

Experiment-4: Conducting a training session (Date: xx.xx.20xx, Page No.....)

Training

- It is a process of increasing knowledge and skill of an individual for doing a particular job.
- Farmer training is a process of non-formal education which educates the farmers in a group upon some specific topics on a particular area.

Types of training

1. Pre-service training

It is designed for school and colleges based on syllabus and curriculum of professional thing.

2. Orientation training

It is designed for new employee to introduce him with the organization, his job, his place and role in it.

3. On the job training

It is a periodical training on how to do the job and adjusting to change in the nature of the work.

4. Refresher training

It keeps the employee up to date with new idea, techniques, methods and developments as well as reviewing ideas and practices available.

5. Carrier development training

It is designed to increase the knowledge, skill and aspiration of employee to make them ready to accept greater responsibilities when opportunities are available.

Essential activities of training

- Selection of participants
- Selection of resource personnel
- Informing the participants and resource personnel ahead of time
- Arrangement of accommodation, classroom, food, transport, field etc.
- Arrangement of training materials
- Arrangement of fund
- Preparation of pre and post training evaluation
- Follow up the training program

Components of training

1. Participants: farmers
2. Resource personnel: UFO/SUFO/DFO etc.
3. Subject matter: particular sub topics or all the subtopics under a main topic
4. Venue: training centre at different level, pond site et.
5. Methods and materials: Methods-lecturing, discussion, field trip, Materials- audio, visuals, audio-visuals; real materials etc.
6. Training schedule

Essential elements of a training schedule

1. Title of the training course
2. Aim and objective of the training course
3. Duration of the course
4. Coordination of the program
5. Other related persons and organizations

Traditional Vs participatory training/learning

| Aspect | Traditional | Participatory |
|-----------------------|---|--|
| Learning for... | Individuals | Individual and group |
| Learning provides... | Knowledge | Knowledge and understanding |
| Plan based on... | Content | Content and process |
| Participant's role... | Listen, memorise; prepare for exam | Discuss, reflect, decide |
| Trainer's role... | Teach, lecture, present, evaluate, carry responsibility, challenge via question | Facilitate, participate, stimulate, share responsibility |