

ALABA GRACE AYOMIDE
PORTFOLIO

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TRAINING DEVELOPMENT PLAN

1. TRAINING OBJECTIVES.

The objectives are as follows:

- Equip volunteers and employees with knowledge, tools, strategies and resources to carry out tasks effectively and support individuals with learning disabilities in Africa.
- Improve team work and effective communication among volunteers and employees to create a supportive and healthy work environment.
- Equip volunteers and staff members with knowledge on the requirements on the tasks to be performed in their various departments and special skill requirements such as technical, professional, interpersonal, managerial, conceptual and analytical skills to get the job done effectively.
- Train employees and volunteers to involve the community in the awareness of learning disabilities and support.
- Provide a comprehensive training framework that educates all staff, consultants, and stakeholders of the organization on the Prevention of Sexual Abuse and Exploitation (PSEA).

2. TARGET AUDIENCE.

Volunteers, Staff Members and National Service personnel of the organization.

3. TRAINING DESIGN.

Training needs.

- Individual needs
- Departmental needs
- Organizational needs

Resources and materials.

- Learning disabilities tool kits and training manuals.
- Courses on Learning disabilities.
- Courses on inclusive education for persons with Learning disabilities.
- Webinars on Learning disabilities.
- Courses on Learning disabilities support.

- Courses, lectures and/or videos for each department in the organization (Project management, Accounting, Social media, Information Technology, Communications, Partnership and Fundraising).
- Courses lectures and/or videos on Learning disabilities educational support and training.

Training design methods.

- Off the job training for the volunteers and employees.
- On the job training for the national service personnel and employees in the form of coaching, shadowing and job rotation.

Facilitators (on-the-job training).

- Senior employees and executives for the national service personnel and employees.

Training duration.

One month (20 working days).

4. TRAINING DELIVERY.

- Blended learning for the national service personnel and physical employees of the Organization.

Online learning for the volunteers of the Organization.

5. TRAINING RESOURCES AND SCHEDULE.

GENERAL TRAINING RESOURCES FOR ALL DEPARTMENTS.

RESOURCE	LINK	COURSE CONTENT	PLATFORM	TIME DURATION	TRAINING DAYS	GOAL
Responsible leadership and good	https://yali.state.gov/courses/course-266/#/	Civil society, governance and leadership	YALI	30 minutes per day.	DAY 1	Reduce and eliminate corrupt practices.

governance.		p.				
Community organizing for action.	https://yali.state.gov/courses/course-942/#/	Inspiring community participation	YALI	30 minutes per day.	DAY 2	Inspiring and engaging volunteers to be proactive.
Strategies for personal growth and development.	https://yali.state.gov/courses/course-855/#/	Networking, public speaking and personal code of ethics.	YALI	30 minutes per day.	DAY 3	Developing personal skills.
Fundamentals of grant writing.	https://yali.state.gov/courses/course-2052/#/	Steps to composing and writing grants.	YALI	30 minutes per day.	DAY 4	Effective grant writing.
Workforce collaboration and development.	https://yali.state.gov/courses/course-872/#/	Setting and achieving goals, designing and delivering training.	YALI	30 minutes per day.	DAY 5	Creating a collaborative work environment.

GENERAL TRAINING RESOURCES ON DYSLEXIA.

RESOURCE	LINK	PLATFORM	COURSE CONTENT	TIME DURATION	TRAINING DAYS	GOAL
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Dyslexia in the workplace.	https://www.udemy.com/share/101SCw3@Z5eUkUMFH-uMAQTdjFuF2gcos4zoDQLSEQUVZXQbgs8pJbmixtl4ABRysXsM1ESKpg==/	Udemy	Focuses on creating the best working environment for dyslexics.	30 minutes per day.	Day 6-8	Understanding dyslexia.
How to build self-belief in dyslexic children.	https://www.udemy.com/share/1077aE3@g7KGTDPoPBsdpMtYXsPraZ5LbxjPkOJOqaFGanp8uz1-M7BgK4Pn8cxBhiJUSU_mcQ==/	Udemy	Focuses on identifying children with dyslexia, and strategies teachers can use to support reading and writing development.	30 minutes per day.	Day 9-10	Emotional support for children with Dyslexia
Supporting dyslexic people with job applications.	https://www.udemy.com/share/10217y3@C74Ra818cURc84unzEj7OJFy0pLF4uKJOTQ73SNwUQ9u6vRwHrDs5-eeciYgs_dUyw==/	Udemy	Understanding the difficulties and strength of dyslexia.	30 minutes per day.	Day 11-12	Support dyslexics on their career journey.
Assistive technology and tools for students and adults.	https://youtu.be/RhDsRyJwe3U?si=Dh4m4ZPG9KS-7jt4	Youtube	Awareness of tools to help dyslexic students and adults.	30 minutes per day.	Day 13-14	Adequate and easy support for dyslexic students and adults.

**GENERAL TRAINING RESOURCES ON PREVENTION OF SEXUAL ABUSE AND
EXPLOITATION (PSEA)**

RESOU RCE	LINK	COURSE CONTE NT	PLATF ORM	TIME DURAT ION	TRAIN ING DAYS	GOAL
Preventi on of Sexual Exploita tion and Abuse (PSEA)	https://agora.unicef.org/course/info.php?id=7380	UN Standards of Conduct on Sexual Exploitati on and Abuse	UNICEF AGORA	90 minutes (45 minutes per day)	Day 6-7	Preventing Sexual Exploitation and Abuse and how to report such abuses
Action to End Child Sexual Exploitation and Abuse	https://agora.unicef.org/course/info.php?id=33811	policy, advocacy and action to End Child Sexual Abuse and Exploitation.	UNICEF AGORA	180 minutes (60 minutes per day)	Day 8- 10	increase awareness and knowledge about child sexual exploitatio n and abuse.
Introduc tion to Child Protecti on	https://agora.unicef.org/course/info.php?id=915	Protectin g children from violence, exploitati on and abuse.	UNICEF AGORA	30 minutes	Day 9	Child protection programm ing strategies.
Child Safeguar ding Training	https://agora.unicef.org/course/info.php?id=29324	Introducti on on the ways in which children can be kept safe when they interact	UNICEF AGORA	90 minutes (45 minutes per day)	Day 10- 11	Effective Child safeguardi ng

		with personnel, partners, programmes, and operations.				
Prevention of sexual harassment and abuse of authority.	https://agora.unicef.org/course/info.php?id=28780	Identify, prevent and manage problems of harassment, sexual harassment and the abuse of authority in the workplace.	UNICEF AGORA	120 minutes (40 minutes per day)	Day 12-14	Develop strategic communication skills and tactics to effectively prevent, respond to and stop harassment in order to ensure a safe and healthy work environment.

RESOURCES FOR EACH DEPARTMENT.

PROJECT MANAGEMENT.

RESOURCE	LINK	PLATFORM	COURSE CONTENT	TIME DURATION	TRAINING DAYS	GOALS
Organizational development for volunteer based initiatives.	https://yali.state.gov/courses/course-5361/#/	YALI	Project management, vision and mission.	30 minutes per day.	Day 15	Create a successful plan.
Deliver your project on	https://ready.csod.com/ui/lms-learning-details/app/course/59da08	Non profits ready.	How to deliver your	30 minutes a day.	Day 16	Define goals, form

time and on budget	61-ad9b-4a21-b838-5c9c6d9b2857		project on time, on target and on budget,			your team and define the scope of the project.
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ACCOUNTING.

RESOURCE	LINK	PLATFORM	COURSE CONTENT	TIME DURATION	TRAINING DAYS	GOALS
What is accounting?	https://www.youtube.com/watch?v=2NZMqEzDUgg&list=PLeUN5xfIC6NTDaHoWFKIjLkG-2fGi14KZ	Youtube	Basics of accounting for non-profits .	30 minutes per day.	Day 15-17	Effective accounting methods and practices for Africa dyslexia organization.

SOCIAL MEDIA.

RESOURCE	LINK	PLATFORM	COURSE CONTENT	TIME DURATION	TRAINING DAYS	GOALS
Social media man	https://www.youtube.com/watch?v=nCF26DGMzis	Youtube	Discovering social	12 minutes	Day 15	Effective social media

age men t tools in 202 4.			med ia man age men t tool s.			a man age ment .
Intro duct ion into copy writi ng, cont ent and pers uasi on.	https://www.udemy.com/share/106MPs3@kAwwUvnJwOOAVH3e2XYv2SRkLyzUFiqM_POQzFDEJQxUNUSYa0xL6_jEyYcMmZvEUw==/	Ude my	Mas terin g the fund ame ntal of cop ywri ting.	30 min utes.	Day 16- 19	Lear n esse ntial s of copy writi ng, cont ent writi ng and pers uasi om

COMMUNICATIONS.

RESO URCE	LINK	PLAT FORM	COURS E CONTE NT	TIME DURA TION	TRAI NING DAYS	GOALS
How to be u forgett able.	https://www.youtube.com/watch?v=QIpoSmvsyJA&list=PLxq_IXOUlvQA3QmMA51Dtb1zR-qd-YVx9	Youtub e (stanfo rd busines s school)	The art of effective communi cations.	1 hour per day.	Day15 -20	Strategic commun ications for results.

PARTNERSHIP.

RESOURCER	LINK	PLATFORM	COURSE CONTENT	TIME DURATION	TRAINING DAYS	GOALS
Basics of private public partnership	https://yali.state.gov/courses/course-750/#/	YALI	Fundamentals of partnership.	30 minutes per day.	Day 15	Effective private public partnership.
Three steps to getting corporate partnerships for your non profit.	https://www.youtube.com/watch?v=gbQjRK6wSpg	Youtube	How to secure and leverage partnership opportunities with long term growth,	30 minutes per day.	Day 16-17	Locating and reaching out to your ideal partnership companies.

FUNDRAISING.

RESOURCER	LINK	PLATFORM	COURSE CONTENT	TIME DURATION	TRAINING DAYS	GOALS
Fundraising concepts.	https://yali.state.gov/courses/course-766/#/	YALI	Steps and effective ways of raising funds	30 minutes per day.	Day 15	Raising funds effectively and efficiently.
Fundraising essential	https://ready.csod.com/ui/lms-learning-details/app/curriculum/0a	Non profit ready	Overview of non-	30 minutes per day.	Day 16-20	Understanding and implement

s	417fb2-7950-4cff-a08c-e796fbd8f17		profit fundrais ing.			ation of fundraisin g.
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INFORMATION TECHNOLOGY.

RESOUR CE	LINK	PLATFO RM	COURSE CONTEN T	TIME DURAT ION	TRAINI NG DAYS	GOALS
What is information and communication technology.	https://www.youtube.com/watch?v=zAr7P1S-c8	Youtube	Understanding communication, networking and basic concepts of the computer language.	1 hour per day.	Day15-20	Understanding and depth of computer knowledge.

6. SUCCESS CRITERIA.

Acquisition of knowledge.

- Post-training assessment: Achievement of at least a 70% increase in knowledge of learning disabilities and job duties.
- Retention of knowledge: Employees and volunteers should retain at least 70% of the knowledge gotten from training materials.
- Skill development: Employees and volunteers should successfully demonstrate key skills learned during the training for supporting individuals with dyslexia and in their various departments.

Milestones.

- Training commencement.

Timeline: At the agreed stipulated time.

Criteria: Training has been communicated to all employees and volunteers beforehand.

7. TRAINING IMPLEMENTATION.

Timeline: End of the training programme (One month after training commencement).

Criteria: All lectures, courses and resources have been completed by all the participants.

8. TRAINING EVALUATION.

- Follow-up Assessments.

Timeline: One month after training and three months after training.

Criteria: Performance appraisal through the administer of quizzes and gather feedback on the application of skills on the job.

Feedback.

- Surveys and Questionnaires: Surveys and Questionnaires will be distributed after the training to gather feedback on the content, delivery and relevance of the training. After which follow-up surveys will be conducted at one month post training and three months post training respectively to assess knowledge retention and practical application.
- Organization of focus groups for participants of the training to discuss their experience with the training, challenges, implementation strategies, suggestions for future training and challenges faced.
- One-on-one meetings will be scheduled with each staff and employee to discuss their progress, experience, recommendations for the future and any support they might need.
- Regular review meetings, will be hosted to evaluate the impact of the training programme and identify areas for improvement.

HIRING PROCEDURES.

1. OBJECTIVE.

The objective of this policy is to offer equal opportunities of employment for all persons and to ensure that the best person in terms of knowledge, ability, experience and capacity is selected for each position in the organization.

2. PURPOSE.

The purpose of this policy for the organization is to include all information relating to the recruitment and selection plan such as; Job description, person requirement, publicizing job

opening, submission procedures (for tests and assessments), selection procedures, engagement of employees, reference checks and unsuccessful applicants.

This policy shall be employed whenever there is a available position within the organization.

3. SCOPE.

This document applies to the Executive Director, Board of Trustees, employees, committee members and contracted individuals providing services on behalf of the organization and agents of the organization. All employees and management shall accept this policy and are accountable for ensuring that this policy is observed. All employees and management of the organization have a role to play and a commitment to guarantee that the most appropriate candidate is chosen for each position that arises.

4. HIRING PROCEDURES PRINCIPLES.

The principles guiding the hiring procedures of the organization are as follows:

- I. Accuracy for the implementation of the recruitment policy.
- II. Employment of the right talent as stated in the recruitment and selection policy of the organization.
- III. Recruitment, selection and on-boarding shall be made strongly on excellence and equality.
- IV. Choice of candidate whose values, talents and capabilities best compliments the organization.
- V. Suitable appointment of employees at the time of selection process.
- VI. Well rounded job description.
- VII. Straightforwardness and openness on terms and conditions of engagement.

5. HIRING PROCEDURES.

The hiring procedures of the organization shall consist of these processes which are as follows:

- I. Pre- recruitment.
- II. Recruiting.
- III. Engagement.
- IV. Retention.

- I. **Pre-recruitment:** These are the actions, procedures and preparation made by the organization before recruitment to ensure that the recruitment process is free of setbacks.
- **Man power planning:** The organization shall evaluate and classify their present employees and volunteers in order to determine the needs of the organization in terms of its human assets. Staff and volunteers shall be classified appropriately in their various areas of work in order to enable the organization determine the work areas that needs extra hands and the areas where productivity and efficiency is low.
- **Hiring methods:** Staffing will be based on contractual hiring (the employment of a staff or volunteer on contract basis) or placement hiring (employment of a staff or volunteer to engage them as permanent employees of the organisation).
- II. **Recruiting:** The organization shall adhere to the whole process of discovering potential candidates that fit into the goals and desires of the organisation, through these three processes which are:
 - **Recruitment:** As regards to recruitment, these will be followed:
 - a. **Recruitment management:** A human resources personnel (Recruitment manager) shall be in charge of the recruitment of employees and volunteers. This person will be held accountable and response for recruitment matters.
 - b. **Selection Criteria:** The organization will adhere to its set criteria and standards that potential employees and volunteers to meet up to. These standards are, but not limited to expertise, experience, time availability, mentorship experience and understanding.
 - c. **Job description:** A well detailed job description outlining the duties and specifications, shall be written for the job position(s) to be filled.
 - **Advertisement:** Advertisements for the organization shall be done through the following mediums:
 - a. Internal recruitment.
 - b. Referrals.

- c. Social media platforms.
- d. Educational institutions.

- **Selection:** Choosing potential employees or volunteers to occupy vacancies in the organization shall be according to the following:
 - a. **Selection Panel:** The executive director, human resource personnel and an expert in the department where the vacancy is to be filled shall be designated persons with the duties of determining the kind of test and creating the test to be used for the shortlisting process. In addition, the panel is in charge of the preparation and the conduction of the interviews.
 - b. **Selection test:** This is the type of test to be used in shortlisting candidates. It could be Aptitude test, achievement test, personality test, interest test, behavioral test, role based test, situational judgement test and logical reasoning test. It is advised that proper research is conducted to determine the type of test suitable for each job position.
 - c. **Interview:** It can be physical interview or on-line interview, one-on-one interview or group interview, structured or unstructured interview. The type of interview chosen must be suitable for the Selection panel of the organization and it's potential volunteers and employees.

Interview questions (if a structured interview is chosen) must be determined beforehand, at least three days to the interview.

The date and time of the interview is to be communicated to the potential volunteers or employees at least a week to the interview to enable them prepare beforehand.

- **Placement:** Once the selection process has been completed, the results from the test and interviews are analyzed and candidates are chosen to fill in the vacant position in the organization.

The organization can notify volunteer candidates or employee candidates selected by sending them a written statement informing them of their selection, notifying them to reply in accordance if they accept the offer or otherwise. This is very important for record and documentation purposes.

Once the offer is accepted, the volunteer is placed in a department to achieve the goals of the organization.

- **Engagement:** This is the process of building a relationship with employees or volunteers as the case may be.
- **Onboarding:** New employees and volunteers of the organization shall be onboarded with health and safety induction, Human resource management induction, departmental induction ,security and emergency response induction.
- **Deployment:** The new employee(s) or volunteer(s) of the organization will be placed in his or her department in order to meet the growth requirements for Africa Dyslexia Organization (ADO).

III. **Retention:** To retain its new volunteers and employees, current volunteers, the organization will adhere to the following actions:

- **Training and development:** Training and development programme can be conducted at intervals based on the needs of the employees, volunteers and lacking skill areas.
- **Performance Appraisal:** Volunteers and employees who perform excellently should be celebrated and recognized as a reward for their performance. This fosters the volunteers and employees commitment to the organization.
- **Transfer and promotion:** Transfer is the movement of a volunteer from one job to another job. This is beneficial in the sense that it widens the experience and knowledge of the volunteer. Promotion is the movement of an employee to a higher position in the organization as a reward for exceptional and outstanding effort. It makes an employee or volunteer feel valued and increases the loyalty base of the employee to the organization.

CORPERS PROGRAMME PLAN

The Corpers Programme is a Life transforming special programme held once in the tenure of an administration. The Corpers Programme for this tenure holds on Friday, 6th of October, 2023.

Time frame: 10pm to 5am.

Location: Stadium Church.

GOALS OF THE CORPERS PROGRAMME.

The goals of the Corpers Programme are as follows:

1. To bring Corp members serving in different local governments together .
2. Spiritually impact and transform the lives of attendees (Visitors and non-visitors).

3. The goal of the programme " DIVINE ENCOUNTER" is to build up people that will be liberated from their limitations in life, have readiness for the next purpose in life.

BUDGET OF THE CORPERS PROGRAMME.

1. Transportation.

- i. Guest Minister's transport:#20000.
- ii. Corp members subsidization:#40000.

2. Lodging.

Hotel room for guest minister:#15000.

3. Publicity.

- i. Flyer: #5000.
- ii. Banner:#5000.
- iii. Transportation: #5000

4. Feeding and refreshments.

- i. Fruits (Watermelon and Orange): #9000.
- ii. Food and water.
 - a. Rice (one paint): #4000.
 - b. Pepper: #2500.
 - c. Groundnut oil: #2000.
 - d. Meat: #3500.
 - e. Spices: #1500.
 - f. Pure water: #2000.
 - g. Black nylon: #500.

h. Gas:#2400.

5. Others.

i. Programme sheet:#3000.

ii. Fuel: #6000.

iii. Miscellaneous: 10000

iv. Gifts for guest minister: #6000

v. Data and airtime: #5000

Total:#112,400.

THEME OF THE CORPERS PROGRAMME.

The theme of the Corpers programme is “DIVINE ENCOUNTER”.

ORDER OF PROGRAMME.

Proposed order of programme with officiating ministers.

1. Opening Prayer (20 min) by Bro Anu
2. Praise and Worship (20 min) by Choristers
3. Welcome of Guests(10 min) by the Moderator
4. Hymn 170(10 min) by the Moderator
5. Opening charge/ prayer (30 min) by Past Dayo
6. Drama (20 min) by Drama Team
7. Alone with God (15 min) the Moderator
8. Video Charge (10 min) by maintenance team
9. Hymn 165 (10 min) the Moderator
10. Guest ministration 1 (1 hour) by Pastor Oladosun
11. Deep worship (20 min) by Choristers
12. Special Talk (50 min) by Pastor Taiwo
13. Hymn 76 (10 min) the Moderator
14. Guest ministration 3 (1 hour) Pastor Akpata

15. Choir ministration (10 min) by Choristers
16. Guest Ministration (1hour 40 min) by Pastor Okoro
17. Vote of Thanks by Pastor Aluko
18. Refreshments

GUEST MINISTERS.

- i. Pastor Oladosun.
- ii. Pastor Taiwo.
- iii. Pastor Okoro.
- iv. Pastor Dayo
- v. Pastor Akpata

OFFICIATING MINISTERS.

- i. Bro Anu.
- ii. Bro Nehemiah.
- iii. The Choristers.
- iv. The drama team.

MODERATORS.

- i. Sis Ayomide
- ii. Bro Nehemiah

GUEST MINISTERS SESSIONS.

First guest Minister (Pastor Oladosun).

“Encounter with Divinity”.

- i. Encounter with the maker.
- ii. Deliverance from backsliding and shallowness.
- iii. Spiritual breakthrough.
- iv. Restoration.

Second guest Minister (Pastor Taiwo).

“Discovering and Manifesting your Purpose”.

Third guest Minister (Pastor Okoro).

“Liberation Encounter”.

- i. Encounter against delay in all areas of life (marital, academic, financial, psychological).
- ii. Encounter against demonic attacks.
- iii. Encounter to defeat psychological problems.
- iv. Encounter against stagnancy, limitations and wandering spirit.

PLANNING ACTIVITIES.

1. Prayer preparation.

Intercessory chain prayer and fasting, the workers and also the church at large, before a month to the programme.

2. Venue investigation.

This is to check what will be needed at the venue.

3. Publicity.

Informing and publicizing to persons about the corpers programme.

4. Drama.

The drama will be performed by the drama team.

Goal: Create, perform and communicate encounter, importance of prayer and motivate persons to pray.

5. Maintenance.

Maintenance which includes but not limited to media and electronics will be handled by the media team.

Goal: To ensure that steady, quality sound control and video quality system is maintained from the beginning to the end of the programme.

6. Prayer.

The prayers for the program will be handled by the prayer team and members of Deeper Life Corpers Fellowship (DLCF), Ilorin.

Goal: To prepare the atmosphere of the programme spiritually, and ready the heart of the persons attending the programme.

7. Songs and Music.

The music for the program will be handled by the Choir of the Deeper Life Corpers Fellowship (DLCF), Ilorin.

Goal: To spiritually edify the audience to a deeper connection with God.

RESPONSIBILITIES AND DUTIES.

The following teams have been designed to ensure proper implementation of the Corpers programme plan:

1. Drama Team.

The drama rehearsals are to begin at least two weeks to the programme. The script for the drama should be written a week before the rehearsals begin and must be approved by the General coordinator. The rehearsals for the drama may take place at general, the sisters lodge or any other place as agreed on by the drama team. The drama team will be coordinated by the Director of the Drama team: Sis promise.

2. Publicity Team.

The publicity team have the duties of Informing and publicizing to persons about the corpers programme.

Targeted audience:

Corp members (Especially Batch C and Batch A corp members) Expected number of persons at the event: 100 persons.

Publicity activities.

- i. Flyers and E-flyers.
- ii. CDS group.
- iii. NCCF
- iv. Short advertisement clip.
- v. Social media platforms.

Publicity strategies.

The publicity strategy will make use of flyers, E-flyers and banners.

Strategy 1: Going to CDS groups in Ilorin West and Ilorin South with flyers and a large banner to invite them for the program.

Strategy 2: Social media publicity by all members of the church.

Strategy 3: Writing creative contents for the publicity.

Strategy 4: Going through NCCF to invite other church fellowships such as, but not limited to MFM, RCCF.

Goals of publicity:

- i. Awareness of the DCLF Corpers fellowship.
- ii. Increase of members in the DCLF Corpers fellowship.

NOTICE: The publicity team should note that the publicity is not limited to corp members only.

3. Maintenance Team.

The maintenance team will ensure that all equipment and gadgets needed is put in place. The maintenance team is to do a proper and critical check of the venue to detect the lapses as well as the things that are already in place. The maintenance team is to set up their gadgets and equipment a day to the Programme. Secondly, the maintenance team is to prayerfully select a video at least two weeks to the programme that will charge persons to pray. This video must be approved by the committee head and the general Coordinator. The maintenance team will be Coordinated by the maintenance coordinators.

4. Welfare Team.

The welfare team has the duty of providing accommodation and food to guest Ministers, visitors and Corp members from distant locations. They are also in charge of the refreshments for the programme (purchase, transportation and serving). The welfare team are to ensure proper preparation of accommodation (certain rooms in the lodge) for the visitors a few days to the programme, as well as the feeding. The materials for the food can be purchased two days or a day to the programme, while the cooking can be a day to the Programme or the day of the Programme depending on when the visitors and Corp members arrive. The welfare team will be coordinated by the Sister Welfare Coordinator (SWC).

5. Choir Team

The Choristers will lead heart rending worship songs and a choir song. The choir team will be led by the Choir Master and Choir Mistress. The choir Master and Choir Mistress as the lord leads them, will select Choristers that will lead the Worship sessions as well as the choristers that will lead the hymn. The choir song (to be sung) must be in line with the theme of the Programme, "Divine Encounter". To ensure perfect ministration of songs during the programme, the Choir team is to begin rehearsal at least two weeks to the Programme.

6. Prayer Team

The prayer team will begin prayers for the programme month to the commencement of the Programme. Chain prayers will be organized amidst them, as well as vigils, fasting and prayers (physical and online). The prayers for the programme will be coordinated by the prayer coordinator. Strong Prayers are to begin a month to the programme.

7. Administrative and management Team

The administrative team has the duty of ensuring that proper functions,activities and duties are carried out for and during the corpers programme.

Drama Team Members.

Miss Joy

Mr Femi

Miss Tosin

Miss Victoria

Miss Deborah (Script Writer)

Miss Promise (Supervisor)

Publicity Team Members.

Miss Blessing

Miss Ajoke

Mr Isreal

Mr Femi

Miss Peju (Supervisor)

Mr Sunday

Mr Moses

Maintenance Team Members.

Mr Anu

Miss Temi

Mr Festus (Supervisor)

Miss Promise

Mr Prince

Miss Mercy

Welfare Team Members.

Miss Fyne

Miss Eunice

Miss Blessing (Supervisor)

Miss Joy Oluka

Miss Ayo

Choir Team Members.

The choristers of Deeper Life Corpers fellowship (DLCF), Ilorin.

Miss Christiana

Miss Dorcas

Miss Eunice

Miss Peju

Mr Isreal

Miss Joy Oluka

Prayer Team Members.

The prayer team members of Deeper Life Corpers fellowship (DLCF), Ilorin.

Administrative and Project Team Members.

Miss Ayo (Administrative and Project Head)

Miss Promise

Miss Peju

Mr Anu

Mr Isreal

**TECHNOLOGY TOOLS RECOMMENDATIONS FOR A NONPROFIT
ORGANIZATION BOARD OF DIRECTORS.**

To improve the activities and processes of the organization's board, the following technology tools are recommended.

1. Video Conference tools: These are applications that enable the board to have virtual meetings. For example; Zoom, Google meet and Microsoft teams.

These tools have the 'share screen' feature that allows one to share his or her screen, to enable other participants view it. It also has the 'recording' feature that allows one to record for documentation and future purposes.

2. Project management tools: These are tools that assist in creating deadlines, track progress of project, set notifications for upcoming deadlines and assign tasks. For example; Trello and Asana.

3. Document Collaboration and file sharing tools: These are tools that enable users to work on documents simultaneously. They also provide cloud storage so that the documents can be easily retrieved if need be. i.e Google workspace, Microsoft 365.

4. Communication tools: These are tools that feature direct communication between members, channels, groups feature, meetings set-up and schedule arrangements. I.e; outlook and Slack.

5. Management Software: These are tools used to share reports, generate analytic, conduct votes, schedule meetings and share board documents. Examples are: Board able, Board effect and Diligent.

For the board members of the organization to utilize these technological tools effectively, the following steps are important.

- Training: Training must be made available for all members of the board that will make use of the tools. This is to ensure proper understanding and maximum utilization of the tool.
- Safety and Security: Proper Cyber security and safety must be ensured to ensure safety of the organization's data and the personal information of the members.