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A TRAINING METHODOLOGY FOR EFFECTIVE TRAINING PROGRAMME

With the advance of technology in today's world say from our day-to-day use appliances in electronics, health care to agriculture technology, an upgradation of the human force in the knowledge, skill and attitude aspects is of utmost need to cope out with the advanced technologies, urbanization and new government policy etc. The upgradation specifically for the farming community is possible only through new approach which is in the form of training, capacity building programmes with the help of the various institutions in the country like NAARM, MANAGE, ICAR, SAUs, CAUs, EEIs, KVKs etc. Training institutions have been giving their services since its inception till date with their own capacities and mandates, approaches and methodologies in more or less may vary from one organisation to the other. Training referred to educational activity imparted to persons so as to be fit, qualified, and proficient in doing some job (Dahama and Bhatnagar, 1980). With this background information; I would like to share the training methodology commonly used in Krishi Vigyan Kendras (KVKs) while imparting training for the farmers, farm women and extension personnel as well.



Stages of training methodology

There are four stages of training methodology useful for imparting training and these are discussed as follows:

1. Training Need Assessment
2. Development of Training Module
3. Conducting Trainings
4. Follow up

Steps/Stages in training

A. Pre-training phase



- Training Need Assessment*** is a study used for identifying the training needs as per the work interest, needs and problems faced in their organisation to fulfill the goals, objectives of the organisation. It works on the bottom-up approach where the actual performance of an individual based on the knowledge, skill and attitude possessed is compared with the required ones. The exercise could be done through structured interview, questionnaire.
- Development of Training Module:*** A training module is an instructional training guide on how to impart training consisting of detailed information on training objectives, content, training methods, training support materials, lesson plan and other resources needed to conduct the training programmes.
 - Development of training content:** A training content must include the topics needed by the trainees as per the objectives covering knowledge, skill and attitude aspects. A content must include first the very essential information, skill which must be known by the trainees about the subject.
 - Setting Objectives:** An objective must be SMART (Specific, Measurable, Attainable and Time bound) which

must be based upon the needs and problems, feasibility of the trainees to complete the task.

- Preparation of session plan:** A session plan is a plan arrangement for delivering a lecture with the resources available viz., timing, resource person, objective, training methods needed by a trainer as per the situation of the trainees useful to conduct and evaluate the training.
- Training methods** must be adopted as per the capacities/feasibility of the trainees. Methods like ice breaking, rapport building, lecture, power point presentation, film show, discussion group, simulation games, field visit to demonstration unit, farmers' field etc. used in combination accordingly so as to improve the knowledge, skill and attitude of the trainees.
- Other than arrangement** the necessities like flex banner, Audio Visual aids, camera, PA system, hall arrangement; a field visit to farmers' field and sight-seeing to tourist place could be arranged for the trainees.

B. Training phase

Conducting Training refers to organizing training as per the plan using all the resources meant for the training viz., arrangement for logistics, fooding and lodging, providing suitable resource person, use of different training methods, supply of study reference material, pre and post-testing of the trainees.



- Pre-test evaluation** is the assessment of the actual knowledge, skill and attitude possessed by the trainees. The assessment is done by the trainer to get the response from the trainees before start of the training through questionnaire/schedule, discussions, exercises, quiz etc.
- Use of suitable resource persons** refers to the capacity of the resource person to conduct training with the help of appropriate tools, techniques and methods using

communication skills, participatory approaches for an effective training.

- v. Appropriate logistics refers to arrangement of transportation within the training campus, fooding as per the choice of the trainees and a comfortable lodging.
- vi. Organising training as per plan is the delivering of the training programme as per the schedule, arrangement with the suitable subject expert, training tools, techniques, methods to achieve the training task.
- vii. Training approach refers to the approach needed to impart training to the trainees and the most effective is the participatory approach. It is the approach where both the trainees and trainer used to participate in an interactive session, discussion, understands each other.
- viii. Supply of study reference materials: Training materials is very much essential for further learning reference. They may be in the form of manual, booklet, powerpoint or soft copy.
- ix. Monitoring is a task to be carried out by the training institution to make the trainees comfortable in terms of fooding, lodging, training session so that they could concentrate fully on the training programme. This could be done with the help of a training coordinator.
- x. Post-test evaluation is the assessment of the actual knowledge, skill and attitude acquired by the trainees usually after the training programme to get the training feedback through questionnaire / schedule, discussions, exercises, quiz etc.
- xi. Preparation of training completion report: A report is prepared by the training institution on the overall training



programmes conducted, the impact of the training on the participants to be submitted to the host institute.

C. Post training phase

Follow up training includes the contact of the training institution with the trainees through email, mobile phone to get the feedback on the utility of training in workplace, extent of usage of the lessons learnt, training effect and overall impact of training.



- xii. Post training contacts with the trainees through email, mobile phone, postal correspondence is very important to sensitize the trainees to implement the technologies learnt in the training institutes.
- xiii. Feedback on utility of training and extent of application of lessons learnt at the field level is done through structured questionnaire to find out the usefulness and application of training content in the work place.
- xiv. Impact assessment strategies: A study is needed to know the effect of training on the performance of the trainees towards the clients, their convincing power in such a way that the end user could adopt the technology easily.

Conclusion: Training methodology therefore acts as the blue print for the training programme where the training design, plan and overall outline of the training programme is prepared before hand. Thus, we can conclude that an effective training methodology acts as the main catalyst for an individual to improve their knowledge, skill and attitude and ultimately improve the work performance in the workplace, increase work relations with the client farmers leading to agricultural growth / productivity.