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# ToT Manual

for

## Participatory Agricultural Extension Methodology

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## Reference material for ToT trainers

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**SFDP Manual PAEM 3**

**DRAFT 28.05.03**

Social forestry development project (SFDP) Song Da  
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## **Preface**

This document is still a draft version. It has been developed on the base of the project's experiences from around two years, conducting three packages of PAEM training as presented in this manual.

Parts of the ToT manual will be completed by end of 2003. This refers especially to session plans for training of commune extension workers, and field based training material like poster collection.

The training section of SFDP Song Da would highly welcome any comments on the material in order to adapt it more to the demand of the users. As an outlook there is the intention to publish the whole PAEM training package by end of 2003.

This material belongs to the complete set of PAEM documents:

1. Provincial PAEM Guidelines Son La – including monitoring forms – SFDP Manual PAEM 1
2. PAEM field guide –SFDP Manual PAEM 2
- 3. ToT manual for PAEM – reference material for trainers – SFDP Manual PAEM 3**
4. ToT Book – SFDP Manual ToT 1
5. ToT Book for advanced trainers (forthcoming) – SFDP Manual ToT 2
6. Coaching guide – SFDP Manual ToT 3
7. Training Logbook for Tot participants – SFDP Manual ToT 4

These documents have been developed based on the cooperation of Dien Bien and Son La Extension Center and the practical experiences in 02 plot districts, Yen Chau and Tua Chua since 1996. SFDP (Song Da) and SNV (since 1999) have supported the methodology development. This methodology was approved in July, 2003 by Son La Provincial People's Committee.

We hope these documents can serve as a basis for discussion on demand-based extension in the other provinces in Vietnam

All the documents used in this process are available online:

<http://www.mekonginfo.org/partners/SFDP/index.htm>

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# 1 Overview of PAEM training package

Capacity building is one of the most important challenges for sustainable agricultural development. After PAEM has successfully been piloted in several communes, Son La province aims now at applying this approach in the whole province. Consequently, there is an enormous need for training of extension staff. For PAEM implementation three levels are distinguished: ToT for province and district staff, PAEM training for commune extension workers, field implementation together with the farmers.

## Schedule for PAEM training at different levels

**ToT:** 3 Modules (each 5 days)

Jan	Feb	Mar	Apr	Mai	Jun	Jul	Aug	Sep	Oct	Nov	Dec

**PAEM training:** for commune extension workers: 5 module per year (each 1 or 2 days)

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**Field implementation:** Village meeting, monitoring visits, field conference

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## 1.1 Objectives

The overall objective is to build up the necessary capacities in the province to apply participatory agricultural extension in all communes. More specifically, the objectives are formulated for the different levels:

**Objective of ToT:** To have sufficient numbers of competent trainers at province and district level to meet the demand for high quality training of PAEM.

**Objective of PAEM training for CEW:** To have qualified and motivated extension workers with good facilitation skills and capacities to install, monitor and evaluate agricultural trials.

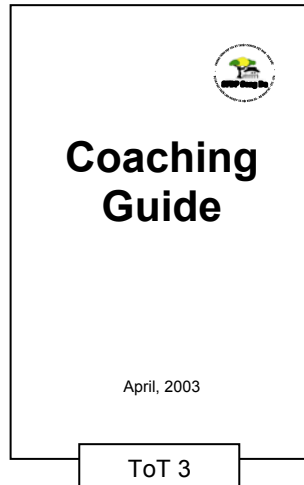
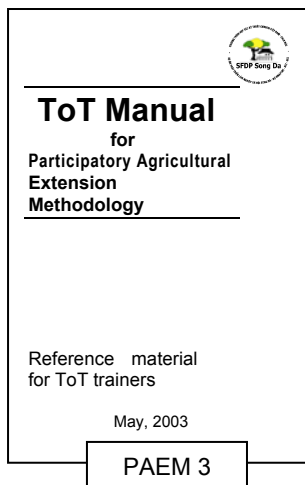
**Objectives of field implementation:** To facilitate farmers in continuously building up new technical knowledge by setting up, monitoring, and evaluating trials on their own fields. And what is more, to increase farmers' problem solving capacity.

## 1.2 Material for PAEM training package

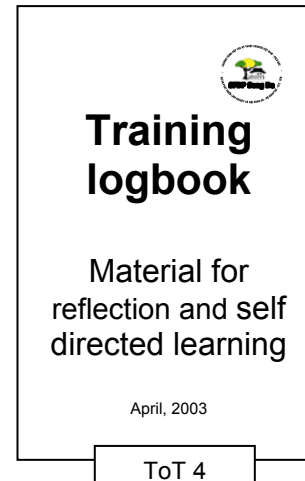
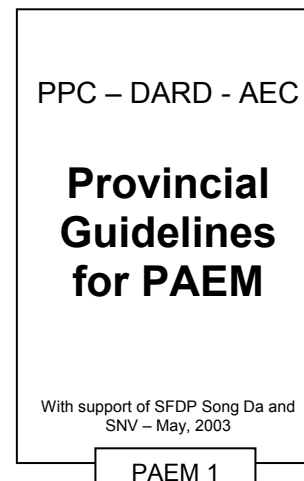
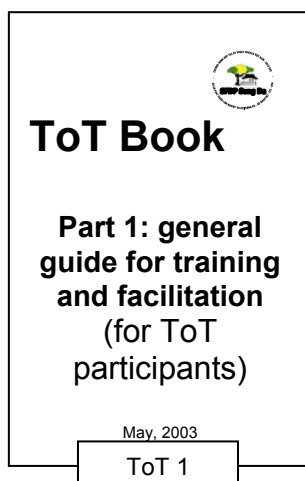
Capacity building in PAEM is a difficult task because a number of different competencies are required, such as technical knowledge, management capacities, adult learning principles, and – very important – facilitation skills. Respectively, a number of different training materials are needed for performing a comprehensive PAEM training program. All documents together we call training package.

## PAEM training package – overview of material

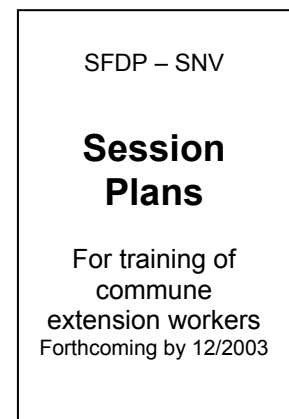
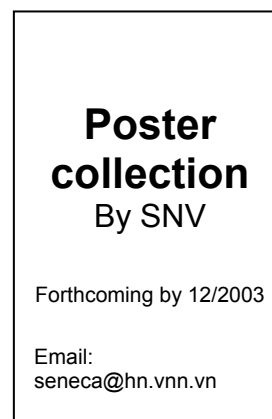
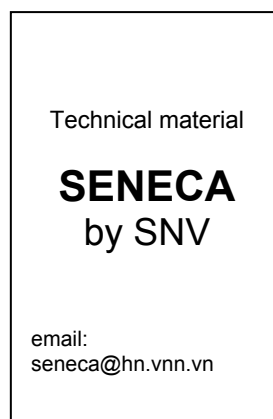
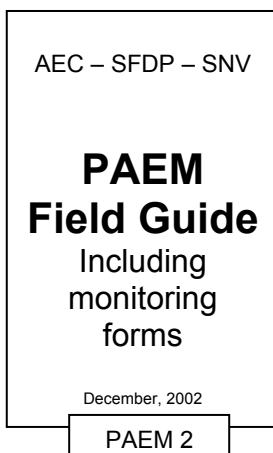
### Material for the ToT trainer:



### Material for ToT participants (who then are the trainers for CEW)



### Material to be introduced in training courses for CEW



## PAEM training package – overview of material

Material	Training material code	Author Version (Month-year)	Comments
ToT Manual for PAEM Reference material for ToT trainers	PAEM 3	SFDP training section 05-2003	The ToT manual (=the present document) contains in first line standards and curriculum for the ToT package. In a next version (expected by 12/2003) more details will be given on the three ToT modules and the five commune modules.
Coaching guide	ToT 3	SFDP training section Version 04-2003	The ToT is organized in three parts of five days each, distributed over a total time of 6 to 9 months. In the time between the first and last part, the trainees are supposed to organized and conduct own training. The ToT trainer should then provide individual coaching to the trainees, visiting them on their job. Coaching is a highly demanding task and requires special competencies. The coaching guide helps to fulfil this task.
ToT Book Part 1: general guide to training and facilitation (for ToT participants)	ToT 1	SFDP training section, RECOFTC 05-2003	All basics on adult learning principles, facilitation, preparation and conducting training are given in this material, which is meant for the ToT participants. The content will stepwise be introduced during the three ToT parts, accompanied with practical exercises, and self-evaluation. For latter activity, there is the training logbook.
Training logbook Material for reflection and self directed learning	ToT 4	SFDP training section 04-2003	Modern ToT is essentially based on the self-responsibility of the participants. Self-evaluation and individual monitoring of own learning progress is part of the program. The training logbook is the tool for working on it.
Provincial Guidelines for PAEM	PAEM 1	DARD – AEC – SNV – SFDP 05-2003	The guidelines describe the technical aspects of how to do participatory extension, especially how to set up and monitor agricultural trials on farmers fields. The guidelines have been elaborated in a long process by AEC, SNV and SFDP Song Da
PAEM field guide Including monitoring forms	PAEM 2	AEC – SNV – SFDP 04-2003	The field guide is similar to the guidelines, but directed to commune extension worker, i.e. easy to understand and with more graphic illustrations.
SENECA Technical material on agriculture	--	SNV	SNV is working out technical material, e.g. on upland soil conservation, fertilizing, changing cropping systems etc.. this material is available under the name SENECA
Poster collection	--	n.n.	The elaboration of posters specific to PAEM is still outstanding. General posters on agriculture are available with SNV.
Session plans for training of commune extension workers	--	n.n.	Probably forthcoming by 12/2003. For the elaboration of the material, a cooperation between SNV and SFDP is envisaged.

## 1.3 Standards for PAEM ToT

Training aim:	Equip ToT participants with the knowledge, skills and attitudes necessary to successfully perform training for CEW on participatory agricultural extension (PAEM)	
Total time:	3 modules à 5 days over a total period of around 9 months	
Additional course components	<p>Practical part: participants prepare and conducting at least 3 training days for CEW between the first and the last ToT module.</p> <p>Individual coaching as far as feasible</p> <p>Training logbook for self-conducted learning, to be used during the whole period of ToT</p> <p>Test at the end of each module</p>	
Trainer	<p>Criteria for ToT trainers:</p> <ul style="list-style-type: none"> <li>- attended ToT training</li> <li>- good knowledge and practical experiences in agriculture and extension</li> <li>- high personal motivation and enthusiasm to work as trainer</li> <li>- at least “good” ToT competency (according to SFDP standards; competency of provincial trainers are recorded in the SFDP data base of provincial trainer pool)</li> </ul>	
Participants	<p>Criteria for admission:</p> <ul style="list-style-type: none"> <li>- good technical knowledge about agriculture and extension</li> <li>- positive attitude, motivation and communication skills</li> <li>- available and mandated to provide PAEM training in the province</li> </ul>	
Training material	The whole PAEM training package (see previous two pages).	
Learning objectives	After the ToT, participants are able to:	
	Extension	Explain main features of the extension system and relevant government policies
		Prepare and implement work plans (annual, quarterly, monthly) on the base of VDP
Monitor and evaluate plans, and write reports		
	Facilitation	List the 4 competencies of facilitation and provide decent feedback on performance of facilitation to other facilitators
		Perform the 4 competencies of facilitation: Moderate group discussions, communication, contribute technical knowledge, convey empathy.
	Training	Discuss principles of adult learning
		Prepare training outline (training objectives and agenda, etc.)
		Design and use training session plans
		Provide opportunity to learn from experiences and reflection.
		Encourage high degree of interaction among participants
	PAEM	Prepare and conduct village meeting
		Make farmer contracts and establish trials with selected farmers
		Monitor trials using CEW monitoring booklet
		Prepare and facilitate field conference
		Accurately handle data from trials and write final report
		Explain or demonstrate technical issues of upland soil conservation practices.
		Explain or demonstrate technical issues related to the crops used in the trials.
Certification requirements	<p>Participants must</p> <ul style="list-style-type: none"> <li>- attend all 15 training days (missing maximum 2 days – which then requires written explanation by the participant’s superior)</li> <li>- prepare and conducting at least three full training days for CEW in the time between the first and the last ToT module</li> <li>- using properly the training logbook for self directed learning</li> <li>- fulfilling the learning objectives (incl. passing the final examine)</li> </ul>	

## 2 Curriculum of PAEM ToT

Based on the defined learning objectives, the following table shows the distribution of training sessions to the three modules. The standards given in the previous chapter are binding certification requirements. In contrast, the following curriculum is only an orientation. Depending on the preconditions of the participants, training needs assessments, or specific locality, the curriculum has to be adapted.

### Distribution of whole contents over the three modules

Chapter	Session number	Topic of session	time (hours) per module			total
			1	2	3	
<b>1 Introduction to agricultural extension</b>						
	1.1	Introduction participants, ToT and objectives	1	0	0	<b>7</b>
	1.2	Provide overview of main features of agricultural extension (with examples, e.g. farmer field school, IPM,) and relevant government policies	1,5	0	0	
	1.3	Preparation, implementatin and monitoring of work plan for agricultural extension on the base of VDP	1	0	2	
	1.4	Test	0,5	0,5	0,5	
<b>2 Experiential learning and facilitation</b>						
	2.1	Principles of experiential learning and facilitation	1	0	0	<b>29</b>
	2.2	Exercises for facilitation in the village	3,5	3,5	0	
	2.3	Pactical part in the village: facilitation - PAEM - technical (including preparation and reflection)	7	7	7	
<b>3 Training</b>						
	3.1	Adult learning and the role of the trainer	0,5	0	0	<b>43</b>
	3.2	Interactive training methods for experiential learning in CEW training	0,5	1	3,5	
	3.3	Introduction: Developing training goals, learning objectives and training agenda (not outline!)	0,5	0	0	
	3.4	How to train technical contents in an interactive way	0,5	2,5	0	
	3.5	Developing training objectives and agenda for CEW training	2,5	2	0	
	3.6	Developing in detail interactive training sessions (e.g. how to train technical contents)	0	3,5	3,5	
	3.7	Gender issues in training	0	1	2	
	3.8	Basics in group dynamics		1	2	
	3.9	Exercises in facilitation / micro teaching for CEW training	2,5	4	7	
	3.10	Basics in coaching	1	0	2	
<b>4 Technical contents and PAEM</b>						
	4.1	Introductin to PAEM and the Field Guide	2	0	0	<b>26</b>
	4.2	The seven steps in PAEM	2	1,5	0	
	4.3	Accurate use of CEW monitoring book	1,5	1,5	0	
	4.4	Data management and preparation of final report	0	0	3,5	
	4.5	Technical contents related to the trials	2,5	2,5	2	
	4.6	Special issue: soil conservation practices on upland	3,5	3,5	0	
<b>total hours ToT 105 hours (35 per module)</b>			<b>35,0</b>	<b>35,0</b>	<b>35,0</b>	<b>105,0</b>



## 2.1 The ToT Modules

The following table gives an example, how the agenda of a ToT module can look like. As mentioned, the details depend on the background of the participants, on the location and other circumstances.

### First Day (basically on PAEM)

Time	Topic of the session	Learning objective (after the session, participants are able to...)	Training method (participatory!)	Material to prepare in advance	Responsible / Comments
7.30	Welcome	<ul style="list-style-type: none"> <li>know each other and the motivation to come to the ToT</li> </ul>	<ul style="list-style-type: none"> <li>Small game in pair to present each other, including the motivation for participation</li> </ul>	<ul style="list-style-type: none"> <li>Different photos (from magazines) cut into half</li> </ul>	
8.00	Workshop Intro.	<ul style="list-style-type: none"> <li>Explain the purpose of this workshop</li> <li>Have agreed on their roles and responsibilities while they are in the workshop</li> <li>Have a sense of ownership on the content and approach used during the workshop</li> </ul>	<ul style="list-style-type: none"> <li>Presentation</li> <li>Clarifying expectations</li> <li>Group discussion on course regulations</li> </ul>	<ul style="list-style-type: none"> <li>A0 paper</li> <li>Flip chart with agenda</li> </ul>	
9.00	Challenges in agricultural extension	<ul style="list-style-type: none"> <li>Explain the importance of agricultural extension for the development of the province and the households</li> <li>Discuss the challenges in extension</li> </ul>	<ul style="list-style-type: none"> <li>Lecturing</li> <li>Group discussion, visualized on A0</li> </ul>	<ul style="list-style-type: none"> <li>Training session plan</li> <li>Overhead transparencies</li> <li>A0 paper</li> </ul>	
11.30	Introduction to PAEM	<ul style="list-style-type: none"> <li>List arguments in favor of participatory approaches</li> <li>Discuss difficulties of implementing participatory extension</li> </ul>	<ul style="list-style-type: none"> <li>Individual work with PAEM field guide</li> <li>Working in pair to list strong points and difficulties of participatory extension</li> </ul>	<ul style="list-style-type: none"> <li>Training session plan</li> <li>PAEM field guide (one copy for each participant)</li> <li>Small paper cards, pens</li> <li>Pin board</li> </ul>	
11.30	Lunch				
13.30	PAEM	<ul style="list-style-type: none"> <li>continue from a.m.</li> </ul>			
14.45	Seven steps of setting up and monitoring trials	<ul style="list-style-type: none"> <li>List the seven steps in PAEM</li> <li>Explain the use of monitoring forms for each of the steps</li> </ul>	<ul style="list-style-type: none"> <li>Lively lecturing</li> </ul>	<ul style="list-style-type: none"> <li>PAEM field guide</li> <li>Flip chart</li> </ul>	
16.45	Daily Reflection	<ul style="list-style-type: none"> <li>Recall what is relevant to remember from the first training day</li> </ul>	<ul style="list-style-type: none"> <li>Individual work with training logbook</li> <li>Sharing experiences in group</li> </ul>	<ul style="list-style-type: none"> <li>Training logbook</li> </ul>	

**Second day (basically on facilitation)**

Time	Topic of the session	Learning objective (after the session, participants are able to...)	Training method (participatory!)	Material to prepare in advance	Responsible / Comments
7.30	Introduction to facilitation	<ul style="list-style-type: none"> <li>▪ Link the concepts of participation and facilitation</li> <li>▪ List the four areas of facilitation and discuss their meaning and detailed contents</li> <li>▪ Evaluate own facilitation skills</li> </ul>	<ul style="list-style-type: none"> <li>▪ Lively lecture with demonstrations</li> <li>▪ Introduce training logbook</li> <li>▪ Self evaluation of participants</li> <li>▪ Group discussion</li> </ul>	<ul style="list-style-type: none"> <li>▪ Training session plan</li> <li>▪ Flip charts</li> <li>▪ Training logbook</li> </ul>	
8.30	Exercises for facilitation	<ul style="list-style-type: none"> <li>▪ moderate group discussion</li> <li>▪ properly ask questions</li> </ul>	<ul style="list-style-type: none"> <li>▪ different small exercises</li> <li>▪ feedback</li> </ul>	<ul style="list-style-type: none"> <li>▪ Training session plans</li> <li>▪ Feedback sheet</li> </ul>	
11.30	Lunch break				
13.30	Exercises for facilitation	<ul style="list-style-type: none"> <li>▪ listen actively</li> <li>▪ value the meaning of conveying empathy</li> </ul>	<ul style="list-style-type: none"> <li>▪ different small exercises, role play</li> <li>▪ feedback</li> </ul>	<ul style="list-style-type: none"> <li>▪ Training session plans</li> <li>▪ Feedback sheet</li> </ul>	
14.30	Technical contents related to the trials	<ul style="list-style-type: none"> <li>▪ Explain technical issues related to the trials that are to be installed</li> </ul>	<ul style="list-style-type: none"> <li>▪ Small working groups</li> </ul>	<ul style="list-style-type: none"> <li>▪ SENECA and other technical material</li> </ul>	
16.30	Divide into two group for next days village meeting	<ul style="list-style-type: none"> <li>▪ Follow the agreed plan on training activities of the following day in the village</li> </ul>	<ul style="list-style-type: none"> <li>▪ Group discussion</li> </ul>	<ul style="list-style-type: none"> <li>▪ A0 paper, pen</li> </ul>	
16.55	Daily reflection	<ul style="list-style-type: none"> <li>▪ Recall what is relevant to remember</li> </ul>	<ul style="list-style-type: none"> <li>▪ Individual work</li> </ul>	<ul style="list-style-type: none"> <li>▪ Training logbook</li> </ul>	

**Third day (practical part in the village)**

Time	Topic of the session	Learning objective (after the session, participants are able to...)	Training method (participatory!)	Material to prepare in advance	Responsible / Comments
8.00	Practical part in the village	<ul style="list-style-type: none"> <li>▪ facilitate group discussions with farmers</li> <li>▪ introduce the purpose and steps in PAEM to farmers</li> <li>▪ establish trial plots in the field</li> </ul>	<ul style="list-style-type: none"> <li>▪ A0 posters for presenting PAEM to the farmers</li> <li>▪ PAEM field guide</li> <li>▪ Material to install a trial in the field</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	
15.30	Reflection on the village meeting	<ul style="list-style-type: none"> <li>▪ discuss technical problems</li> <li>▪ reflect performance of participants with respect to facilitation ]</li> </ul>	<ul style="list-style-type: none"> <li>▪ A0 paper, pens</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	Reflection meeting in the village but without farmers

**Fourth day (basically on adult learning principles and training)**

Time	Topic of the session	Learning objective (after the session, participants are able to...)	Training method (participatory!)	Material to prepare in advance	Responsible / Comments
7.30		<ul style="list-style-type: none"> <li>repeat lessons learned from field exercise with special focus on facilitation skills</li> </ul>	<ul style="list-style-type: none"> <li>plenary discussion</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	
7.45	Adult learning principles	<ul style="list-style-type: none"> <li>Derive from own experiences how adult learning is most effective</li> <li>List at least 7 principles of adult learning and explain their meaning</li> <li>Discuss the roles and responsibilities of the trainer</li> </ul>	<ul style="list-style-type: none"> <li>Lively lecture</li> <li>Group discussion</li> </ul>	<ul style="list-style-type: none"> <li>Session plan</li> <li>Hand out "adult learning principles"</li> </ul>	
9.00	Roles and responsibilities of the trainer	<ul style="list-style-type: none"> <li>Relate the roles and responsibilities of a trainer with the adult learning principles</li> <li>List the tasks of a good trainer</li> </ul>	<ul style="list-style-type: none"> <li>Lively lecture</li> <li>Competition game in two groups: which group can list most tasks of a trainer</li> </ul>	<ul style="list-style-type: none"> <li>Session plan</li> <li>Hand out on roles and responsibilities</li> <li>A0 papers + marker</li> </ul>	
10.15	Preparation of training	<ul style="list-style-type: none"> <li>Formulate learning objectives based on the training purpose</li> <li>Design training agenda</li> </ul>	<ul style="list-style-type: none"> <li>Lively lecture</li> <li>Demonstrating examples</li> <li>Participants practicing on the white board</li> </ul>	<ul style="list-style-type: none"> <li>Session plan</li> <li>PAEM Field guide (for participatory agricultural extension)</li> <li>Video clips taken during real extension situations in the field</li> </ul>	
11.30	Lunch break				
13.30	Session plans for CEW training	<ul style="list-style-type: none"> <li>For different learning objectives design a session plan for CEW training</li> <li>Prepare the necessary session material like flip chart, demonstration material, roles for a role game etc</li> </ul>	<ul style="list-style-type: none"> <li>Working in pair</li> </ul>	<ul style="list-style-type: none"> <li>Session plan</li> <li>Blank forms of session plans</li> <li>Different materials (A0 paper, glue, color pens, ...)</li> </ul>	
16.00		<ul style="list-style-type: none"> <li>Use training session plans for conducting participatory training for CEW</li> </ul>	<ul style="list-style-type: none"> <li>Pairs conducting sessions what they have prepared</li> <li>feedback</li> </ul>		

16.55	Daily reflection	<ul style="list-style-type: none"> <li>Recall what is relevant to remember</li> </ul>	<ul style="list-style-type: none"> <li>Individual work</li> </ul>	<ul style="list-style-type: none"> <li>Training logbook</li> </ul>	
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Time	Topic of the session	Learning objective (after the session, participants are able to...)	Training method (participatory!)	Material to prepare in advance	Responsible / Comments
7.30	Session plans for CEW training (cont.)	<ul style="list-style-type: none"> <li>Use training session plans for conducting participatory training for CEW</li> </ul>	<ul style="list-style-type: none"> <li>Pairs conducting sessions what they have prepared</li> <li>feedback</li> </ul>		
10.00	Action plan	<ul style="list-style-type: none"> <li>setting up an action plan for own training</li> <li>discussing principles of coaching</li> </ul>	<ul style="list-style-type: none"> <li>introduction to the meaning of the practical part between the three ToT modules</li> <li>presentation of the coaching concept</li> <li>individual work on the training logbook</li> <li>discussing action and coaching plan with the ToT trainer</li> </ul>	<ul style="list-style-type: none"> <li>Hand out on coaching</li> <li>Training logbook</li> <li>Form for action and coaching plan</li> </ul>	
11.30	Lunch break				
13.30	Open questions	<ul style="list-style-type: none"> <li>address open questions related to their work (PAEM specific and technical contents)</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	
14.30	Test	<ul style="list-style-type: none"> <li>recall learning contents of first ToT module</li> </ul>	<ul style="list-style-type: none"> <li>multiple choice test</li> </ul>	<ul style="list-style-type: none"> <li>Multiple choice test, copies for each participant</li> </ul>	
15.00	Course evaluation	<ul style="list-style-type: none"> <li>Provide positive feedback among participants</li> <li>Reflect own learning and evaluate the course</li> </ul>	<ul style="list-style-type: none"> <li>individual reflection</li> <li>feedback letters among participants</li> <li>Standard evaluation form</li> </ul>	<ul style="list-style-type: none"> <li>Training logbook</li> <li>Enough small paper cards</li> <li>Copies of standard evaluation form</li> </ul>	
16.15	Closing				

## **2.2 Training session plans**

For the sessions in the ToT modules, training session plans should be prepared following the format given below. This is especially important for a good quality of the sessions. There is already different training session material available which can be adapted and used. Otherwise, session plans have to be developed according to the situation of each training course. More detailed instruction on how to elaborate the session plans are given in the ToT Book.

### **Format for training session plan:**

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***Topic of the session***

---

***Purpose***                      After the session, participants are able to:  
   ...  
   ...  
   ...

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***No. of participants***

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***Required time***

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***Required material***

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***Steps***

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***Tips for the trainer***

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## ***2.3 Practical part and coaching of district trainers***

In the time between the first and last ToT modules, participants are to prepare and conduct training by themselves. Normally, this would be PAEM training courses for commune extension worker. For this, the next chapter (chapter 3) gives clear instructions. Yet, the trainees might as well conduct other training courses, which as well could serve the purpose of gaining practical training experiences, which than can be reflected in the last ToT module.

As far as feasible, the ToT trainers (or supporting staff) should provide individual coaching on the job to the trainees, i.e. visit them when they conduct the training courses for CEW. Alternatively, the coaching can take place during the preparation of the CEW training.

If possible, the performance of the trainee can be recorded on video. This allows for a very detailed and powerful evaluation. The video material can be used as well during the last ToT module for reflection.

For more details, see the coaching guide of SFDP Song Da.

## 3 Curriculum of PAEM training for CEW

### 3.1 Introduction

***The job of a commune extension worker is very complex,***

and it requires a wide variety of qualifications. Not only he should have technical knowledge on agriculture, livestock, plant protection, soil conservation, and many more topics, but he has also to be a good manager, organizing meetings, preparing monthly and quarterly plans, maintaining a monitoring system etc. And last but not least, he has to be a good facilitator who always knows how to motivate farmers, how to facilitate group discussions, how to integrate more quiet persons, and how to help farmers to increase their analytical skills.

This is such an amount of required competencies, that it takes a long time and a lot of own working experiences for a commune extension worker to become really good in his job.

***This requires especially to provide high quality training to the CEW!***

The task for the trainers who have to conduct the training for commune extension worker is just as difficult. It requires the trainer to have enough technical knowledge, management capacities, and facilitation skills. And in particular, it requires the trainer to feel devoted to train and to coach the commune extension workers in a way that he can become a real good professional. So, do your training job with devotion. The current PAEM training material hopefully helps to conduct good training.

In ToT you learn how to perform PAEM, and you learn how to design, conduct and evaluate training. On the following pages, there is additional material that facilitates you to prepare the training for CEW. It starts with the monthly modules for CEW training. These are outlines only, which you should further elaborate in detail, make changes according to your understanding and to the need of the current situation.

Maybe you remember from ToT: in a training course, a trainer always learns something new, so he is teacher and student at the same time. You can make use of this circumstance: in each training course try something new, a new methodology, new training questions, new way of involving participants experiences, new exercises to involve participants in an active way.

### 3.2 Objectives

The objective of the PAEM training is to equip CEW with the knowledge, skills and attitudes necessary for the successful performance of participatory agricultural extension.

The curriculum for CEW exists of 10 to 12 monthly modules, normally of one day each, over a total time period of one year. The first module should be at least of two full days duration, as a lot of training content has to be introduced at the beginning. In the subsequent modules, much of this initial content is being repeated in order to improve the CEW's understanding and quality of working performance.

The content of the PAEM training comprises (1) of issues related to the participatory methodology, how to work with the farmer (PAEM), around 60% of the total training time, and (2) of technical issues on agro-forestry production, making around 40% of the training time.

### 3.3 Standards for PAEM training for CEW

Training aim:	Equip CEW with the knowledge, skills and attitudes necessary to successfully support the field implementation of PAEM – particularly the establishment, monitoring and evaluation of small agricultural trials, and facilitation skills									
Total time:	5 modules à 1 or 2 days									
Additional components	Performing PAEM in the villages and reflect the practical experiences in the following training modules (village meeting, trial establishment, monitoring visits, field conference)									
Trainer	Criteria for trainers: <ul style="list-style-type: none"> <li>- attended PAEM ToT training</li> <li>- good knowledge on agriculture and extension</li> <li>- positive attitude and enthusiasm for motivating CEW</li> </ul>									
Participants	No criteria as all CEW need to be trained									
Training material	<ul style="list-style-type: none"> <li>- PAEM field guide, including monitoring forms</li> <li>- Technical material (SENECA, soil fertility, IPM, A0 poster, leaflets...)</li> </ul>									
Learning objectives	After the training program (of five modules), participants are able to: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td rowspan="8" style="text-align: center; vertical-align: middle;">PAEM</td> <td>Explain main features of the extension system and relevant government policies</td> </tr> <tr> <td>Prepare and conduct village meeting</td> </tr> <tr> <td>Make contracts and establish trials with selected farmers</td> </tr> <tr> <td>Monitor trials using CEW monitoring booklet</td> </tr> <tr> <td>Prepare and facilitate field conference</td> </tr> <tr> <td>Accurately handle data from trials and write final report</td> </tr> <tr> <td>Explain or demonstrate technical issues of upland soil conservation practices.</td> </tr> <tr> <td>Explain or demonstrate technical issues related to the crops used in the trials.</td> </tr> </table>	PAEM	Explain main features of the extension system and relevant government policies	Prepare and conduct village meeting	Make contracts and establish trials with selected farmers	Monitor trials using CEW monitoring booklet	Prepare and facilitate field conference	Accurately handle data from trials and write final report	Explain or demonstrate technical issues of upland soil conservation practices.	Explain or demonstrate technical issues related to the crops used in the trials.
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### 3.4 Example of PAEM module for CEW training

Time	Topic of the session	Learning objective (after the session, participants are able to...)	Training method (participatory!)	Material to prepare in advance	Responsible / Comments
7.30	Brief repetition of previous module	<ul style="list-style-type: none"> <li>Recall key issues from previous training event</li> </ul>	<ul style="list-style-type: none"> <li>Invite participants to tell what they remember of previous training module about PAEM.</li> <li>Invite the participants to look up again in the PAEM field guide to compare their answers what is written there.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	
8.30	Facilitation	<ul style="list-style-type: none"> <li>Share own experiences on facilitation</li> <li>Link own experiences to the short facilitation guide in the PAEM field guide</li> <li>Discuss potentials and constraints of facilitation in participatory extension</li> </ul>	<ul style="list-style-type: none"> <li>Lively lecture</li> <li>Small group work to prepare on A0 a list of potentials and of constraints</li> <li>Presentation in plenary</li> </ul>	<ul style="list-style-type: none"> <li>Training session plan</li> <li>Flip chart</li> <li>PAEM field guide</li> <li>A0 papers, pens</li> </ul>	
9.30	Exercises for facilitation	<ul style="list-style-type: none"> <li>moderate group discussion</li> <li>properly ask questions</li> </ul>	<ul style="list-style-type: none"> <li>different small exercises, role play</li> <li>feedback</li> </ul>	<ul style="list-style-type: none"> <li>Training session plan</li> <li>Feedback sheet</li> </ul>	
11.30	Lunch break				
13.30	Monitoring of trials	<ul style="list-style-type: none"> <li>explain the importance of monitoring trials</li> <li>derive necessary information that has to be collected in monitoring visit</li> <li>explain the concept of farmer centered monitoring in participatory extension</li> </ul>	<ul style="list-style-type: none"> <li>check monitoring forms of the CEW from real trials and discuss the right use and the difficulties</li> <li>prepare on A0 a list with problems and how to overcome</li> </ul>	<ul style="list-style-type: none"> <li>PAEM field guide</li> <li>A0 paper</li> </ul>	
14.30	Technical contents related to the trials	<ul style="list-style-type: none"> <li>Explain technical issues related to the trials that are to be installed</li> </ul>	<ul style="list-style-type: none"> <li>List the most frequent problems related to agricultural knowledge</li> <li>Go through the list and let participants discuss one point after the other – give technical input where necessary</li> <li>Introduce available technical material (books, color posters, leaflets etc.)</li> </ul>	<ul style="list-style-type: none"> <li>SENECA and other technical material</li> </ul>	let first CEW exchange their experiences. Often they can complement their knowledge. Only when CEW have no answer to a point you should contribute.
16.55	Daily reflection	<ul style="list-style-type: none"> <li>Recall what is relevant to remember</li> </ul>	<ul style="list-style-type: none"> <li>Individual work</li> </ul>	<ul style="list-style-type: none"> <li>Training logbook</li> </ul>	