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**TRAINING OF TRAINING COORDINATORS:
PRINCIPLES AND TECHNIQUES OF
CONTINUING ADULT EDUCATION
(SESSION II)**

Report of a Training Course in Pakistan

by

LARRY LITTLEFIELD

JAMES WHITE

January 1991

PARC • USAID • MART • WINROCK

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The MART (Management of Agricultural Research and Technology) Project is funded by the United States Agency for International Development (USAID). The MART Project's chief link to the Government of Pakistan is through the Pakistan Agricultural Research Council (PARC). A MART Project Coordination Committee composed of federal, provincial, and university representatives coordinates and guides project activities. Its purpose is to assist the Pakistani agricultural research system to strengthen its research management capabilities, and to improve communications, training, farming systems research, arid zone research, and research in the rural social sciences. Winrock International, through a contract with USAID, has responsibilities to assist with the first four of these tasks. Two international agricultural research centers, the international maize and wheat improvement center (CIMMYT) and the International Center for Agricultural Research in Dry Areas (ICARDA), are responsible for the other two tasks.

The mission of Winrock International Institute for Agricultural Development is to help reduce poverty and hunger in the world through sustainable agricultural and rural development. Winrock International assists people of developing areas - in Asia, Africa and the Middle East, Latin America and the Caribbean, and the United States - to strengthen their agricultural institutions, develop their human resources, design sustainable agricultural systems and strategies, and improve policies for agricultural and rural development. As an autonomous, nonprofit organization, Winrock International provides services independently as well as in partnership with other public and private organizations. The institute is recognized as a private voluntary organization.

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ABBREVIATIONS

AARI	Ayub Agricultural Research Institute, Faisalabad
ARI	Agricultural Research Institute
AV	Audeo-Visual
MART	Management of Agricultural Research and Technology
NAHE	National Accademy for Higher Education
NARC	National Agricultural Research Centre
PARC	Pakistan Agricultural Research Council
UAF	University of Agriculture Faisalabad
USAID	United State Agency for International Development
WINROCK	Winrock International Institute for Agricultural Development,

**TRAINING OF TRAINING COORDINATORS
PRINCIPLES AND TECHNIQUES OF CONTINUING ADULT
EDUCATION**

(January 5-20, 1991)

Background

A major component of the PARC/MART Project supported by USAID is to provide technical training that will contribute to research and technology transfer programs so essential to Pakistan's agricultural development. These training programs include sending agriculturists abroad for advanced academic degrees, short-term technical training and continuing education and in-service training of agriculturists in Pakistan. This course is directed entirely towards the last category of activity.

A system for continuing in-service training programs will be developed in many of Pakistan's leading agricultural research institutes and universities. The Training Coordinators identified by the appropriate Directors or Deans of the participating institutions are key elements to the success of this program.

The Training Coordinators who participate in this course are expected to return to their home institutions and there initiate training programs needed by their colleagues and support staff. Their creativity, initiative and organizational skills will be the major factor in the success of this MART Project.

The ultimate goal of this course, which will require three phases over a two year period to complete, is to equip the training coordinators with skills necessary to identify training needs, to organize and plan sessions to fulfil those needs, and to evaluate the quality and success of the programs they develop and coordinate.

Basic Objectives

To provide basic concepts and methods for developing continuing adult education programs.

To provide "hands-on" types of experiences to the participants appropriate to meet the goals of the project.

Trainers

Dr. James White and Dr. Larry Littlefield, Oklahoma State University, Stillwater, Oklahoma.

Review of Session I

The first session of this program was conducted from March 11-27, 1990 at NARC Training Institute, Islamabad. The two weeks session included topics on needs assessment, teaching adult learners, effective seminar presentation, photography, audio visual equipment and techniques, program planning and implementation, planning and conducting meetings, etc. At the conclusion of the session, assignments were given to the participants covering above mentioned topics to practice these techniques at their respective institutions.

Session II Design

Session II is designed to include discussion and critiques of these assignments in addition to a comprehensive technical writing course and hands-on experience in operating video recording equipment.

BRIEF DETAILS

TITLE: "Training of Training Coordinators:
Principles and Techniques of Continuing Adult Education"

Dates: January 5-20, 1991

Location: Serena Hotel, Faisalabad and National Academy of Higher
Education, Islamabad.

Sponsors: PARC/USAID/MART/WINROCK

Trainers: Dr. James White and Dr. Larry Littlefield, Oklahoma State
University

NARC Coordinators: Dr. Ozair Chaudhry and Tariq Hassan

Participants: Nineteen (19) Training Coordinators from agricultural universities
and agricultural research institutes (see Appendix I for complete
list)

Training Material: Each participant was provided a training manual comprising
approximately 400 pages of photocopied text, overhead
transparencies and training booklets devoted to different aspects
of continuing education. (Proper copyright release was obtained
and payment made for the photocopied booklets).

Each participant was also provided copies of the following three
books:

- 1) Establishing a Training Function, A Guide for
management
- 2) Writing Paper in the Biological Sciences,
- 3) Parliamentary Procedure at a Glance.

Accomplishments: See Appendix II for the subjects covered. Briefly, these subject
clusters included numerous topics, e.g.

- A) Review (High Points of Session I)
- Needs Assessment
 - Teaching Adult Learners
 - Program Planning
 - Practical Photography
 - Effective Seminar Presentation

- B) Introduction to Video Equipment Operation
- Details of the Camcorder, its use and operation (by S. S. Bukhari)
 - Hands-on-experience with the Camcorder.
 - Evaluation of filming exercise utilizing the VCR and TV monitor.
- C) Study Tour and Field Trip of the Cotton Textile Industry:
- Tour National College of Textile Engineering
 - Tour Nishat Cotton Textile Plant
 - Cotton Receiving Area
 - Cleaning the Cotton
 - Spinning the Cotton Yarn
 - Weaving the Cloth
 - Design and Color Printing
 - Packaging For Export
 - The Company Wholesale Outlet
- D) Evaluation of Abstracts and Proposals (Assignments from Session I)
- Explanation of corrections
 - Grammar, sentence structure, spelling, word meanings, style of writing, etc.
 - need for "Title" and "Purpose of Proposal" to be congruent.
 - objectives, scope of study, treatment of data, etc.
- E) Presentation of Needs Assessment Projects (Assignments from Session I)
- Participants were responsible for oral reports on the needs assessments conducted at their respective university or agricultural research institutes.
- F) Study Tour and Field Trip to Faisalabad University and Ayub Agricultural Research Institute
- Tour Agricultural Education & Extension Department and Department of Short Courses.
 - Visit Computer Science Department and Computer Training Laboratory, as well as the Department of Statistics.
 - Visit research facilities and laboratories at Ayub Agricultural Research Institute.

G) Technical Writing Course (Conducted at the National Academy of Higher Education, Islamabad)

- Writing Style
- Grammar and punctuation
- Use of charts, figures, tables, etc.
- Literature review and giving proper credit
- Correct procedure for biographical entries

Evaluation of the Course:

The participants indicated a great deal of satisfaction with the overall make-up of the course. A major improvement from Session I was the venue (The Serena Hotel at Faisalabad, January 5-14, 1991). The site was an excellent setting for a healthy learning environment as well as an enjoyable place in which to relax after class. Basically, the participants giving oral reports (needs assessment reports) were well prepared. They utilized good teaching methods in addition to being equipped with good transparencies and handouts. Good explanations of the findings were provided to those asking questions concerning the information presented. Several participants specifically followed the outline of the short-term training model in their presentations. After correcting the abstracts and training assignment proposals, they were handed back to the participants and Dr. Littlefield explained the corrections and suggested improvements.

The review of Session I concerning needs assessment, principles of adult education, teaching methods and Maslows Hierarchy of Needs brought a lengthy discussion by all participants as to what they were finding at their local institutions and the approaches which they were utilizing to establish training functions.

Despite the fact that the session had to be cut short due to the Gulf crisis, it is the opinion of the trainers that the course, field trips and assignments were well done and were up to the expectations of the participants.

In addition the participants should be commended for their efforts in carrying out the responsibility of planning and conducting session II as well as emphasizing specific areas of interest in the upcoming Session III. Specifically in Session II, the participants planned and conducted the inauguration and inaugural festivities as well as the instructional program for the hands-on-operation of video equipment, the field trips and tour of Nishat Cotton Textile Plant, the Textile Engineering College and Ayub Agricultural Research Institute.

Dr. Ozair Chaudhry, Tariq Hassan and Javed Naseem are to be commended for their work in planning and coordinating travel, facilities, meals, and other arrangements with the Serena Hotel in Faisalabad. Mohammad Saeed (AARI) and Mohammad Akhtar (UAF), are also to be commended for their leadership in assisting the group in coordinating and directing the inauguration and field trip activities.

Recommendations for the Final Session:

Basically the recommendations from Session I remain appropriate and are important for any training activity. However, in the light of recent developments and the resultant brevity of Session II due to the Gulf crisis, the following recommendations are added:

1. Extend the U.S. portion of the training program to five weeks beginning June 24 and terminating August 3. This allows accommodation for the left out portion of Session II.
2. All participants participate in all U.S. training sessions and all participants adhere to training schedules regarding time and location as well as meal, functions, evening and week-end activities, etc.
3. The major emphasis of the five week training session in the U.S. will be as follows: 1) a visit to the USDA Experiment Station at Beltsville, Maryland, with emphasis on on-going research and training activities; 2) attendance at a Grant and Proposal Writing Workshop for Project Funding at Winrock's International Headquarters at Morrilton, Arkansas; 3) development by the participants of a five-year short-term training program for their respective ARI's and Agricultural Universities; 4) study tours and direct observation of adult training programs currently in progress at Area Vocational School Adult Education Program, Cooperative Extension, Extension Field Days, OSU Training Program, as well as Industry and Federal agencies, etc.; 5) an on-site visit to a U.S. farming operation and a county extension office; 6) tour of privately funded experiment stations of foundations as well as university research facilities; and 7) development of computer skills in utilizing graphics and word processing.

List of Training Coordinators in Attendance:
Session II, January 5-20, 1991

1. National Agricultural Research Center, Islamabad - Ozair Chaudhry
2. National Agricultural Research Center, Islamabad - Tariq Hassan
3. National Agricultural Research Center, Islamabad - Javed Naseem
4. Arid Zone Research Institute, Quetta - Bilal A. Chaudhry
5. Livestock Development Project, Quetta - Taj M. Hassni
6. Agricultural Research Institute, Sariab, Quetta - M. Ismail
7. Agricultural Research Institute, Tandojam - S. Nankani
8. Sindh Agriculture University, Tandojam - Y. Memon
9. Sindh Agriculture University, Tandojam - F. K. Rajput
10. Sindh Agriculture University, Tandojam - S. S. Bukhari
11. Rice Research Institute, Dokri - A. Bhutto
12. Agricultural Research Institute, Tarnab - I. H. Khalil
13. Nuclear Institute for Food and Agriculture, Tarnab - Fazal Mahmood
14. Cereal Crops Research Institute, Pirsabak, Newshehra - M. Saleem
15. University of Agriculture, Faisalabad - Muhammad Akhtar
16. Ayub Agricultural Research Institute, Faisalabad - M. Saeed
17. Livestock Production and Research Institute, Bahadurnagar, Okara,
- M. Aslam Awan
18. Fodder Research Institute, Sargodha - Anwar Hussain
19. Regional Agricultural Institute, Bahawalpur - Abdul Majid

**Principles and Techniques of Continuing
Adult Education**

Faisalabad & Islamabad

Subjects Covered

INSTRUCTORS

Dr. James D. White
Associate Professor of
Agricultural Education

Dr. Larry J. Littlefield
Professor of
Plant Pathology

OKLAHOMA STATE UNIVERSITY

Course Overview

Review (High Points of Session I)
Needs Assessment
Teaching Adult Learners
Program Planning
Practical Photography
Effective Seminar Presentation
Introduction to AV Equipments
Study Tour and Field Trip of Cotton
Textile Industry
Evaluation of Abstracts and
Proposals
Presentation and Evaluation of
Needs Assessment Projects
Study tour and Field Trip to
Faisalabad Agricultural
University and Ayub
Agricultural Research
Institute
Technical Writing Course conducted at
the National Academy of Higher
Education, Islamabad