



FORUM FOR SOCIAL INITIATIVES (FSI)

Regional Training Report Digital Tools for NGO Work

Dates: Nov. 13-15, 2025

Venue: Sewa Kendra, Patna

Participants: 40 practitioners from 10 partner organizations

Coverage: Patna, Munger, Buxar, West Champaran, Seikhpura, Nalanda

This three-day regional training equipped NGO workers with practical digital tools to simplify data management, improve reporting, and enable evidence-based decision-making. The programme followed a "See-Learn-Do" methodology—demonstration, discussion, and hands-on practice—ensuring participants gained practical confidence in using accessible digital tools.

Day 1 focused on Microsoft Excel for NGO data management. Participants learned table formatting, formulas (SUM, AVERAGE, and COUNT), conditional formatting, data validation, and removing duplicates. Through group activity, they cleaned raw field data and prepared professional summary reports, experiencing how Excel transforms scattered data into clear, accurate information.

Day 2 introduced Google Sheets and Forms for real-time collaboration. Participants practiced live co-editing, used VLOOKUP to link data across sheets, and designed simple data-entry forms. They experienced how Google tools enable paperless, organized, and instant field-to-office data sharing across teams working from different locations.

Day 3 focused on KOBO Toolbox for mobile-based data collection and Pivot Tables for smart analysis. Participants designed digital forms, installed KOBO Collect on mobile phones, practiced offline data entry and synchronization, and created Pivot Tables and charts for visual reporting—building complete skills from field data collection to analysis.

Pre-posttest analysis showed significant improvement in digital proficiency. Participants now possess practical skills to manage data efficiently, collaborate online, and collect field data digitally—enabling faster, more transparent and data-driven development outcomes across Bihar.

"This training has equipped us with essential digital skills to make our NGO work faster, easier, and more accountable."

