

PRISM/ WEB DEVELOPMENT WORKSHOP

Nadi, Fiji, 15th May – 19th May 2017

Workshop Agenda

Day 1 – Monday 15th May	
8:00 – 9:00	Introductions, Recap on PRISM,
9:00 – 10:00	WordPress introduction
10:00 – 10:15	Tea Break
10:15 – 11:00	<ul style="list-style-type: none">• Shared Features of WordPress and Joomla• Setting up WordPress on localhost
11:00 – 12:00	Getting to know WordPress Dashboard
12:00 – 1:00	Lunch
1:00 – 3:00	Posts, Pages and Projects <ul style="list-style-type: none">• What are Post, Pages, Project?• When to use them?
3:00 – 3:15	Afternoon Break
3:15 – 4:30	Hands on Exercise Produce 3 pages and 3 posts
4:30 – 5:00	Questions and answers with recap on the day's lesson
Day 2 – Tuesday 16th May	
8:00 – 9:00	Day 1 recap, Introduction to Themes and Plugins
9:00 – 10:00	Theme customization
10:00 – 10:15	Tea Break
10:15 – 11:00	Basic concept on Divi Builder
11:00 – 12:00	Plugin Settings
12:00 – 1:00	Lunch
1:00 – 3:00	Document Management using WP File Download
3:00 – 3:15	Afternoon Break
3:15 – 4:30	Hands on Exercise Master WordPress Document Management by publishing 5-word documents, pdfs and spreadsheets
4:30 – 5:00	Questions and answers with recap on the day's lesson

Day 3 – Wednesday 17th May

8:00 – 9:00	Day 2 recap, Introduction to Table Component
9:00 – 10:00	Installation on WP data Tables
10:00 – 10:15	Tea Break
10:15 – 12:00	Data source in WP data Table Importing excel spreadsheet into WP data Table
12:00 – 1:00	Lunch
1:00 – 3:00	Create a page and insert tables using all skills learnt so far
3:00 – 3:15	Afternoon Break
3:15 – 4:30	Hands on Exercise Replicate or redesign your own country site
4:30 – 5:00	Questions and answers with recap on the day's lesson

Day 4 – Thursday 18th May

8:00 – 9:00	Day 3 recap, WordPress Migration
9:00 – 10:00	Basic concept on Duplicator (migration tool)
10:00 – 10:15	Tea Break
10:15 – 11:00	Social Media Integration <ul style="list-style-type: none">• Getting to know Twitter• Tips on how to be an active user
11:00 – 12:00	<ul style="list-style-type: none">• Integrating Twitter on your site• Use shorten URL
12:00 – 1:00	Lunch
1:00 – 3:00	Create a page and inset a Twitter widget on a right sidebar
3:00 – 3:15	Afternoon Break
3:15 – 4:30	Hands on exercise continued Replicate or redesign your own country site and apply all the skills learnt so far
4:30 – 5:00	Questions and answers with recap on the day's lesson

Day 5 – Friday 19th May

8:00 – 8:30	Recap on the whole workshop
8:30 – 10:00	Website Presentation <ul style="list-style-type: none">• Fiji• Tonga
10:00 – 10:10	Tea Break
10:10 – 11:10	Website Presentation continued <ul style="list-style-type: none">• Vanuatu• Kiribati• FSM• Niue Workshop wrap up and close