

PURDUE UNIVERSITY
International Education and Research
International Programs in Agriculture



**PORTUGAL UNIVERSITY
INSTITUTES
DEVELOPMENT PROJECT**

**REPORT ON THE
EXTENSION TRAINING WORKSHOP**
Instituto Universitario da Beira Interior
Covilha, Portugal

June 1981

PORTUGAL UNIVERSITY INSTITUTES DEVELOPMENT PROJECT
(AID Contract - AID/NE-C-1701)

REPORT ON THE
EXTENSION TRAINING WORKSHOP

at the

Instituto Universitario da Beira Interior
Covilha, Portugal

JUNE 1981

Submitted by

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The Development of University Extension Capability:

A USAID/Purdue University Project in Portugal

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SUMMARY

During the period of June 15-26, 1981, an Extension Training Workshop was held at the Instituto Universitario da Beira Interior at Covilha, Portugal. The workshop was held as part of the Portugal University Institutes Development Project (Contract AID/NE-C-1701) conducted for AID by Purdue University. The project is being conducted at three Portuguese universities; the Instituto Universitario da Beira Interior at Covilha; the Instituto Universitario Tras-os-Montes e Alto Douro at Vila Real; and the Universidade de Evora at Evora.

The purpose of the workshop was to:

1. Assist faculty from the Portuguese universities in developing expertise required to organize and conduct short courses for training extension workers; and
2. Provide faculty with the required knowledge to train other university staff to carry out present and planned extension programs.

Dr. Julian H. Atkinson, over-all project coordinator in Portugal and project coordinator at Covilha, and Professor John R. Foley, project coordinator at Vila Real, planned and organized the workshop cooperatively with faculty from the three universities. Dr. Robert W. Pricer, University of Wisconsin, and Dr. Robert J. Frist, Purdue University, conducted the one-week workshop.

Over 20 participants attend the workshop. Out of the 20 participants, 17 took part in all of the sessions and completed all assignments. Attendees included faculty from Vila Real, Covilha, and Evora, as well as representatives from the Ministry of Agriculture extension agency and other organizations. At the end of the workshop, the administrators from the universities and the Ministry of Agriculture presented the workshop participants with certificates.

The workshop was evaluated as having been highly successful. It is anticipated that the workshop will provide positive action towards furthering extension education programs of the three universities and enhancing cooperative effort between them and the Ministry of Agriculture.

Drs. Frist and Pricer submitted detailed reports of the workshop at the completion of their assignments. The reports follow this summary as Appendix A and Appendix B.

APPENDIX A

Report Prepared by

DR. ROBERT W. PRICER
University of Wisconsin

Introduction

This report summarizes my activities and observations as a short-term project consultant assigned to conduct a workshop designed to train faculty from three universities in developing expertise required to organize and conduct effective short courses for training extension workers. The program was also developed to provide the faculty with the knowledge required to train other university staff to hold present extension programs. The workshop was extremely successful because of the efforts of many people who should be given credit for their contribution.

First, recognition should be given to Dr. Julian Atkinson and Dr. John Foley for their excellent preplanning and project leadership. Their selection of motivated, professional workshop planning group led, more than any other factor, to the success of this project. Both Dr. Atkinson and Dr. Foley are highly competent and effective faculty members who have amazing sensitivity to the needs of their clientele. They have obviously acquired the acceptance and trust of their colleagues and clients. Not enough can be said in praise of their work and the positive impact it is having on the three institutions they are working with.

Special thanks to Dr. Atkinson, who is one of the most competent and capable people I have worked with. His leadership, problem analysis, strategy selection, and recommendations were invaluable to me during the term of my project.

Also, the following faculty members provided assistance in program planning and helped assure that this project met the needs of the participants:

Eduardo A.C. Figueira, Evora
Francisco M. Ramos, Evora
Artur Cristovao, Vila Real
Nuno M.S.N. Jordao, Evora
Antonio M.V. Estrela, Evora

These individuals form, in my opinion, the leadership team that will provide the impetus and direction for the development of meaningful outreach and extension activity in the future.

Materials Prepared

Over 400 pages of participant educational materials, 100 transparencies, and 50 slides were prepared for the workshop. These extensive materials were provided to facilitate translation and instruction as all of the participants had an acceptable reading knowledge of English. The materials were packaged in two notebooks for each participant: the first provided material for organizing, planning, and conducting workshops and seminars and the second provided information useful in conducting direct one-on-one consulting services. The notebooks were designed to be used as a reference source after the completion of the workshop.

Workshop Description

The workshop was conducted between June 15, 1981 and June 26, 1981 at IUBI in Covilha. Over 20 participants attended with 17 taking part in all sessions and completing all assignments. The following is a list of attendees and their organizational affiliation:

Antonio C.M. Saraiva, Assistant Professor
Instituto Universitario Beira Interior

Francisco M. Ramos, Anthropologist
University of Evora

Eduardo A.C. Figueira, Eng. Agronomo
University of Evora

Antonio M.V. Estrela, Assistant Professor
University of Evora

Jose L. Baltasar, Assistente Estagiario
IUTAD, Vila Real

Manuel C. Rosario, Assistant Professor
IUTAD, Vila Real

De Sousa Manuel Monteiro
DGER, Lisbon

Luis Capoulas Santos, Sociologist
Direccao Regional de Agricultura do Alentjo (MAP), Evora

Alberto A.F. Pereira, Assistant Professor
IUBI, Covilha

Manuel Lopes Dias, Regional Director
MAP Castelo Branco

Josi Elias Martines, Director of Regional Services
MAP, Evora

Jose L.M.A. Lopes, Eng. Tecnico Agrario
Serra da Estrela National Park

Jose M.C. Fonseca
Covilha

Nuno M.S.N. Jordao, Eng. Agronomo
University of Evora

Artur Cristovao, Assistant Professor
IUTAD, Vila Real

Francisco I.S. Fernandes, Assistant Professor
IUTAD, Vila Real

Leuis Pires, Director of Training Services
General Directorate of Rural Extension, Lisbon

Antonio J.A. Duarte, Tecnico
Regenal Directorate, Vila Real

Marques Mendes, Assistant Professor
IUBI, Covilha

Dr. John Foley, Purdue University

Dr. Julian Atkinson, Purdue University

The workshop content, jointly planned with Dr. Atkinson, Dr. Foley, and the planning committee, included:

1. The Role of Extension
 - a. Research and publication
 - b. Teaching
 - c. Management and technical assistance
 - d. Information transfer
2. Providing Direction to the Extension Effort
 - a. Institutional and staff commitment
 - b. Developing a mission statement
 - c. Developing precise goals and objectives
3. Developing an Extension Program
 - a. Needs assessment
 - b. Identification of information and resources
 - c. Planning
 - (1) Planning schedules
 - (2) Planning process chart
 - (3) Planning assumptions
 - (4) Program objectives
 - (5) Planning calendar
 - (6) Facilities use planning
 - d. Plans of work and achievement reports
 - e. Performance guidelines
 - f. Preparing budgets
 - (1) Income and expense accounts
 - (2) Budget request procedures
 - (3) Development of fee guidelines
4. Developing extension programs
 - a. Directing research
 - b. Management and technical assistance
 - c. Continuing education (workshops and seminars)
 - d. "In-house" or "on-premises" programs
 - e. Programming with associations, societies, and other organized groups
 - f. Publication and information dissemination
 - g. Evaluating program effectiveness
5. Staffing extension activities
 - a. Needs and staffing
 - b. Selection of business extension instruction and counselors
 - c. Developing the instructor/counselor contract
 - d. Instructor confirmation, cancellation, reminder, and thank you
 - e. Evaluating staff performance
6. Administrating extension programs
 - a. Program arrangements form
 - b. Promoting programs
 - c. Program checklist
 - d. Cancellation procedures
 - e. Expense procedures
 - f. Program summary procedures

7. Defining the role of the extension agent
8. Techniques in training the trainer
 - a. Techniques for group involvement
 - b. Using case studies
 - c. Developing lesson plans
 - d. Check sheet for lesson preparation
 - e. Improving the results of a workshop

The emphasis of the workshop was on practical "hands on" information and material that could be easily applied by the participants. I was teamed with Dr. Robert Frist of Purdue University. We complemented each other's presentations and worked together very well. (Refer to the report submitted by Dr. Frist for details of his activities.)

Workshop Evaluation

The 17 workshop participants who attended all sessions completed evaluation forms (copies attached). The following results were obtained:

1. How would you rate this session?
Excellent - 5, Very Good - 12, Good - 0, Fair - 0, Poor - 0
2. Do you feel you benefited from this session?
Very Much - 12, Generally, yes - 5, To Some Extent - 0, Slightly - 0, No - 0
3. How would you rate the conference leaders?
Pricer - Excellent - 13, Very Good - 3, Good - 0, Fair - 0, Poor - 0
Frist - Excellent - 8, Very Good - 8, Good - 0, Fair - 0, Poor - 0

(One participant rated both instructors as "from very good to excellent.")

Selected Evaluation Comments:

"Both leaders were outstanding."

"Dr. Pricer participated with a deep knowledge of methodology, clear concepts, proper language, combining theory and practical aspects."

"Material very well prepared. Good visual aids."

"I liked very much linkages between the leaders."

"Good coordination in the workshop."

"Robert W. Pricer, clear and exact."

"Robert Frist, practical and adjustable to the Portuguese reality."

"Good coordination and preparation (example--the notebook)."

"Clear and very useful."

"Good examples."

"Very useful written materials."

The evaluation of the workshop was equal to the best obtained at the University of Wisconsin. This result is very pleasing given the diverse backgrounds of the participants and the fact that verbal presentations had to be translated. It should be pointed out that the evaluation results are as much a reflection of the capability and motivation of the participants as they are of the preparation and teaching of the workshop.

Observed Workshop Results

As a direct result of the workshop several actions have taken place. Those that are known by me are outlined below:

1. The Extension Workshop Planning Committee has decided to continue meeting with Eduardo Figueira as chair and with the assistance and guidance of Dr. Atkinson. The members of this group form the leadership nucleus for extension activity and their continued meeting will assure ongoing and improved outreach activity.

2. The workshop participants have agreed to publish the "Proceedings" of the workshop and Figueira and Ramos have met with Dr. Atkinson to begin this task. The participants hope that the workshop will mark the beginning of increased recognition of the importance of extension activities and an increase in the quantity and quality of outreach efforts.

3. An extension seminar is being planned that will bring textile buyers from the U.S. to the Covilha area for an educational program at IUBI and direct meetings with mill owners and managers. Mr. Nels Johnson, President of Scott Designs, Inc., a manufacturer of outerwear, has agreed to organize the group and work with Professor Saraiva on its completion. This program is a direct outgrowth of the extension workshop.

4. A description of the workshop has been prepared for distribution to the staff of the University of Evora. This document, written by Figueira and Ramos, was designed to increase awareness and appreciation of extension activities.

5. Participants from Evora and Vila Real have contacted representatives from other potentially overlapping agencies to develop mutually agreed upon mission statements. This will do much to foster cooperation and coordination of field activities.

6. The extension curriculum at the University of Evora has been modified to include materials and theories presented at the extension workshop. Eduardo Figueira, who made these changes, is emerging as the extension innovator and leader of the group that attended the workshop.

7. Estrela, a staff member at Evora, is in the process of reorganizing and changing his management course based on material presented during the workshop and additional material that is being mailed directly to him.

8. Workshop participants representing different organizations have opened an ongoing dialogue that should result in closer cooperation and coordination of activities. Several workshop participants have indicated to me that they better understand and appreciate the role of other agencies as a result of the contacts made during the workshop and that they had discovered ways to improve their "extension" activities as a result.

These workshop results represent only those known by me and it is almost certain that many additional significant "outcomes" have occurred. Dr. Frist, who visited Vila Real after the workshop, is certain to know of many additional positive results of this program. In any event, significant actions have taken place as a result of the extension workshop and these activities should greatly increase in the future.

Anticipated Workshop Results

Tremendous "esprit de corps" developed among the workshop participants and the following future activities can be reasonably predicted:

1. Formal working agreements between agencies will most likely be concluded. These will probably take the form of "Mission Statements" which should further cooperation and coordination of field "extension" activities.

2. Continuing meetings will probably take place among the "leadership" team of the workshop participants. Figueira and Ramos from Evora, Saraiva from Covilha, and Cristavao from Vila Real, under the guidance of Dr. Atkinson, will provide direction for extension activities.

3. Plans have been made by Estrela, a research specialist from Evora, to conduct a follow-up evaluation of the workshop. It is anticipated that this project will verify that many of the planning, administrative, and programming techniques presented in the workshop will be in regular use by the participants.

4. With additional project assistance, it is likely that each of the institutions will plan, organize, and implement at least one major extension activity during the next year.

5. Based on the expressed interest of the participants it is probable that at least one follow-up workshop will be held with emphasis on increasing "content" knowledge.

It is hoped that activities resulting from the workshop will be carefully determined and documented by the professional field project staff. Substantial momentum for "extension" activity has been generated and it will be important to provide needed assistance and incentives to assure that this interest continues.

Project Observations

The USAID/Purdue project appears to be making exceptional progress. Field staff have already identified key people and are working with them to develop the three new institutions. Unfortunately, the length of the project does not appear to allow the dedicated project staff enough time to maximize their impact on the development of the new institutions. This is particularly true given the lack of trained personnel, insufficient knowledge, and little practical experience that is characteristic of the faculty and staff in these institutions. When this is coupled with insufficient economic diversification, limited support systems, and under-developed administrative structures, the magnitude of the problems facing this project is truly formidable. However, in the face of these difficulties, much has been and can be accomplished by Dr. Atkinson and his field staff.

Evaluation of the Situation at Covilha

The Rector of the Instituto Universitario da Beira Interior, Dr. Morgado, is very knowledgeable and understands and personally supports outreach activities. However, he is necessarily immersed in the administration of a major construction program and he is deeply concerned about staff development. The region around Covilha, compared to that around the other two universities, appears to offer the greatest potential for economic development. It is felt,

this potential notwithstanding, that the following factors seem to work against any meaningful extension effort:

1. Lack of Institutional Organization - There is no discernible functioning program or administrative organization, which makes it virtually impossible to assign responsibility or accountability. The result is an absence of leadership below the Rector's level. This situation makes it difficult, if not impossible, to plan, organize, and implement effective outreach programs. This situation must be rectified if IUBI is to become a force for economic development.

2. Lack of Outreach Commitment - Even though the Rector understands and supports outreach efforts, the staff seems to feel that extension activity is not given high priority or that there are any incentives for outreach work. A clear institutional commitment to extension activity must permeate the entire institution before significant outreach activity will occur.

3. Management Curriculum Weakness - The management curriculum is not well balanced and is abstract and quantitative in nature. Course descriptions are vague and very basic, and there appears to be a great deal of overlap between offerings. The curriculum will have to be broadened to include more advanced and practical management courses if effective outreach efforts are to be mounted.

4. Lack of an Agri-business Program - It seems inconceivable that agri-business management is not a program concentration at IUBI given the importance of agriculture to the economy of the surrounding region. Even the major industrial sector, wool textiles, relies in part on agriculture for its vitality. Also, when the new irrigation project being developed in the IUBI region is completed, it will create increased need for agri-business management extension services. An agricultural program would increase the effectiveness of this institution in its efforts to become a positive force for economic development.

Evaluation of the Situation at Evora

The Rector of the University of Evora understands and supports extension activity. The institution appears to be very well organized and administered with highly trained and motivated personnel. This university has the potential for immediate effective outreach activity and the USAID project can do much to bring it to fruition.

The one major problem observed is the lack of integration of the extension program unit with other program areas. The extension faculty at Evora is experienced, highly qualified, and motivated, and it is capable of extending the knowledge and human resource base of other departments. For example, the extension unit could develop a management assistance center designed to serve business and agriculture. The center could be housed within the extension unit and use the management department faculty for outreach non-credit teaching and direct assistance. Direct USAID project involvement with the Evora Department of Extension would probably result in spectacular results.

Evaluation of the Situation at Vila Real

Dr. Foley seems to be working well with the staff at Vila Real with a number of extension activities planned. The workshop participants from this institution were dedicated and highly motivated extensionists. Dr. Robert Frist of Purdue, who visited Vila Real after the workshop, is in a good position to assess the outreach situation.

Recommendations

The following recommendations, based on only a short period of observation, are intended to suggest ways to increase institutional extension and economic development activities:

1. Have short-term advisers work with faculty in content development followed by an outreach program in the functional area covered. For example, an adviser could teach a two-week seminar for faculty on budget preparation. After the course, the adviser could assist faculty at each institution in the organizing and implementing of a budgeting program for the business community.

2. The official "statutory" job description for university faculty should be amended to include a definition of extension activity as a regular and expected part of the teaching function. Also, the wording should be amended to make explicit that extension activities are valued in promotion decisions and that high priority is placed on outreach and economic development activities. Perhaps USAID field project staff could begin to work with the Ministry of Education to bring about this needed change.

3. A management outreach center could be established within the Department of Extension of the University of Evora that would serve agriculture, agri-business, and business. A short-term adviser could provide assistance and direction for this effort.

4. Functional area outreach operating committee could be established with representatives from each of the 3 institutions. These committees would help each university to develop by drawing on collective strengths and experiences. For example, a management committee would provide a mechanism for IUBI to utilize the expertise of Dr. Antonio Pinheiro of Evora as they develop their management program.

5. The project should support a number of long-term training opportunities for faculty at each university. One of the major impediments to institutional development is the lack of adequately trained staff members. A few faculty, supported through the doctoral level, would provide the leadership and research needed for successful outreach and economic development activities.

6. A short-term adviser could be assigned to help organize functioning departments and a structure and system of responsibility, authority, and accountability at IUBI. This action must be completed before meaningful economic development activities can take place.

7. The management curriculum at IUBI needs to be broadened to include higher level and more applied management subject matter. In particular, a short-term adviser could assist in evaluating and suggesting improvement in the curriculum through the development of such courses as applied marketing and international trade.

These recommendations are not made in any order of suggested priority and are simply designed to present some thoughts for discussion. It is obvious that much is being done and can be accomplished through the USAID/Purdue Portugal project. It is hoped that the "Extension Workshop" program has contributed in some small way to the success of this important project.

CONFERENCE REACTIONS II.

Subject SEMINÁRIO SOBRE EXTENSÃO

1. How would you rate this session?

Excellent Very good ___ Good ___ Fair ___ Poor ___

2. List the portions of the subject matter you would

EXCLUDE	EXPAND
	AVALIAÇÃO DE PROGRAMAS DE EXTENSÃO
	PROCESSO DE PLANEAMENTO E
	DEFINIÇÃO DE OBJETIVOS

3. Do you feel you benefited from this session?

Very much so ___ Generally, yes To some extent ___ Slightly ___ No ___

If so, how? *Benefício traduzido no acesso a conhecimentos científicos e técnicos em matéria de organização, com reflexos favoráveis na formação individual e no melhoramento da prática de serviços a prestes*

4. How would you rate today's Conference Leaders:

- PRIBER (name) Excellent Very good ___ Good ___ Fair ___ Poor ___
- FRIST (name) Excellent Very good ___ Good ___ Fair ___ Poor ___
- (name) Excellent ___ Very good ___ Good ___ Fair ___ Poor ___
- (name) Excellent ___ Very good ___ Good ___ Fair ___ Poor ___

Please comment on your ratings: *A classificação dos líderes assenta num juízo que decorre das seguintes impressões: houve falhas de comunicação difíceis de avaliar, todavia, em relação a quem não domina a língua inglesa, método Nacional de expressão tem afeito um aspecto de interesse. Demais completo dos conhecimentos científicos e técnicos sobre o tema deste seminário.*

5. Suggested future topics and subjects:

- a. _____
- b. _____
- c. _____

6. Recommended outstanding leader:

Name _____ Title _____
 Company _____ Address _____
 Subject or topic _____

Signature José António Oliveira da Sousa
 (optional)

Subject Workshop - Extension

1. How would you rate this session?

Excellent + Very good ___ Good ___ Fair ___ Poor ___

2. List the portions of the subject matter you would

EXCLUDE	EXPAND
/	EFFECTIVE SMALL BUSINESS
	MANAG. CONSULT CHECKLIST
	MANAG. CONSULTING

3. Do you feel you benefited from this session?

Very much so + Generally, yes ___ To some extent ___ Slightly ___ No ___

If so, how? RURAL EXTENSION

4. How would you rate today's Conference Leaders:

- 1 Prof. PRICER (name) Excellent + Very good ___ Good ___ Fair ___ Poor ___
- 2 Mr. PRIST (name) Excellent + Very good ___ Good ___ Fair ___ Poor ___
- 3 Prof. Atkinson (name) Excellent + Very good ___ Good ___ Fair ___ Poor ___
- _____ (name) Excellent ___ Very good ___ Good ___ Fair ___ Poor ___

Please comment on your ratings:

Knowledge, Organization, Management. (1-2)
ORGANIZATION (3)

5. Suggested future topics and subjects:

- a. Development
- b. GROUP - TECHNIQUES
- c. ORGANIZATION

6. Recommended outstanding leader:

Name _____ Title _____

Company _____ Address _____

Subject or topic _____

Signature [Signature] (optional)

CONFERENCE REACTIONS II.

Subject EXTENSION WORKSHOP

1. How would you rate this session?

Excellent Very good Good Fair Poor

2. List the portions of the subject matter you would

EXCLUDE	EXPAND
	Guias de Informação (Sistema de Informação)
	Programas "in-house" e Financiamento do Programa
	Promozões de Programas e Check-lists

3. Do you feel you benefited from this session?

Very much so Generally, yes To some extent Slightly No

If so, how? criação da necessidade de programar, executar e controlar a extensão. Necessidade de estabelecer protocolos com outras entidades

4. How would you rate today's Conference Leaders:

Prof. R. PRICE (name) Excellent Very good Good Fair Poor

Prof. B. FRIST (name) Excellent Very good Good Fair Poor

(name) Excellent Very good Good Fair Poor

(name) Excellent Very good Good Fair Poor

Please comment on your ratings: Explicação clara e concisa. A criação deu bons níveis de trabalho. Espírito de extensão.

5. Suggested future topics and subjects:

- a. Organização de Programas
- b. Desenvolvimento da Resolução de um Caso de R.S. Business
- c. _____

6. Recommended outstanding leader:

Name _____ Title _____

Company _____ Address _____

Subject or topic _____

Subject Extension Workshop

1. How would you rate this session?

Excellent Very good Good Fair Poor

2. List the portions of the subject matter you would

EXCLUDE	EXPAND
	<u>Budget and administrative organization</u>
	<u>Planning</u>

3. Do you feel you benefited from this session?

Very much so Generally, yes To some extent Slightly No

If so, how? On methodologic aspects

4. How would you rate today's Conference Leaders:

H. R. FRIST (name) Excellent Very good Good Fair Poor

H. R. PRIGER (name) Excellent Very good Good Fair Poor

_____ (name) Excellent Very good Good Fair Poor

_____ (name) Excellent Very good Good Fair Poor

Please comment on your ratings: Explanations extremely valid concerning to methodology and concepts and deep knowledge of real and practical situations.

5. Suggested future topics and subjects:

a. Some aspects on small business development

b. _____

c. _____

6. Recommended outstanding leader:

Name _____ Title _____

Company _____ Address _____

Subject or topic _____

CONFERENCE REACTIONS II.

Subject "WORK/SHOP" sobre EXTENSÃO

1. How would you rate this session?

Excellent ___ Very good Good ___ Fair ___ Poor ___

2. List the portions of the subject matter you would

EXCLUDE	EXPAND
	Planejamento e execução de programas a nível operativo (Extensionista/agricultor). Como seleccionar o coordenador de programas?

3. Do you feel you benefited from this session?

Very much so Generally, yes ___ To some extent ___ Slightly ___ No ___

If so, how? Estudar todo o material distribuído, adaptá-lo à minha organização, discutir com "staff" e aplicá-lo às actividades desenvolvidas

4. How would you rate today's Conference Leaders:

R. PRICE (name) Excellent Very good ___ Good ___ Fair ___ Poor ___

R. FRIST (name) Excellent Very good ___ Good ___ Fair ___ Poor ___

_____ (name) Excellent ___ Very good ___ Good ___ Fair ___ Poor ___

_____ (name) Excellent ___ Very good ___ Good ___ Fair ___ Poor ___

Please comment on your ratings: Os professores embora com tempos de intervenção (cargas horárias) diferentes, neste aspecto professor Pricea com mais tempo e matérias mais especializadas, desenvolveram ambos excelente trabalho de conjunto e muito bem articulado

5. Suggested future topics and subjects:

a. Planejamento, execução e avaliação de programas a nível operativo

b. C. crédito supervisionado

c. Divulgação de conhecimentos junto do agricultor

6. Recommended outstanding leader:

Name _____ Title _____

Company _____ Address _____

Subject or topic _____

CONFERENCE REACTIONS II.

Subject Workshop on Extension

1. How would you rate this session?

Excellent ___ Very good Good ___ Fair ___ Poor ___

2. List the portions of the subject matter you would

EXCLUDE	EXPAND
	Temas sobre o método de Extensão
	Planejamento de programas de Extensão
	Preparação de professores

3. Do you feel you benefited from this session?

Very much so Generally, yes ___ To some extent ___ Slightly ___ No ___

If so, how? aumento da sensibilidade psico-spiritual para a prática de ações de Extensão.

4. How would you rate today's Conference Leaders:

R. Pires (name) Excellent Very good ___ Good ___ Fair ___ Poor ___

R. Furt (name) Excellent ___ Very good Good ___ Fair ___ Poor ___

____ (name) Excellent ___ Very good ___ Good ___ Fair ___ Poor ___

____ (name) Excellent ___ Very good ___ Good ___ Fair ___ Poor ___

Please comment on your ratings: Diferentes fases da vida psico-spiritual. - Dr. Furt é melhor Extensivista.

5. Suggested future topics and subjects:

- a. Objetivos específicos de Extensão.
- b. Processos de divulgação para Extensão.
- c. Práticas ou ações de caráter em Extensão.

6. Recommended outstanding leader:

Name _____ Title _____
 Company _____ Address _____
 Subject or topic _____

Signature [Signature]
 (optional)

CONFERENCE REACTIONS 11.

Subject Extension Workshops

1. How would you rate this session?

Excellent Very good Good Fair Poor

2. List the portions of the subject matter you would

EXCLUDE	EXPAND
	<u>Temas sobre conceitos de extensão</u>
	<u>Planejamento de programas de extensão</u>
	<u>Preparação de documentos</u>

3. Do you feel you benefited from this session?

Very much so Generally, yes To some extent Slightly No

If so, how? Esclarecimento da importância dos programas de extensão e metodologia de seu desenvolvimento

4. How would you rate today's Conference Leaders:

Prof. Robert Pizer (name) Excellent Very good Good Fair Poor

Prof. Robert Furt (name) Excellent Very good Good Fair Poor

____ (name) Excellent Very good Good Fair Poor

____ (name) Excellent Very good Good Fair Poor

Please comment on your ratings: O 1º pelo capacidades organizacionais e de comunicação de documentos demonstrada quanto a planejar e a preparar de extensões para a indústria, e 2º pelo seu conhecimento de conteúdo de extensão e seus problemas e sua prática

5. Suggested future topics and subjects:

- a. Organização de programas de extensão
- b. Atuação dos diferentes níveis de comunicação de extensão
- c. _____

6. Recommended outstanding leader:

Name _____ Title _____

Company _____ Address _____

Subject or topic _____

CONFERENCE REACTIONS II.

Subject EXTENSION RESEARCH

1. How would you rate this session?

Excellent ___ Very good X Good ___ Fair ___ Poor ___

2. List the portions of the subject matter you would

EXCLUDE	EXPAND
	* PLANNING (Application of the material)
	* THEORETICAL APPROACH TO EXTENSION CONCEPTS

3. Do you feel you benefited from this session?

Very much so X Generally, yes ___ To some extent ___ Slightly ___ No ___

If so, how? Gaining knowledge of new subjects and very good approaches to some matters

4. How would you rate today's Conference Leaders:

Dr. Robert W. Davis (name) Excellent X Very good ___ Good ___ Fair ___ Poor ___

D. Robert Ford (name) Excellent ___ Very good X Good ___ Fair ___ Poor ___

____ (name) Excellent ___ Very good ___ Good ___ Fair ___ Poor ___

____ (name) Excellent ___ Very good ___ Good ___ Fair ___ Poor ___

Please comment on your ratings: Both leaders were outstanding. However

Dr. Ford participated more with a deep knowledge of methodology,

clear interests, ^{more} combining theory and practical

aspects

5. Suggested future topics and subjects:

a. How to create excellent seminars

b. _____

c. _____

6. Recommended outstanding leader:

Name _____ Title _____

Company _____ Address _____

Subject or topic _____

Signature J. M. Davis
(optional)

CONFERENCE REACTIONS II.

Subject EXTENSION WORKSHOP, COVILHÃ - 15/26 JUN. 81

1. How would you rate this session?

Excellent ___ Very good Good ___ Fair ___ Poor ___

2. List the portions of the subject matter you would

EXCLUDE	EXPAND
	O PROCESSO DE PLANEAMENTO E DEFINIÇÃO DE OBJECTIVOS
	DESENVOLVIMENTO E APERFEIÇAMENTO PROFISSIONAL
	AValiação DE PROGRAMAS DE EXTENSÃO

3. Do you feel you benefited from this session?

Very much so Generally, yes ___ To some extent ___ Slightly ___ No ___

If so, how? PODE PERMITIR, ALGUM DA OBTENÇÃO E ACTUALIZAÇÃO DE CONHECIMENTOS, ESTABELECEER COMPARAÇÕES ÚTEIS PARA A QUANTIFICAÇÃO DO HUITO TRABALHO A EFECTUAR NESTA ÁREA EM PORTUGAL

4. How would you rate today's Conference Leaders:

PROF. ROBERT FRIST (name) Excellent Very good ___ Good ___ Fair ___ Poor ___

PROF. ROBERT PILLER (name) Excellent Very good ___ Good ___ Fair ___ Poor ___

____ (name) Excellent ___ Very good ___ Good ___ Fair ___ Poor ___

____ (name) Excellent ___ Very good ___ Good ___ Fair ___ Poor ___

Please comment on your ratings: CONSIDERO AMBOS OS PROF'S EXTREMAMENTE

COMPETENTES E DEDICADOS. PARECE-ME NO ENTANTO MAIS SENSIBILADORA A

VISÃO MAIS HUMANIZADA DAS QUESTÕES DO PROF. FRIST EM ALTERNATIVA

A PERSPECTIVA EXTREMAMENTE "TECNOCRÁTICA" NA MINHA OPINIÃO, DO PROF. PILLER

5. Suggested future topics and subjects:

a. _____

b. _____

c. _____

6. Recommended outstanding leader:

Name _____ Title _____

Company _____ Address _____

Subject or topic _____

Signature Luís Manuel Coplan (optional)

CONFERENCE REACTIONS II.

Subject EXTENSION WORKSHOP

1. How would you rate this session?

Excellent ___ Very good Good ___ Fair ___ Poor ___

2. List the portions of the subject matter you would

EXCLUDE EXPAND

- <u>Visits if they have not clear objectives</u>	<u>Evaluation matters</u>
OTE - <u>Noises ^{near} out of the room</u>	<u>Information of about social extension in the U.S.A. (field level)</u>

3. Do you feel you benefited from this session?

Very much so ___ Generally, yes To some extent ___ Slightly ___ No ___

If so, how? _____

4. How would you rate today's Conference Leaders:

- | | | | | | | | | | | |
|----------------------------|-----------|-------------------------------------|-----------|-------------------------------------|------|-----|------|-----|------|-----|
| <u>Mr. Frist</u>
(name) | Excellent | ___ | Very good | <input checked="" type="checkbox"/> | Good | ___ | Fair | ___ | Poor | ___ |
| <u>Ms. Price</u>
(name) | Excellent | <input checked="" type="checkbox"/> | Very good | ___ | Good | ___ | Fair | ___ | Poor | ___ |
| _____
(name) | Excellent | ___ | Very good | ___ | Good | ___ | Fair | ___ | Poor | ___ |
| _____
(name) | Excellent | ___ | Very good | ___ | Good | ___ | Fair | ___ | Poor | ___ |

Please comment on your ratings: _____
Material very well prepared / Good visual aids
I liked very much linkages between the leaders

5. Suggested future topics and subjects:

- a. Supervision of the extension team in the field
- b. Subjects about no formal education in the extension work
- c. _____

6. Recommended outstanding leader:

Name _____ Title _____
 Company _____ Address _____
 Subject or topic _____

CONFERENCE REACTIONS II.

Subject SEMINARIO DE EXTENSÃO

1. How would you rate this session?

Excellent Very good Good Fair Poor

2. List the portions of the subject matter you would

EXCLUDE	EXPAND
	<u>Necessidades e desenvolvimento de um programa</u>
	<u>O processo de planejar, unificar e definir as objectivos</u>
	<u>Como levar à pratica os resultados de investigações</u>

3. Do you feel you benefited from this session?

Very much so Generally, yes To some extent Slightly No

If so, how? sistemático de conceitos relativamente a aspectos de organização, planeamento e definição de objectivos e sensibilização para formas de actuação participadas envolvendo várias instituições.

4. How would you rate today's Conference Leaders:

- R. Preece (name) Excellent Very good Good Fair Poor
- R. Frost (name) Excellent Very good Good Fair Poor
- (name) Excellent Very good Good Fair Poor
- (name) Excellent Very good Good Fair Poor

Please comment on your ratings: As comunicações dos dois Professores poderiam clarificar-se como excelentes se não houvesse que ter em conta as barreiras de linguagem. Notei embora o Prof. Preece ficava ocupado uma maior percentagem do tempo, o Prof. Frost demonstrava alguma grande experiência sobre os temas apresentados colocando sempre a tónica relativa a aspectos gerais

5. Suggested future topics and subjects:

- a. Seminário sobre planeamento,
- b. _____
- c. _____

6. Recommended outstanding leader:

Name _____ Title _____
 Company _____ Address _____
 Subject or topic _____

CONFERENCE REACTIONS II.

Subject "EXTENSION WORKSHOP" seminar of Extension

1. How would you rate this session?

Excellent ___ Very good Good ___ Fair ___ Poor ___

2. List the portions of the subject matter you would

EXCLUDE	EXPAND
<u>nothing</u>	<u>Evaluation of the Program Extension</u>
	<u>The needs and staffing</u>
	<u>Procedure for Planning Section and overall program</u>

3. Do you feel you benefited from this session?

Very much so Generally, yes ___ To some extent ___ Slightly ___ No ___

If so, how? I know new ways and methods of work. I have new perspectives to my work

4. How would you rate today's Conference Leaders:

Robert W. Poirer (name) Excellent Very good ___ Good ___ Fair ___ Poor ___

Robert J. Frost (name) Excellent Very good ___ Good ___ Fair ___ Poor ___

(name) Excellent ___ Very good ___ Good ___ Fair ___ Poor ___

(name) Excellent ___ Very good ___ Good ___ Fair ___ Poor ___

Please comment on your ratings: Good coordination in the Workshop

Robert W. Poirer, clear and exact

Robert J. Frost, practical and subject to the participants reality

5. Suggested future topics and subjects:

a. The Extension and the implication 'Ecological'

b. "Public Relations" or comp differences of the clients

c. _____

6. Recommended outstanding leader:

Name _____ Title _____

Company _____ Address _____

Subject or topic _____

Signature *[Handwritten Signature]*
(optional)

Subject "EXTENSION WORKSHOP"

1. How would you rate this session?

Excellent Very good Good Fair Poor

2. List the portions of the subject matter you would

EXCLUDE	EXPAND
_____	- Concept, objectives and Philosophy of Extension
_____	- Individual consulting
_____	- Social activities

3. Do you feel you benefited from this session?

Very much so Generally, yes To some extent Slightly No

If so, how? New ideas and knowledge about extension and specially about Program Planning. Clear ideas about the role of the University in extension. Good perspectives about cooperation among institutions.

4. How would you rate today's Conference Leaders:

- R. FRIST Excellent Very good Good Fair Poor
 (name)
- R. PRICER Excellent Very good Good Fair Poor
 (name)
- _____ Excellent Very good Good Fair Poor
 (name)
- _____ Excellent Very good Good Fair Poor
 (name)

Please comment on your ratings: Good coordination and preparation (except the "notebook"). Clear ^{and very useful} ideas. Good examples. Very useful written material.

5. Suggested future topics and subjects:

- a. Individual Consulting
- b. Group dynamics
- c. Evaluation

6. Recommended outstanding leader:

Name _____ Title _____
 Company _____ Address _____
 Subject or topic _____

Signature _____

Liter Cu. Torres
 (optional)

CONFERENCE REACTIONS II.

Subject Extension Workshops

1. How would you rate this session?

Excellent ___ Very good Good ___ Fair ___ Poor ___

2. List the portions of the subject matter you would

EXCLUDE *	EXPAND
<u>Visita ao Parque Natural</u>	<u>Extensão de definição de teoria e objectivos.</u>
<u>do sítio da Estrela</u>	<u>Doctrina e objectivos</u>

3. Do you feel you benefited from this session?

Very much so ___ Generally, yes To some extent ___ Slightly ___ No ___

If so, how? Sinto-me mais sensibilizado e motivado para assumir
tal e transmitir os meus conhecimentos sobre Extensão

4. How would you rate today's Conference Leaders:

R. Pricer (name) Excellent Very good ___ Good ___ Fair ___ Poor ___

R. Frost (name) Excellent ___ Very good Good ___ Fair ___ Poor ___

____ (name) Excellent ___ Very good ___ Good ___ Fair ___ Poor ___

____ (name) Excellent ___ Very good ___ Good ___ Fair ___ Poor ___

Please comment on your ratings: Percebi-me que o Pro Pricer é dotado
de uma metodologia e rigor de linguagem na transmissão de
conhecimentos, muita cuidado, precisa e exacta. O Pro Frost embora muito
sensibilizado para estes problemas de Extensão não evidenciou toda a sua parte
reista.

5. Suggested future topics and subjects:

- a. Ferramentas e partagens
- b. Análise de casos
- c. _____

6. Recommended outstanding leader:

Name _____ Title _____

Company _____ Address _____

Subject or topic _____

* O trabalho que se fazia sentir mais real

Signature _____ (optional)

CONFERENCE REACTIONS II.

Subject EXTENSION WORKSHOP

1. How would you rate this session?

Excellent Very good ___ Good ___ Fair ___ Poor ___

2. List the portions of the subject matter you would

EXCLUDE	EXPAND
	Planning
	Statement of purpose and provision
	Evaluation

3. Do you feel you benefited from this session?

Very much so Generally, yes ___ To some extent ___ Slightly ___ No ___

If so, how? Getting knowledge of new matters.

4. How would you rate today's Conference Leaders:

Robert Pieren (name) Excellent Very good ___ Good ___ Fair ___ Poor ___

Robert Faust (name) Excellent ___ Very good Good ___ Fair ___ Poor ___

____ (name) Excellent ___ Very good ___ Good ___ Fair ___ Poor ___

____ (name) Excellent ___ Very good ___ Good ___ Fair ___ Poor ___

Please comment on your ratings: The subjects presented by Dr. Pieren were more planned. However contributions of Dr. Faust were also very much accurate and useful.

5. Suggested future topics and subjects:

a. Planning of programs addressed to an limited agricultural area

b. How to organize extension services

c. _____

6. Recommended outstanding leader: Remarks: Lack of separate from IJBI (circle)

Name _____ Title _____

Company _____ Address _____

Subject or topic _____

Signature [Signature]
(optional)

CONFERENCE REACTIONS II.

Subject EXTENSION EDUCATION

1. How would you rate this session?

Excellent ___ Very good Good ___ Fair ___ Poor ___

2. List the portions of the subject matter you would

EXCLUDE	EXPAND
/	Administrative Organization
/	Purposes, statement of mission, planning

3. Do you feel you benefited from this session?

Very much so ___ Generally, yes To some extent ___ Slightly ___ No ___

If so, how? Because there was lots of things that were new to me, and now I have a wider view of the Extension Activities.

4. How would you rate today's Conference Leaders:

- _____ Excellent ___ Very good ___ Good ___ Fair ___ Poor ___
(name)
- _____ Excellent ___ Very good ___ Good ___ Fair ___ Poor ___
(name)
- _____ Excellent ___ Very good ___ Good ___ Fair ___ Poor ___
(name)
- _____ Excellent ___ Very good ___ Good ___ Fair ___ Poor ___
(name)

Please comment on your ratings: Considering the amount of knowledge, friendship and enthusiasm that ^{both} the conference leaders put in the development of this workshop they have to be rated as Excellent

5. Suggested future topics and subjects:

- a. Management styles and other matters in the
- b. scope of the relationship between managers and
- c. employees

6. Recommended outstanding leader:

Name _____ Title _____

Company _____ Address _____

Subject or topic _____

Signature [Handwritten Signature]
(optional)

CONFERENCE REACTIONS II.

Subject Education workshop

How would you rate this session?

Excellent ___ Very good X Good ___ Fair ___ Poor ___

2. List the portions of the subject matter you would

EXCLUDE	EXPAND
<u>nothing</u>	<u>Objectives and content, planning and evaluation</u>

3. Do you feel you benefited from this session?

Very much so X Generally, yes ___ To some extent ___ Slightly ___ No ___

If so, how? Yes, I am using some of the materials brought by the use of some of the materials brought by

4. How would you rate today's Conference Leaders:

- _____ Excellent ___ Very good ___ Good ___ Fair ___ Poor ___
(name)
- _____ Excellent ___ Very good ___ Good ___ Fair ___ Poor ___
(name)
- _____ Excellent ___ Very good ___ Good ___ Fair ___ Poor ___
(name)
- _____ Excellent ___ Very good ___ Good ___ Fair ___ Poor ___
(name)

Please comment on your ratings: All the conference leaders were excellent in every aspect of their presentation (their content and so on)

5. Suggested future topics and subjects:

- a. Evaluation as a subject for another workshop
- b. Training leaders
- c. _____

6. Recommended outstanding leader:

Name _____ Title _____
 Company _____ Address _____
 Subject or topic _____

Signature _____ (optional)

APPENDIX B

Report Prepared by
DR. ROBERT J. FRIST
Purdue University

Portugal Extension Programs

Report on Workshop and Consultations
June 4 to July 4, 1981

Dr. Robert Pricer, University of Wisconsin, and Dr. Robert Frist, Purdue University, conducted a workshop on Extension education at the Instituto Universitario da Beira Interior in Covilha. Participants were staff from Institutos Universitarios in Vila Real, Covilha, Evora and regional and national staff from the Ministry of Agriculture.

The first week was spent on preparation for the workshop. This included a tour of Covilha campus, planning committee meeting, organization of instructional material, conferences with Professor Atkinson and tour of a textile mill. Professors Atkinson and Foley were very helpful in their orientation and preparation of the workshop instructors Pricer and Frist.

The preliminary planning done by Professors Atkinson and Foley with the planning committee was a major contribution to the successful workshop. Representatives from the Instituto Universitarios of Vila Real, Covilha and Evora developed linkages and understanding through the planning process. The committee had met several times in developing the workshop program and this was a very significant group helping with the Extension workshop.

Much could be said about the conscientious and capable men who served on the planning committee. A major point is that the planning process was a typical demonstration of the methodology used in the Cooperative Extension Service in the United States. Advice and direction from such a planning committee is an important step in program planning to meet the needs and expectations of selected audiences. The committee members did an excellent job identifying needs, preparing the workshop agenda, and recruiting workshop participants. Also, the

committee members were very helpful in guiding instructors Pricer and Frist. This workshop was a new innovation in the Portuguese Extension Service and committee members are commended for their work.

Pricer and Frist were prepared with all materials necessary to make the workshop a good model and demonstration for conducting future Extension meetings and workshops. The secretarial and custodial staff at the Instituto Universitario da Beira Interior in Covilha did excellent work in their role of workshop preparation and implementation.

At the opening of the workshop, the participants were involved by listing their expectations for information and help and this list proved to be a helpful guide for the instructors. About two hours of the program was devoted to descriptions of the University of Wisconsin Business Management Department and the Purdue University School of Agriculture and Cooperative Extension Organization. This information not only introduced new ideas for the participants, but also set up some discussion and understanding of methods used by the Wisconsin and Indiana Extension Services. Next on the program was spent on the reasons for Extension education and the philosophy and general objectives of Extension Service in the United States.

A major part of the instructional time and group discussions was devoted to the following topics.

- Needs, assessment and program planning
- Involvement of advisory groups in program planning
- Mission and purpose of Extension in Portugal
- Professional growth and staff development
- Developing linkages among and between agencies and organizations
- Descriptions of numerous forms and worksheets used for conducting Extension conferences, workshops and meetings.

For more detail on the above outline, see attachment A, Seminario Sobre Extensao.

One of the real and interesting points in the above program outline was on the development of mission and purpose statements for the Portugal

organizations represented by people in the workshop. Participants vigorously pursued this discussion and began work to clarify the missions and purposes of their respective organization. It is the writer's opinion that this one-half day discussion spent on mission and purpose could be the most beneficial result of the entire two week workshop.

Another important contribution to the workshop program were papers presented by workshop participants and discussions and reports by the work groups. Through this process, the workshop participants quickly established rapport and developed a much greater understanding of the different agencies and organizations involved in Portugal's Extension programs.

The men attending were highly motivated and dedicated to their educational endeavors. Significant developments as a result of the two-week program are summarized below.

- Participants will develop mission and purpose statements for their respective organizations.
- Participants developed knowledge of and communication links among the organizations involved in Extension programming.
- Participants developed a final set of conclusions and recommendations to provide their administrators.
- A continuation committee was organized to further the joint efforts of the different organizations that contribute to Portugal Extension education.

The American instructors could not speak Portuguese and it was necessary to have translators. A professional translator was promised, but was not able to serve. This misfortune resulted in a very positive effort for the workshop because three participants volunteered to serve as translators. These three translators were acquainted with "Extension jargon"; consequently, their translation was probably more accurate and effective. Also, this was another good example of the way Extension operates--volunteers, people who serve without pay, are a very important part of the United States and Indiana Extension educational programs.

The workshop was evaluated as a successful pilot effort. Plans were made by participants to conduct follow-up evaluations on the effectiveness and results of the workshop. This reporter will be very interested in the follow-up work and evaluations.

At the close, each person was given two certificates and these were presented by top administration from the Institutos Universitarios and Ministry of Agriculture. This writer was very pleased and appreciative for the attendance of these important administrators and leaders. This was an indication of administrative support for their staff who participated in the workshop. Also, Professors Atkinson, Foley, Pricer and Frist were honored by the presence of these Extension educational leaders.

This reporter spent the fourth and final week in Vila Real working with Professor Foley and staff at both Instituto Universitario de Tras-os-Montes in Vila Real and the regional office of the Ministry of Agriculture. This was a very valuable experience and opportunity to observe research and Extension programs. The brief meetings with Reitor Fernando Nunes Ferreira Real and Vice Reitor Virgilia Pinto de Andrade were valuable.

The nine farm visits with the two animal sciences professors provided an excellent opportunity to observe research and extension projects in beef cattle breeding work. They are to be commended for their important work not only in beef research, but also in their excellent cooperative project with farmers. This also helped the reporter gain an understanding of the alderas and farm practices.

The second day involved many conferences with individual staff in the departments of sociology and economics and agronomy. Again, this was a very valuable experience and this reporter learned more than he could contribute as a result of these discussions. Faculty in these departments have many fine projects evolving and these faculty are developing linkages between their teaching, research and

extension activities. In addition, they are working and communicating with Extension staff in the regional office of the Ministry of Agriculture.

The third morning Professor Foley had a conference with Regional Director Brite Caravilha and Mr. Fernando Madureiro. These administrators have some excellent pilot projects in their staffing, training and extension programming. Also, the most significant point of this visit and conference was the plans made to follow-up on the workshop. Director Caravilha, Mr. Fernando Madureiro, Professor Cristovao and Professor Foley are to be highly commended for these important action plans for field staff training. This was the kind of follow-up that was expected to result from the two-week workshop. This was a very important meeting and a pleasing experience to observe the action begin following the workshop.

Observations and Opinions

-- Much continued effort is needed to build communication and cooperative programs among staff in the universities and regional offices. The committee for planning and conducting the workshop that was organized and the establishment of the continuation committee are excellent steps toward future progress.

-- University and regional staff need to provide training for Extension field staff. Professors and administrators need to take a positive attitude concerning the present knowledge potential and ability of field staff as training programs are planned and implemented. Group discussions involving the field staff in a sharing of successes and problems could be an important teaching technique.

-- It seems that major efforts by university administrators and faculty are currently placed on physical plant and faculty development. It appears that these developments are now moving ahead. Therefore, it is this reporter's opinion that some greater effort needs to be placed on student recruitment for the university educational programs. A student recruitment program ought to be a joint effort between university professors, Extension regional and field staff.

-- The Extension Service is very "top heavy" with administrative staff at the national and regional levels. There is limited field staff (county agents) with limited training. This staffing pattern needs to be turned around so that there can be great numbers of better trained county agents to provide educational programs and service to rural people.

-- There are two Extension specialist staffs evolving. One group of Extension specialists in the regional offices and a second group of Extension specialists in the universities. Would it be possible for the Ministry of Agriculture and the Ministry of Education to develop a joint agreement or memorandum of understanding that could support the cooperative efforts of staff in the regional offices and institutes? This reporter observed a very good working model of cooperation between staff members at the regional office and professors at the Instituto Universitario Vila Real. This working model was encouraged and supported by top administration in both organizations and good staff relationships and effective programming was evolving.

There are two attachments to this report, attachment A was cited earlier. Attachment B is the reporter's notes on conclusions and recommendations prepared by the workshop participants. These notes were taken as Professor Eduardo Alvaro do Carmo Figueira read the final report. Therefore, this is an unofficial list of conclusions and recommendations, but included for this reporter's record and future reference.

This work was a very fine and enjoyable experience. The personal goal of this reporter was to make a contribution to the positive developments taking place in the Ministry of Agriculture regions and the Ministry of Education's three new Institutos Universitarios.



SEMINÁRIO SOBRE EXTENSÃO

(Covilhã 15 - 26 de Junho)

CALENDÁRIO DAS SESSÕES

Segunda-feira, 15 de Junho

- 9.30 - 10.30 Inscrições e café
- 10.30 - 11.00 Abertura do Seminário pelo Reitor do Instituto Universitário da Beira Interior, Prof. Cândido Manuel Passos Morgado
- 11.00 - 12.00 Apresentação dos objectivos do Seminário, dos Profs. Pricer e Frist e dos participantes.
- 12.00 - 12.30 Expectativas dos participantes, programa, distribuição de material e formação dos grupos de trabalho.
- 12.30 - 14.00 Almoço
- 14.00 - 15.00 Extensão. Definição, teoria e objectivos (Pricer e Frist)
- 15.00 - 15.30 Das noções à operacionalidade (N. Jordão)
- 15.30 - 15.40 Reunião dos grupos de trabalho
- 15.40 - 16.00 Discussão
- 16.00 - 16.15 Intervalo para café
- 16.15 - 17.00 Discussão
- 17.00 - 17.30 Como planear e executar programas de extensão (Pricer e Frist)

Terça-feira, 16 de Junho

- 9.00 - 9.15 Apresentação do programa do dia e informações
- 9.15 - 10.15 Necessidades e desenvolvimento de um programa (Pricer)
- 10.15 - 11.00 O processo de planeamento (Frist)
- 11.00 - 11.15 Intervalo para café
- 11.15 - 11.35 A componente Antropológica no planeamento de programas de Extensão (Ramos)
- 11.35 - 12.30 Reunião dos grupos de trabalho
- 12.30 - 14.00 Almoço
- 14.00 - 14.30 Discussão (moderador - Estrela)
- 14.30 - 15.00 O processo de planeamento e definição de objectivos (Pricer e Frist)

- 15.00 - 16.00 Trabalho em grupo (Desenvolvimento de objectivos)
- 16.00 - 16.15 Intervalo para café
- 16.15 - 17.30 Continuação do trabalho em grupo
- 19.30 - 21.30 Jantar, seguido da projecção do filme "O Parque Natural da Serra da Estrela"

Quarta-feira, 17 de Junho

- 9.00 - 9.15 Apresentação do programa do dia e informações
- 9.15 - 10.45 Doutrina e objectivos (Pricer e Frist)
- 10.45 - 11.00 Intervalo para café
- 11.00 - 12.30 Desenvolvimento e aperfeiçoamento profissional (Pricer e Frist)
- 12.30 - 14.00 Almoço
- 14.00 - 14.30 Como levar à prática os resultados da investigação (Sanders)
- 14.30 - 15.00 Reunião dos grupos de trabalho
- 15.00 - 15.30 Discussão (Moderador-Jordão)
- 15.30 - 16.00 Como planear sessões e seleccionar o apresentador (Pricer e Frist)
- 16.00 - 16.15 Intervalo para café
- 16.15 - 17.30 Continuação do tema anterior

Quinta-feira, 18 de Junho (Feriado)

Visita ao Parque Natural da Serra da Estrela

Sexta-feira, 19 de Junho

- 9.00 - 9.15 Apresentação do programa do dia e informações
- 9.15 - 10.15 Programas "in-house" e para Associações (Pricer e Frist)
- 10.15 - 10.45 Directivas quanto ao financiamento dos programas (Pricer)
- 10.45 - 11.00 Intervalo para café
- 11.00 - 11.20 O estabelecimento de ligações entre o IUBI e outros organismos (Borges Terenas)
- 11.20 - 11.50 Reunião dos grupos de trabalho

- 11.50 - 12.30 Discussão (Moderador - Luis Pires)
- 12.30 - 14.00 Almoço
- 14.00 - 15.00 Avaliação de programas de extensão (Pricer e Frist)
- 15.00 - 15.20 O papel da Investigação avaliativa na eficácia dos programas de extensão (Estrela)
- 15.20 - 15.50 Reunião dos grupos de trabalho
- 15.50 - 16.30 Discussão (Moderador Cristóvão)
- 16.30 - 16.45 Intervalo para café
- 16.45 - 17.30 Consultadoria individual e empresarial (Pricer)

Segunda-feira, 22 de Junho

- 9.30 - 12.30 Reunião informal dos grupos de trabalho
- 14.00 - 14.05 Apresentação do Engº Ilídio Lourenço - Director Geral de Extensão Rural
- 14.05 - 15.00 O papel da Direcção-Geral de Extensão Rural (Ilídio Lourenço)
- 15.00 - 15.30 Reunião dos grupos de trabalho
- 15.30 - 16.00 Discussão (Moderador Borges Terenas)
- 16.00 - 16.15 Intervalo para café
- 16.15 - 17.30 Promoção dos programas e "check-lists" (Pricer e Frist)

Terça-feira, 23 de Junho

- 9.00 - 9.15 Apresentação do programa do dia e informações
- 9.15 - 10.15 Preparação de orçamentos (Pricer)
- 10.15 - 11.00 Organização administrativa (Pricer e Frist)
- 11.00 - 11.15 Intervalo para café
- 11.15 - 12.30 Continuação do tema anterior
- 12.30 - 14.00 Almoço
- 14.00 - 14.30 Reunião dos grupos de trabalho
- 14.30 - 15.00 Discussão (Moderador Miranda Saraiva)
- 15.00 - 16.00 Sumário e conclusões (Pricer e Frist)

- 16.00 - 16.15 Intervalo para café
16.15 - 17.30 Apresentação dos programas de extensão em Wisconsin e Purdue
(Pricer e Frist)

Quarta-feira, 24 de Junho

- 9.00 - 9.15 Apresentação do programa do dia e informações
9.15 - 10.00 As actividades de extensão no IUBI
10.00 - 10.45 As actividades de extensão no UE
10.45 - 11.00 Intervalo para café
11.00 - 11.45 As actividades de extensão no IUTMAD
11.45 - 12.30 Discussão (Moderador Chorão da Fonseca)
12.30 - 14.00 Almoço
14.00 - 16.00 Reunião dos grupos de trabalho
16.00 - 16.15 Intervalo para café
16.15 - 16.45 Os Centros de Gestão (Lopes Courinha)
16.45 - 17.30 Discussão (Moderador Jácome)
21.00 - 23.00 Continuação das reuniões dos grupos de trabalho

Quinta-feira, 25 de Junho

- 9.00 - 15.00 Visita ao Projecto de Regadio da Cova da Beira
15.30 - 16.30 Apresentação dos relatórios dos grupos de trabalho
16.30 - 17.30 Discussão e conclusões (Moderador Chorão da Fonseca)

Sexta-feira, 26 de Junho

- 9.00 - 9.15 Apresentação do programa do dia e informações
9.15 - 10.15 Avaliação final
10.15 - 13.00 Redacção das conclusões
13.00 - 15.00 Almoço de convívio
15.00 - 17.00 SESSÃO DE ENCERRAMENTO

Portugal Extension Workshop

June 24, 1981
Total Group Report

Conclusions

1. There is no universal concept of Extension.
2. All activities in Extension should reach all economic, social and technical groups. (users)
3. Must put into Extension education practice by all organizations with a connected role.
4. Planning and evaluation are main points of Extension concern.
5. Need to have an agreement between the different agricultural organizations and need to establish mission and purpose for Ministry of Agriculture programs as well as the three Institutos Universitarios.
6. Need to make a change in order of organizations.
7. Every program in Extension should establish a budget.
8. To charge fees may sometimes improve quality, performance and interest.
9. Workshop was helpful to establish ideas on what Extension is and identify the problem.
10. What comes from research should be tested locally before implemented.
11. Development implies connections between extension, research and teaching.
12. In order that University contributes to Extension, there must have research projects based on needs of agriculture production and community improvement.

Recommendations

1. Hold a similar workshop on meaning of Extension.
2. Different institutions concerned with development should have Extension educational programming to help people learn about services offered.
3. Make agreements between different institutions with different missions.
4. Every action in Extension should be planned and evaluated.
5. Charge of user fees should be studied.
6. Establish agreements where links are formalized.
7. Define teaching, research and extension missions.
8. Status of teachers at university needs to be established for Extension at same level.
9. Need research on Extension education.
10. Extension agents need to be well paid and have more training.
11. Need to use evaluation on results of this workshop.