support to the participants especially on conclusion and implementation of their business plans and organize for an entrepreneurship competition between countries.



## APPENDICES

### APPENDIX I: CAPITAL STRATEGIES BRIEF PROFILE

**CAPITAL STRATEGIES (K) LTD** is a business training and consultancy firm established in the year 2006. The firm specializes in offering training, business mentorship and support and monitoring and evaluation services to individuals, businesses and organizations in Kenya and the East African Region.

#### VISION STATEMENT

*“Empowered individuals, businesses and organizations transforming lives”*

#### MISSION STATEMENT

*“We empower individuals, businesses and organizations through training, mentorship, monitoring and evaluation, financial and other business development services”*

#### CORE FUNCTIONAL AREAS

- **Training:** we offer business, management and entrepreneurial training to individuals, businesses and organizations. We are registered by the **National Industrial Training Authority (NITA)** as training services providers **NITA/TRN/892**. We are a Partner Organization for the **International Labour Organization (ILO)** in the implementation of the **Start and Improve Your Business (SIYB)** Training Programme;
- **Business Mentorship:** we provide business mentorship services to individuals and businesses, to unlock business growth, to sustainably improve and support clients to grow and expand their businesses;
- **Monitoring and Evaluation Services:** we offer support to organizations in project evaluations, impact assessments, mid-term reviews, baseline and end-line surveys, value chain studies and market assessments;
- **Business Development Services:** we provide other BDS services including financial and investment support services; institutional strengthening and strategy and business plan development.

## APPENDIX II: BRIEF PROFILES OF THE FACILITATORS

S.NO	NAME	DESIGNATION	BRIEF PROFILE
1)	Pius K. Ng'ang'a	Lead Trainer	<p>Pius is the Founder and Principal Officer/CEO of Capital Strategies Kenya Limited, a business consultancy firm that specializes in training, strategy development, institutional strengthening programmes and project appraisal, monitoring and evaluation.</p> <p>Pius is a PHD Entrepreneurship candidate at the Jomo Kenyatta University of Agriculture &amp; Technology currently undertaking research on the topic <i>“Drivers of Demand for Business Development Services by Micro and Small Enterprises in Kenya”</i>. Pius holds an MBA degree in Marketing from the University of Nairobi and a B Ed. Degree in Economics and Mathematics from Kenyatta University in addition to holding a number of Post Graduate qualifications including a Post Graduate Certification in Business Mentorship for MSMEs from Inoorero University and The Royal Danish Embassy. Pius is a certified Business Mentor and a Founding Member and Chairman of the Professional Business Mentors Association (PBMA) in Kenya. He is also a Licensed Master Trainer for the ILO/Start and Improve Your Business (SIYB) Programme.</p> <p>Pius has over 20 years' experience in enterprise development, business mentorship and coaching, training and provision of business advisory services. He has supported many local MSMEs through mentorship, coaching, training and capacity development and he has also worked with Government Agencies in Kenya and the East African Region (Ministry of Public Service and Gender Affairs, Ministry of ICT and Youth Affairs, Ministry of Agriculture, Livestock and Fisheries, Youth Enterprise Development Fund (YEDF), Women Enterprise Fund (WEF), Kenya Industrial Estates (KIE) amongst others), Banks (KCB Bank Ltd, Cooperative Bank of Kenya, Equity Bank Kenya Ltd, NCBA Bank Ltd, KCB Foundation, Equity Group Foundation), International NGOs ( International Labour Organisation (ILO), International Fund for Agricultural Development (IFAD), International Organisation for Migration (IOM), Land O'</p>

			Lakes amongst others), local NGOs (Kenya Climate Innovation Center (KCIC), Danish Refugee Council (DRC), Micro Enterprise Support Programme Trust (MESPT), Adventist Development Relief Agency (ADRA Kenya), SNV Netherlands Development Organisation, Technoserve Kenya, Farm Africa, Economic Projects Transformation Facility (EPTF) amongst others) and Regional bodies (East African Trade and Investment Hub, East African Science and Technology Commission (EASTECO) amongst others).
2)	Rahab Mwangi	Facilitator	Rahab's background training and work provides rich knowledge and experience that cuts across various development sectors such as agriculture, entrepreneurship and finance. As an accredited Start and Improve Your Business (SIYB) trainer, she has the expertise in training start-ups, small and micro enterprises. She is a business coach and mentor and agribusiness advisory and has experience in virtual training using various online platforms. The hands on experience spanning over 10 years has honed the skills in adult and youth learning principles, facilitation skills and online training for experiential learning.
3)	John Anthony Waweru	Facilitator	<p>John Anthony Waweru is a development practitioner with technical skills in monitoring and evaluation and project management. He is a certified trainer with the International Labour Organization (ILO) under the SIYB programme that is oriented in offering business management skills training to budding and already established entrepreneurs. He has over 5 years of experience managing and coordinating community development projects for Not-for-Profit Organizations in the counties of Nairobi and Nakuru with support in Machakos, Nakuru and Eldoret. Among organizations he has served under in the capacity of Programme Coordinator is the Navigators Economic Projects Trust Fund and St. Joseph Uzima Development Programme.</p> <p>He is passionate about community transformation, resilience-building mainly through the economic empowerment of communities and strengthening organization capacities. He has been involved in</p>

			<p>strengthening organization capacities and community transformation through offering consultancy services for Non-Governmental Organizations both local and international in the areas of entrepreneurship training, business development support services, organization capacity assessment, monitoring and evaluation, and table banking. In 2021, he was contracted by Capital Strategies Kenya to offer BDS and mentoring services on behalf of Equity Group Foundation under the Mastercard Foundation funded Young Africa Works Programme in Kenya programme. Among the other organizations he has been able to work with include TEDI - Africa, Trocaire, Swedish Mission Council, United Nations Development Programme (UNDP), Legal Resource Foundation, Danish Church Aid, Women Empowerment Link and the World Bank. Anthony believes that effective delivery of business training and mentorship has a transformative impact in the lives of youth, men and women that is generational and impactful in wealth generation.</p>
4)	Faith Mwai	Facilitator	<p>Faith is a successful office and programs administrator professionally skilled in facilitating &amp; managing SME &amp; business re-engineering programs in the financial, agribusiness, water &amp; in the renewable energy sectors. She has considerable expertise in private sector development, planning, implementing, monitoring and evaluating massive SME development programs.</p> <p>Faith holds an BA degree in Gender and Development from the Kenyatta University. She is also a certified trainer for the ILO/Start and Improve Your Business (SIYB) Programme.</p> <p>Faith has Close to 7 years working experience in office administration, program administration, providing BDS services, developing training curriculum, materials and manuals, developing Project execution &amp; work plans, conducting due diligence/capacity assessment, liaison with program partners, developing proposals and reports among others. She also has vast knowledge and expertise in capacity development for private sector</p>

			organizations/enterprises having facilitated over 30 major training assignments for almost 7 years and has Considerable expertise in the financial, agriculture & renewable energy industry with Considerable expertise in social media marketing for Start Ups and MSMEs.
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### APPENDIX III: TRAINING TIME TABLE

DATE/ ACTIVITIES	TIME ALLOCATION				
	Session One (8-10.30am)		Session Two (11.00-1pm)		Session Three (2-4.30pm)
<b>Day One/ Activities</b>	<b>Registration of participants</b> (8.00 -8.30 am) <b>Climate Setting Activities;</b> (8.30 – 9.00 am) <b>Welcome remarks and opening speech</b> (9.00 -9.15am) <b>Introduction to Entrepreneurship</b> (9.15 -10.30 am)	<b>TEA BREAK (10.30-11.00AM)</b>	<b>Introduction to Entrepreneurship</b> (11.00 -11.30 am)  <b>Entrepreneurship Theories</b> (11.30-1.00am)	<b>LUNCH BREAK (1.00-2.00PM)</b>	<b>Business Skills for Entrepreneurship Success</b> (2-4pm)  <b>End of day Evaluation</b> (4-4.15pm)
<b>Day Two/ Activities</b>	<b>Recap of Day One</b> (8-8.30am) <b>Business Ideas Generation Screening and Selection</b> (8.30-10.30am)		<b>Business Ideas Screening and Selection</b> (11.00-1.00am)		<b>Business Plan Development</b> (2-4pm) <b>End of day Evaluation</b> (4-4.30pm)
<b>Day Three/ Activities</b>	<b>Recap of Day Two</b> (8-8.30am) <b>Business Plan Preparation – Business Plan Template</b> (8.30-10.30am)		<b>Business Plan Preparation Practical Session</b> (11.00-1.00am)		<b>Business Plan Preparation Presentations</b> (2-4pm) <b>End of day Evaluation</b> (4-4.30pm)
<b>Day Four/ Activities</b>	<b>Recap of Day Three</b> (8-8.30am)  <b>Business Start-Up Process</b> (8.30-10.30am)		<b>Business Start-Up Process</b> (11.00-1.00am)		<b>Review of Case Studies</b> (2-4pm) <b>End of day Evaluation</b> (4-4.30pm)
<b>Day Five/ Activities</b>	<b>Recap of Day Four</b> (8-8.30 am) <b>Introduction to Intellectual Property Laws</b> (8.30-10.30am)		<b>Lessons learnt and Way forward</b> (11.00-1.00am)		<b>Lessons learnt and Way forward</b> (2-3pm) <b>End of Training Evaluation;</b> <b>Training closure;</b> (3-4pm)

## APPENDIX IV: DAILY REACTION EVALUATION FORM

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

<b>What I liked:</b>
<b>What I did not like:</b>
<b>What I did not understand:</b>
<b>My suggestions:</b>

**APPENDIX V: END OF COURSE EVALUATION QUESTIONNAIRE**

**EASTECO ENTREPRENEURSHIP AND BUSINESS MANAGEMENT TRAINING END OF TRAINING EVALUATION FORM.**

Please provide us with answers to the following questions and do not write your name. Your answers will help us improve on future trainings of a similar nature.

1. What information did you find most useful in the training?  
.....

2. What information was of low importance in the training?  
.....

Please rate the **Relevance** of the Training Modules as per the table below (Tick appropriately)  
**Scores: 5= Excellent 4= Very Good 3= Good 2= Fair 1= Poor**

<b>Training Topics</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
How would you rate introduction to entrepreneurship					
How would you rate Entrepreneurship Theories Topic					
How would you rate Business Skills and Competences for successful business owners					
How would you rate Business Plan Development Topic					
How would you rate Business Start Up Process Topic					
How would you rate Basics of Intellectual Property Laws Topic					
How would you rate Form of Business and Requirements Topic					

Please rate the **Facilitation Methods** of the Training Modules as per the table below. (Tick Appropriately) Scores: **5= Excellent 4= Very Good 3= Good 2= Fair 1= Poor**

<b>Training Topics</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
How would you rate introduction to entrepreneurship					
How would you rate Entrepreneurship Theories Topic					
How would you rate Business Skills and Competences for successful business owners					
How would you rate Business Plan Development Topic					
How would you rate Business Start Up Process Topic					
How would you rate Basics of Intellectual Property Laws Topic					
How would you rate Form of Business and Requirements Topic					

9) What could have been done better?  
.....

10) Any other comments



## APPENDIX VI: SUMMARY OF END OF TRAINING EVALUATION

### Summary of participants End of Training Evaluation Forms

<b>Evaluation criteria: Module Rating<sup>6</sup></b>		
<b>Topics</b>	<b>Mean Score</b>	<b>Relevance of the topic was rated:</b>
Introduction to entrepreneurship	3.92	78.4% which was good
Entrepreneurship Theories Topic	4.4	87% which was very good
Business Skills and Competences for successful business owners	4.5	90% which was Excellent
Business Plan Development Topic	4.7	94% which was Excellent
Business Start Up Process Topic	4.4	87% which was very good
Basics of Intellectual Property Laws Topic	4.3	86% which was very good
Form of Business and Requirements Topic	4.4	88% which was very good
<b>Facilitation Methods of the Training Modules rating</b>		
Introduction to entrepreneurship	4.6	92% which was Excellent
Entrepreneurship Theories Topic	4.5	90% which was Excellent
Business Skills and Competences for successful business owners	4.8	86% which was very good
Business Plan Development Topic	4.6	92% which was Excellent
Business Start Up Process Topic	4.5	90% which was Excellent
Basics of Intellectual Property Laws Topic	4.4	88% which was very good
Form of Business and Requirements Topic	4.5	90% which was Excellent
<b>Overall rating for the training</b>	<b>4.4</b>	<b>90% which was excellent</b>

<sup>6</sup> The rating was an a scale of 1-5 with 1-very poor; 2- poor; 3-moderate; 4- good; 5-excellent

## APPENDIX VII: LIST OF PARTICIPANTS WHO HAD SUBMITTED BUSINESS PLANS

### BUSINESS PLANS PRESENTED AS OF TUESDAY 7<sup>TH</sup> JULY 2022

1. Abaho Regan Kashoma
2. Aggrey Ainomugisha
3. Alex Niwahereza
4. Anthony Muhumza
5. Archimedes Prince
6. Asaba Grace Mugabi
7. Atuhaire Collins
8. Augustine Oloo
9. Barbra Amutuhaire
10. Berthilde Ukurikiyimana
11. Charles Ndayizeye
12. Consolata Mosha
13. Dative Mushimiyimana
14. David Kariuki
15. Dorothy Nanastinga
16. Emmanuel Given
17. Esther Colombe
18. Felicithe Mukabagenzi
19. Filoteus Ngonyani
20. Florence Odong Achan
21. Fulgence Siborurema
22. Hillary Awidhi
23. Irene Musyimi
24. Iriwacu Annick
25. Isaac Rwot Omiya
26. James Kato Ssekitoleko
27. Japhet Nshimiyimana
28. Jean Baptiste Nsengiyaremye
29. John Mustapha Kutiyote
30. John Oghenetega
31. Kendi Benardette
32. Kevin Omwoyo
33. Kubbita Idriss Ambalula
34. Lejju Julius
35. Lillian Gor
36. Luate John Joseph
37. Lydia Amongi
38. Lydia Atuhura
39. Lyndah Fiorna
40. Madalitso Mukiwa
41. Manirakiza Leonidas
42. Margaret Nambaziira
43. Mariam Daudi
44. Marie Alice
45. Mary Muthoni
46. Maurice Mizero Hitiyaremye
47. Mersian Tulyahebwa
48. Mildred Mtotha
49. Milyan Moses
50. Muhire Norbert
51. Munezero Justin
52. Nancy Elisante Macha
53. Nancy Mumbi
54. Ntirampeba Jean De Dieu
55. Nzisabira Vincent
56. Ogatha Sibale
57. Ogonda Stephen Kidiga
58. Ojja John
59. Raiton Ambele
60. Samuel Nibukimana
61. Sandrine Niyonkuru
62. Seraphine Nduku
63. Sheila Wangui
64. Silver Bright Ziraba
65. Themba Mhango
66. Uwimana Sylvie
67. Vallerie Okello
68. Wenses Kiprotich Sang
69. Xavier Imanayarakoze
70. Zuhura Khalfan
71. Dushimirimana Samuel
72. Rachel Iradukunda
73. Wandulu Victor
74. John Paul Kaswija
75. Chaka Rene Claude
76. Menedore Ndagijimana

## APPENDIX VII: SUBMITTED BUSINESS PLANS

					
LEJJU JULIUS - Lejju_Business Plan	KUBBITTA IDRISSAMBALULA - B	KEVIN OMWOYO - Business Plan Templ-	KENDI BENARDETTE BUSINESS PLAN..pd	KASHOMA REGAN - Business Plan for	JOHN AOGHENETEGA - BUS
					
JAPHET NSHIMIYIMANA - Bu	ISHIMWE PRINCE - BUSINESS PLAN SAM-	ISAAC RWOTOMIYA Business Plan Tem	IRENE MUSYIMI - BUSINESS PLAN Saff	HILLARY AWIDHI - business plan.pdf	FULGENCE SIBORUREMA - KEIL
					
FELICITHE MUKABAGENZI - BUST	ESTHER COLOMBE - Tanga Lake Fish Bus	EMMANUEL GIVEN - Business Plan Temp	DOROTHY INANASTINGA - Draf	DAVID KARIUKI - BUSINESS PLAN.pdf	DATIVE MUSHIMIYIMANA - B
					
CONSOLOTA MOSHA - BUSINESS	Charles NDAYIZEYE - Business plan-ESTA	berthilide doc 1 - BUSINESS PLAN.pdf	Berthilde doc 2 - BUSINESS PLAN.pdf	BARBRA AMUTUHAIRE - Busi	ASABA GRACE MUGABI - Agri-ladie
					
ANTHONY MUHUMZA - TONIZ -	ALEX NIWAHEREZA ALE'S BUSINESS PL	AGGREY AINOMUGISHA - BU	WENSES KIPROTICH SANG - BUSINESS P	VALLERIE OKOTH - EasyBuild Beacon Ltd	UWIMANA SYLVIE - Business Plan Temp
					
THEMBA MHANGO - Business Plan_Mio	SILVER BRIGHT ZIRABA - BUSINESS	SHEILA WANGUI - PBUSINESS PLAN.pdf	SANDRINE NIYONKURU - Busin	SAMUEL NIBUKIMANA - busin	OJJA JOHN - Business plan templ
					
OGONDA STEPHEN KIDIGA - EASTECO B	OGATHA SIBALE - Business Plan Filled	MUHIRE NORBERT - final work for EAST	MILYAN MOSES - Sudd Business Plan -	MILDRED MTOTHA BUSINESS PLAN.pd	MERSIAN TULYAHEBWA - AFF
					
MAURICE MIZERO HITIYAREMYE _ Busin	MARY MUTHONI - Go-Tech Business PI	MARIE ALICE - UWINGABIRE Busin	MARGARET NAMBARIIZA - Pearls	MANIRAKIZA LEONIDAS - (BUSINE	LYNDAH FIORNA - Business Plan Temp
					
LYDIA ATUHURA - MY BUSINESS PLAN -	LYDIA AMONGI - AGRICYCLE UGANDA	LUATE JOHN JOSEPH - Business P	LILLIAN GOR - B Enterprises Plan.pdf		