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RE014

PEACE CORPS



**A
CATALOGUE
OF
MANUALS
REPRINTS
CASE STUDIES
AND
RESOURCE PACKETS**

**INFORMATION COLLECTION
AND
EXCHANGE
1985**

An introduction to ICE and publications available from this office

The office of Information Collection and Exchange (ICE) is the central technical information resource for Peace Corps programs in all appropriate technology areas. ICE's role is to support programs in the field with the most relevant, up-to-date technical materials available.

Much of this information has been generated in Peace Corps' 20 years of experience in development work at the community level. Thus ICE serves as a means of collecting the best results of Peace Corps programs in the field and sharing them both with Volunteers and staff and with others working in development outside the agency.

The ICE staff works closely with the office of Training and Program Support (OTAPS) and an expanding network of contacts in other organizations to develop new manuals and reprints based on their grassroots experience and to identify publications from other sources that best meet field program needs.

This catalogue represents over 80 manuals, reprints, packets and case studies that have been published by ICE to answer the technical needs of the field. Single review copies of these publications are available through the ICE office to non Peace Corps requestors working in development agencies and to host country counter-parts and research libraries. Additional copies are available from other distributors whose addresses are listed on the last page. Page two lists the symbols which identify outside distributors.

As these documents are U.S. Government publications in the public domain they may be reprinted or photocopied without prior written permission. We ask only that these documents be shared widely so as to expand the network of resources available to development workers worldwide.

The technical information compiled here has been made possible through the generous efforts and insights of Volunteers and development workers throughout the Third World. Any contributions to this ICE networking effort would be greatly appreciated.

Please use the following address when requesting materials:

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The following symbols represent distributors outside Peace Corps. One or more of these symbols will be found in the annotations of those publications stocked and sold by these distributors.

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APPROPRIATE TECHNOLOGIES FOR DEVELOPMENT
INFORMATION COLLECTION & EXCHANGE PUBLICATIONS

Part I
MANUAL SERIES

Based on Peace Corps' field experience in selected technical areas, the volumes in the Manual Series present complete "how-to" information from initial project planning in the community setting to project implementation using appropriate methods and locally available resources. ICE Manuals are written in a format and language appropriate for field workers without specialized technical training.

All titles are available free of charge to Peace Corps Volunteers, staff, host country counterparts, university libraries, and development agencies through ICE. Many ICE Manuals are available for sale to others outside of the Peace Corps community, as indicated for each title. Distributors' addresses are listed on the last page.

Manual
Number

- M1A Freshwater Fisheries: Program Planning. Designed for policy-makers, program planners, trainers, and coordinators, who are considering the potential contribution of freshwater fish pond projects. Topics include feasibility surveys, Peace Corps' involvement in a number of fish culture programs, task analyses, recruitment and evaluation criteria. 1977. 72pp. + # * ED243648
- M1B Freshwater Fish Pond Culture and Management. A guide to planning, constructing and maintaining small-scale fish pond operations, with information on selecting warmwater fish, fish diseases and fish preservation. Produced as a joint project with VITA. Copyrighted by VITA. 1976. 191pp. # @ * ED242565
- M2 Small Farm Grain Storage. A practical field manual covering aspects of small-scale grain storage, including plans for grain dryers and storage facilities, and techniques for controlling insects and rodents. Produced as a joint project with VITA. Copyrighted by VITA. 1976. 560pp. @ * ED241766
- M2B Programming and Training for Small Farm Grain Storage. Designed for use by Peace Corps agriculture programmers, trainers and Volunteers as they plan projects and develop skill training programs. 1978. 110pp.
- M3A Resources for Development. Describes the role of the development worker, types of resources, how to design a project, guidelines for choosing appropriate resources and basic steps in obtaining resources. Includes listings of U.S. and international organizations and periodicals which provide useful information and support for field workers in developing countries. Revised and up-dated version of former ICE Manual M3, Resources for Development: Organizations and Publications. 1981. 202pp. * ED241768

- M4 The Photonovel: A Tool for Development. Outlines a step-by-step preparation process for creating this visual teaching tool, plus sample photonovel on sanitation. 1976. 105pp. +
- M5 Reforestation in Arid Lands. Provides guidelines for planning and carrying out a reforestation project from nursery to planting site, with extensive appendices on the trees, soil, climate and vegetation of sub-Saharan West Africa. Produced as a joint project with VITA. Copyrighted by VITA. 1977. 248pp. @ * ED242563
- M5A Reboisement des Terres Arides. French version of M5. Copyrighted by VITA. 1980. 234pp. @
- M6 Self-Help Construction of 1-Story Buildings. Designed for field workers with little or no construction experience. Assists families or communities in planning, designing and constructing one-story buildings (schools, health clinics, homes, etc.) using locally available materials. 1977. 235pp. + * ED241769
- M7 Teaching Conservation in Developing Nations. Provides development workers with ideas, project possibilities and resources for incorporating conservation education into their day-to-day community activities. Produced in conjunction with the National Audubon Society. 1977. 251pp. + * ED153838
- M8 * Community Health Education in Developing Countries. Provides an assessment outline, project planning guidelines and suggested health education methods, including visual aids. Identifies common community health problems with recommended solutions. Copyrighted by American Public Health Association, Inc. 1978. 209pp. + * ED243819
- M9 Wells Construction: Hand Dug and Hand Drilled. Designed as a working and teaching tool for development workers in their field activities. Brings together the principles of wells construction and the practical techniques currently being used and tested around the world. 1980. 284pp. * ED241770
- M10 Preserving Food by Drying: A Math-Science Teaching Manual. A step-by-step experiential approach to learning the scientific principles of solar food drying. The lessons teach construction and use of home food dryers as students are introduced to principles of conduction, evaporation, nutrition, etc. 1980. 150pp. # * ED242558
- M11 Practical Poultry Raising. Contains basic instruction on poultry raising, management and marketing. Also includes information for experienced poultry workers on cultural considerations and additional resources. 1981. 225pp. T * ED241771
- M12 Animal Traction. An illustrated manual instructing extension workers and local farmers in the use of draft animals. Includes fundamental information on animal selection, training, hitches and health, as well as animal-drawn equipment, farm planning assistance and extension techniques. Also provides instruction forms, a glossary and a list of resources for more specific information. 1981. 244pp. P T * ED241772
- * The U.S. Government and its officers, agents, and employees acting within the scope of their official duties are granted permission to reproduce or translate this manual without payment or royalty and to authorize others so to do.

- M13 Traditional Field Crops. Suggests improvement methods to increase small farmer yields of six crops traditionally grown by farmers in developing countries--maize, millet, sorghum, peanuts, beans and cowpeas. Emphasis is on simple methods to improve traditional growing practices among small farmers, with specific up-to-date information on reference crop culture requirements, diseases and pests. Extension techniques and the work of international research organizations for the reference crops are also discussed. 1981. 386pp. T * ED241773
- M14 Guidelines for Management Consulting Programs for Small-Scale Enterprise. Offers programmatic and technical guidelines designed to assist program planners and management consultants working with small-scale entrepreneurs in developing countries. Primary focus is on management assistance to small, owner-operated industrial firms. Includes discussion of applied techniques, how to organize and teach a seminar to SSE personnel, and advice for consulting on specific SSE-related problems. Appendices provide seminar audio-visual materials, classroom handouts and case studies, as well as forms useful in planning and executing a consultancy. Also included are an extensive annotated bibliography and directories of sources of additional information for the SSE consultant. 1981. 212pp. * ED241774
- M17 Small Scale Beekeeping. An overview of beekeeping and its possibilities as a tool for development. Includes basics of beekeeping, project planning, management schemes, disease control, and a hard-to-find guide to intermediate technology beekeeping systems and methods. 1982. 212pp. # * ED241775
- M18 The Agricultural Extension Manual. A how-to manual covering techniques of extension work and community organization. Written for extension workers. Promotes recommended agricultural practises, training of counterparts and a host of other related topics. 1983. 309 pp. * ED241776
- M20 Audio-Visual Communication Handbook. Designed to help PCVs plan, produce and use instructional materials in the classroom and the community. Emphasizes locally produced materials. Provides examples of and methods for producing and using a variety of audiovisual aids, including flip-charts, filmstrips, puppets and silkscreen.
- M21 Peace Corps Literacy Handbook. Provides an introduction to literacy work for volunteers and other development workers involved in either large or small-scale literacy development programs. Gives straight forward information on planning and preparing for literacy work; offers guidance on program and materials development; and suggests strategies for evaluating and improving programs. Focuses on three specific literacy strategies and contains ideas for and examples of learning activities. Includes several case studies, an annotated bibliography and suggestions for continuing and expanding a literacy program. 1984. 175 pp.

REPRINT SERIES

ICE Reprints are technical monographs selected from Information Collection & Exchange's Resource Center materials on the basis of potential wide usefulness in the field. They are published without re-editing or retyping, and users are expected to adapt techniques to local conditions and needs. Reprints frequently serve as primary resources in developing country-specific publications.

All titles are available free of charge to Peace Corps Volunteers, staff, host country counterparts, university libraries, and development agencies through ICE. Many ICE Reprints are available for sale to others outside of the Peace Corps community, as indicated for each title. Distributors' addresses are listed on the last page.

Reprint Number

- R1 Health Education: A Study Unit on Fecal-Borne Disease and Parasites. (PC/Philippines). Provides instructors with materials for teaching students how an individual's habits affect and determine his or her health. Materials for oral presentation include an explanation of the process of digestion, the digestive system and fecal-borne diseases. 1976. 50pp. +
- R2 Visual Aids. (PC/Medical Program Division). Provides various examples of visual aid media including flashcards, pamphlets, posters, flannelgraphs, silkscreen printing, movies, photographs, blackboards, bulletin boards, puppets and slides. Each visual aid includes not only suggestions for ensuring maximum effective usage but also for obtaining or developing materials locally. 1976. 21pp. +
- R3 Aids for Health and Home Extension Volunteers. A reprint of former R3, Health Training Resource Material for Peace Corps Volunteers. Contains material on the cultural and environmental aspects of health and sanitation, as well as "how-to" information on community and school health education projects. 1952. 313pp. * ED243820
- R4 Agricultural Mathematics for Peace Corps Volunteers. Practical guide for solving field problems which require mathematical calculations, with review materials; frequently used mathematical reference tables; problems related to water and irrigation, construction, land leveling and crop production and agricultural machinery; and general agricultural information. 1968. 96pp. + * ED242551
- R5 Small Scale Irrigation Systems. (Development and Resources Corp.) Basic irrigation principles and techniques, primarily in relation to soil, plants and water. Presented in relatively non-technical language with illustrations and charts. Topics include irrigation principles, water measurement, irrigation, water control, drainage, irrigation planning, with additional information on crop production problems and irrigation implements. 1969. 112pp. + * ED242880
- R6 Crop Production Handbook. (Development and Resources Corp.) Provides explanations, illustrations and charts of soil, plant and water relationships as they affect crop production. Entomology and insect control, cereal crops, pulse crops, sugar, fiber crops, and oil crops are also included. 1969. 147pp. T * ED241777

- R8 Soils, Crops and Fertilizer Use. (PC Training Center/Puerto Rico). Designed to give Volunteers the technical information about fertilizer use necessary for effective agricultural education programs. Concentrates on such topics as soils, different kinds of fertilizers, understanding and determining fertilizer needs, and using fertilizers. 1969. 103pp. + * ED241778
- R9 A glossary of Agriculture Terms: Spanish/English, English/Spanish. (American Language Center, American University, Washington, D.C.). Terms frequently used by agriculturalists. 1960. 107pp. +
- R12 An Expanded Collection of Language Informant Techniques. (PC/Regional Training Resource Office/Senegal). Presents practical "how-to" techniques, as well as a useful outline for an overall learning plan for continued language learning in the field without instructors. 1975. 53pp. + * ED144380
- R13 Tales of Wisdom in Folly: A Course in Controlled Composition. (PC/Afghanistan). Collection of the fables of Mullah Nasrudin with increasingly difficult structures, text, language, vocabulary and assignments at the end of each story to improve students' English composition skills. 1976. 43pp. + * ED144381
- R14 Guidelines for Development of a Home Industry. (PC/Ethiopia). Easily understandable, illustrated guidelines useful in considering marketing, production, training and recordkeeping for home industry projects. Sample instructions for some of the activities of the Ethiopia Volunteer Rehabilitation Project are also included. 1976. 59pp. + * ED242879
- R15 L'Utilisation du Silo-Fosse et des Lecons Techniques. (PC/Mali/Chad). Uses and construction of pit silos for storing silage, with lessons suitable for teaching extension workers about ensilage and pit silos. (French) 1976. 41pp. +
- R15A Utilization and Construction of Pit Silos. (PC/Mali/Chad). Provides background information on ensilage crops, harvesting and preservation, followed by instructions for construction of pit silos. A Peace Corps pit silo project in Mali is also evaluated. 1976. 41pp. +
- R16 Combatting Hansen's Disease. (PC/Korea). Illustrated presentation of technical information on physiology and immunology, epidemiological-clinico-pathological and public health perspectives. Also includes PC/Korea experience establishing and implementing a leprosy program. 1976. 361pp. +
- R17 Glossary of Environmental Terms: Spanish/English, English/Spanish. (PC/Latin America Region). Terms used for discussion and work related to the environment. 1976. 202pp. +
- R18 Manual Didactico: Huertos Escolares y Nutricion. (PC/Guatemala). Prepared for Guatemalan nutrition teachers in rural areas, with information on nutrition and materials for planning and implementing school garden programs related to nutrition education. +

- R19 Stimulation Activities: Age Birth to Five Years. A handbook of stimulation activities to encourage a child's physical and mental development from birth to age five. Emphasizes the making of low-cost, easily available developmental tools, and gives advice on how to carry out various activities.
- R20 Teaching Reading and Creative Writing: A Language Experience Approach. (PC/Belize). Method and complete illustrative materials for teaching reading and writing in adult literacy and TEFL/TESL classes, as well as in elementary school classes. 1977. 111pp. +
- R21 Conseils de Sante a la Famille Africaine. (PC/Togo). Illustrated manual in simple French which provides material for teaching about pregnancy and child-birth, infant nutrition and basic health precautions, with recipes for infants' meals. 1977. 126pp. +
- R23 Contabilidad para la Micro Empresa: Manual de Ensenanza. (PC/Colombia). A teaching manual for small business accounting. (Spanish) 1977. 105pp. + * ED241780
- R23A Accounting for the Micro-Business: A Teaching Manual. English version of R23. 1976. 76pp. + * ED241779
- R24 Strings 'n' Things: A Teaching Manual for the Blind. (PC/Colombia). A guide to teaching macrame for those with little or no experience in working with the blind. 1977. 32pp. + * ED215465
- R25 Intensive Vegetable Gardening for Profit and Self-Sufficiency. (PC/Jamaica). Provides step-by-step guidelines for cultivating vegetables under many agricultural and climatic conditions, organically or with chemical fertilizers. 1978. 159pp. +
- R26 Resources for TESOL Teaching. (Peace Corps). Compilation of techniques for teaching English to speakers of other languages; includes pronunciation, grammar, linguistic information, verb list, rules, etc. 1978. 211pp. + * ED171119
- R27 Health and Sanitation Lessons (Africa). (PC/Niger/Gambia). This is the English translation of R27a, Fiches D'Education Sanitaire, French-language materials developed in Niger and updated for use in The Gambia. It describes presentation techniques and outlines step-by-step health presentations, nearly all directed toward women with children. 1979. 94pp. * ED243818
- R27A Fiches D'Education Sanitaire. Adapted by PC/Niger from R21, Conseils de Sante a la Famille Africaine, which was originally produced by PC/Togo. 1971. 160pp.
- R27B Health and Sanitation Lessons (Africa): Visual Aids. This set of illustrations is intended as an example to assist with the development of health aids for local use. It can accompany either R27 or R27A. 80pp.
- R28 A Glossary of Agricultural Terms: English/French, French/English. (American Language Center, American University, Washington, D.C.). Practical vocabulary for agriculturalists in French-speaking areas. 1979. 59pp. + * ED148159

- R29 Water Purification, Distribution and Sewage Disposai. (VITA) Designed both as a field reference and an instructor's manual for technical training in water sanitation for rural communities. 1969. 243pp. * ED243656
- R31 Orchard Management. (Development and Resources Corp.) Prepared as a training resource. Brief discussion of soils, botany, insects and disease, fruit and nut propagation and grafting. Curricula and experiments included to teach photosynthesis, plant reproduction and transpiration. 1969. 108pp. * ED242882
- R32 Lesson Plans for Beekeeping. (PC/Philippines). Step-by-step procedures and basic technical information for starting small-scale beekeeping projects. 1978. 62pp. + # * ED241781
- R33 Bamboo as a Building Material. (USDA, Foreign Agricultural Service). The suitability of bamboo is discussed and presented in diagrams and pictures. Lists the best species and their geographic distribution. 1953. 52pp. + * ED242878
- R34 Handbook for Building Homes of Earth. (HUD, Office of International Affairs). Techniques of soil mechanics used in building construction are presented in step-by-step processes. Kinds of soils, what to expect of them, and types of earth construction are analyzed to aid in adaptation to local climate and use of available materials. 159pp. + * ED242877
- R35 How to Make Tools. (Peace Corps). A manual for making rudimentary tools from locally available materials. Tools include saws, hammers, screwdrivers and weights. Also included is a section on working with tin. 1980. 51pp.
- R36 Remote Areas Development Manual. (Community Development Counselling Service, Inc.). A useful guide to assessing community needs and developing self-help projects to meet those needs. Many designs for equipment. Useful techniques for homecrafts (e.g. candlemaking, dyeing, etc.). Special emphasis on agronomy , horticulture, animal husbandry and home industries. Covers most of the subjects in VITA's Village Technology Handbook. 1964. 546pp. * ED242881
- R37 Primary School Arts and Crafts. (Peace Corps). A step-by-step lesson plan manual for primary school teachers with little or no training in arts and crafts. Designed to help children develop creativity and manual dexterity. 1969. 137pp.
- R38 A Manual on Soil and Water Conservation. (U.S. Department of Agriculture, Soil Conservation Service, Agriculture Handbook, No.61). A basic handbook for professional agricultural workers, covering soil erosion, land capability, terracing, stripcropping pasture and rangeland improvement, irrigation techniques, farm drainage, and other related areas. Contains many photographs and illustrations. 1954. 208pp.
- R39 Homemaking Handbook. (USDA Extension Service; AID). Contains information on how to organize a community-level home extension program with reference to various teaching methods and aids. Subject areas include nutrition, child care, health and housekeeping. 1971. 237pp.

- R40 Rice Production. (PC/Sierra Leone). A step-by-step training manual describing irrigated rice production in Sierra Leone. Developed for PCVs without formal training in agriculture. Provides simplified technical explanations on seed selection, fertilizers, pesticides and harvesting. 1980. 107pp. * ED241782
- R41 A Complete Handbook on Backyard and Commercial Rabbit Production. (CARE/Philippines). Covers all aspects of rabbit raising, with particular attention to the environmental conditions of tropical climates. Techniques for use of by-products such as manure and hides and meat recipes are also included. Contains many illustrations and photographs. 93pp. * ED241783
- R42 Child Nutrition in Developing Countries, (Derrick B. Jelliffe, M.D.) Designed to provide background information on malnutrition and related diseases. Written as a handbook so that non-technical workers might recognize the significance of malnutrition, its symptoms and how to use locally-appropriate preventive and curative measures. 1983 200 pp.
- R43 Manual de Salud. (PC/Paraguay). Spanish only. A manual for training primary health care workers. Discusses first aid, including treatment for shock, convulsions, choking, and fever and administration of artificial respiration. Describes common illnesses including diarrhea and dehydration and bronchitis and their treatment. Stresses the relationship between sanitation and health. Includes a guide for nutrition, discussing basic nutrition as well as specific problems in Paraguay. 1983. 160 pp.
- R44A Systematic Project Design: A Handbook for Volunteers. (Center for Educational Development in Health, Boston, Massachusetts). This guidebook describes the steps and procedures in planning, implementing and evaluating projects. 1980. 174pp. * ED242867
- R44B Also available in Spanish: Diseno Sistemático De Proyectos: Manual Para Voluntarios. Describes how to plan, implement, and evaluate health projects, with easy to follow methodology and a selective bibliography of how-to manuals in social service program areas. Provides outlines of useful forms and checklists. The health project design format presented could also be used with other types of projects. * ED242868
- R45 Volunteer Notes on Reforestation (formerly Niger Forestry Conference) Compiled by Steve Seedfeldt. Covers the 1978 Peace Corps Forestry Conference in Niamey, Niger, and reproduces several reports of forestry Volunteers who worked in Niger, Chad, and Upper Volta. Also includes selected reports prepared for the 1977 Niger conference. 1979. * ED242564
- R46 Vocational Education Manual (Peace Corps/Tunisia). By Howard Opper. Based on the Peace Corps/Tunisia Vocational Education Program, with specifics on the preparation of Volunteers for their assignments. Though based on the Tunisian effort, it may be useful for other countries with technical school programs and for those creating new programs or redirecting existing ones. Covers teaching skills; school procedures; programs for metals, wood-working, plumbing-heating; and auto mechanics. References to French terms. 1979. 230pp. * ED241784

- R47 Grazing and Rangeland Development for Livestock Production (Agriculture Technology for Developing Countries). (AID). Three technical papers from AID's Agriculture Technology for Development series, covering basic rangeland management, leucaena leucocephala as livestock feed and combined crop/livestock farming systems in the tropics and subtropics. Illustrated with charts, maps, and photographs. Lists sources of seed for tropical legumes. * ED241785
- R49 The Role of the Peace Corps in Education in Developing Countries, (Peace Corps Office of Planning and Evaluation). Provides a general overview and historical perspective of the role played by the Peace Corps education sector in developing countries. Discusses the role of education in development. Describes current PC policy on education and gives future policy recommendations. Also reviews current education programs by sector and by country. 1981. 258 pp.
- R50 Science Teacher's Handbook, (PC/India). Written by Peace Corps Volunteers serving as science teachers/teacher trainers in India. Suggests activities and designs to help science teachers to improvise or build pieces of laboratory apparatus and make instruction effective and interesting. Includes chapters on investigation, demonstration, science clubs and laboratory techniques. 1968. 308 pp.
- R52 Education Sanitaire: Cours Elementaire et Cours Moyen. (Ministere de l'Education Nationale, Togo). A collection of health lesson plans for the instruction of elementary and junior secondary school children. Deals with such topics as latrines, cleanliness, general hygiene, microbes and drinking water. Each lesson plan provides motivational topics, materials needed, lesson outlines and questions for review. 1974. 122 pp.

TRAINING

Integrated Training System

- TR05 * Third World Women: Understanding Their Role In Development. A Training Resource Manual, Core Curriculum Resource Materials, prepared by Evangelina Holvino & Dan Edwards. Highlights issues of Third World Women in PC development projects; intended for both male and female PCVs in all programs. Focus is on the impact of development on women in the context of local cultural setting. Training sessions are sequential, whether given as a block or integrated throughout a pre-service training program. Contains five sessions. Requires experienced trainer. * ED241787
- TR06 * The Role of the Volunteer in Development, Core Curriculum Resource Materials, prepared by Dan Edwards & Jim McCaffery. Contains ten structured training sessions for a total of 27 hours and 45 minutes of sequential session designs. Intended for a comprehensive, integrated pre-service training program. Sessions cover assumptions in development work, problem analysis, dealing with information, Volunteer work styles, helping skills, problem solving, project management, and planning and community entry. Six sessions to be interspersed in first six to eight weeks of training; four sessions to be given in a block at the end of training in a "development work conference." Requires experienced trainer. * ED241788
- TR07 Cross-Cultural Training for PCVs, Core Curriculum Resource materials, prepared by Dan Edwards & Jim McCaffery. Contains eleven structured training sessions for a total of 20 hours of sequential session designs. Intended for a comprehensive, integrated pre-service training program. Sessions approach cross-cultural training from a skill-training as opposed to information based approach to cross-cultural training. Materials cover transition from U.S. to country of assignment, entry and fluency skills, communication skills, and information gathering and resource skills. Materials are integrated with other Core Curriculum manuals and follow-up staging models. Requires experienced trainer. * ED241786
- TRO4 * Close-of-Service Workshop: Trainers Guidelines and Workshop Materials, Core Curriculum Resource Materials, prepared by Bo Razak, Office of Program Development, Peace Corps. Field-tested program for three-day workshop scheduled two to three months prior to termination date. Highly structured; many lessons and exercises are interdependent. Concerned with review of the Volunteer experience, appropriate leave-taking and closure, resume writing and career planning, and issues of re-entry to the U.S. 1981. 172 pp. * ED241790
- T23 Personal Health Training Manual, by Gregory Miles, Wilbur Hoff, et al., Office of Program Development, Peace Corps. Presents a series of training sessions dealing with basic health concepts and practices. Designed to be used by PCMOs and trainers to help Peace Corps trainees acquire the skills and motivation necessary to keep themselves healthy in a new environment and when possible, to promote "positive health" in the host country. Contains six sessions on Volunteer personal health that can be interspersed throughout pre-service training; four sessions on health promotion that can be in a block during pre-service or in-service. 1982. * ED243821

* Please note these manuals are currently being revised. New versions will be available the latter part of FY85.

Integrated Training System (cont'd)

- T1 An Integrated Training System: Policy and Plans. Office of Training and Program Support, Peace Corps. States the Peace Corps philosophy and goals of training, and the agency's training policies. Describes the initial steps toward implementation and the current status of training. 1983.
- T2 Standards for Peace Corps Trainings. Office of Training and Program Support, Peace Corps. Covers all aspects of the trainer's role in Volunteer training. Includes the preparation required of the trainer, delegation of responsibilities, content of training, trainee assessment and trainer evaluation. 1983.
- T3 Personal Safety in Cross-Cultural Transition, Training Division, Office of Training and Program Support, Peace Corps. Contains both pre-departure and incountry session plans which help trainees focus on personal safety issues, including rape. Includes a one-and-a-half day Volunteer Workshop on handling different situations and peer counseling. 1984. 174 pp.
- T12 A Trainer's Resource Guide. Office of Program Development. Designed to give trainers an equal level of knowledge about Peace Corps training philosophy, its goals and expectations, and training skills required by Peace Corps. Intended as a resource for planning, preparing and conducting a responsive training program. Includes a pre-training checklist, a sample training plan and a sample training report. 1983. 189 pp.
- T15 A Trainer's Guide to Andragogy, by John D. Ingalls. Gives an overview of a process for adult learning including identifying needs, developing objectives and designing and conducting adult learning activities. Discusses the role of the trainer, and provides guidelines for conducting a five-day trainer's workshop in andragogy. Includes sample designs for developing process skills and conducting an organizational development program. 1973. 241 pp. (ICE Reprint, 1984)

Technical Training Manuals

Agriculture

- TR26- Agricultural Development Workers' Training
TR29 Manual, by A.L. Nellum and Associates., Inc.,
Office of Program Development, Peace Corps.
Comprehensive guide for planning, designing and implementing pre-service agricultural training for generalists and other Volunteers. Developed as a resource for tailoring agricultural training programs of varying lengths and technical emphases to country-specific needs. Four-volume manual consists of: detailed guidelines for training preparation; sample designs for intensive six- and twelve-week programs; individual sessions; accompanying technical guidelines and handouts. 1982. *

Volume I: Orientation for Trainers ED242883
Volume II: Extension Skills ED242884
Volume III: Crops ED242885
Volume IV: Small Livestock ED242886

- TR29 A Manual for Trainers of Small-Scale Beekeeping
Development Workers, by CHP International. Guide for planning, designing and implementing pre-service and in-service beekeeping skill training. Includes sample training designs; guidelines for training preparation; detailed sessions and handouts; follow-up questionnaire and recommendations for evaluation. Manual covers basic bee management and biology and construction of intermediate technology hives, swarm boxes, honey extractors, etc. 1983. * ED242921

AT/Energy

- T28 Appropriate Community Technology: A Training Manual, by the Farallones Institute and CHP International, Inc. Presents detailed session designs for training of development workers in the following technical areas: earthen construction and fuel-saving cookstoves, pedal/treadle power, solar water heaters, solar agricultural dryers, health and nutrition, and the role of the Volunteer and development. 1982.
- T26 Hydrants: A Training Manual, Perennial Energy, Inc. Presents detailed session designs and handouts for training development workers in hydraulic ram technology. 1981.
- T21 Basic Techniques of Blacksmithing, by the Farallones Institute and CHP International, Inc. Presents detailed session designs and handouts for a one-week training program in the development of skills and techniques related to basic blacksmithing and the production of simple agricultural tools. 1983. * ED241755
- T20 Improved Food Drying and Storage Training Manual, CHP International, Inc. Presents detailed session designs and handouts for a two-week or one-week training program in food preservation. Drying and storage techniques for grains, fruits, vegetables and fish are addressed. 1982

AT/Energy (cont'd)

- T22 Small-Scale Charcoal Making: A Manual for Trainers, by the Farallones Institute and CHP International, Inc. Presents detailed session designs and handouts for a one-week training program in improved charcoal production techniques. 1982. * ED243687
- T13 Small Scale Irrigation Systems: A Training Manual, by Development Planning and Research Associates, Inc. Designed for a two week in-service training program, gives PCVs a basic understanding of irrigation principles and the skills involved. Does not expect any prior knowledge of irrigation. Specific time allotments are included in each day's schedule. 1983. 82 pp.
- T17 Solar and Energy Conserving Food Technologies: A Training Manual, by Judith Elliot and Laura Goldman. Designed to help plan and implement in-service trainings in solar and other energy conserving food technologies. Focuses on design, construction and use of solar dryers for fruits, vegetables, meat, fish and herbs, along with fireless cookery. Emphasizes integrating technical and non-technical information.
- T27 Rural Energy Survey and Profiles: Senegal, A Training Manual, Energy Sector, Office of Training and Program Support, Peace Corps. Part one describes a survey undertaken as part of a renewable energy program by the Peace Corps. Aimed at assisting developing countries in identifying energy needs in rural areas and implementing alternative, renewable energy projects at the community level. Survey designed to obtain detailed information about energy resources in rural villages, combining social, cultural and economic issues. Part two provides detailed energy use information for several Senegalese villages included in the survey. 1982. 181 pp.
- T25 Wind Systems for Pumping Water: A Training Manual, prepared by Willis Eschenbach in collaboration with Domestic Technology International, Inc. and Denver Research Institute. Contains information on design and construction of wind systems. Divided into 21 training sessions with schedule of activities and approximate time required for each. Includes many illustrations and tables plus descriptive bibliography of other sources. Use with other texts. 1984. 93 pp.

Disaster Preparedness

- T18 Disasters and Development: A Training Module, by INTERACT for the Peace Corps Training Unit, Office of Training and Program Support. Introduces trainees to natural hazards and how natural disasters can affect development. Prepares trainees to make decisions on appropriate actions, integrated with their primary development assignments, that can mitigate the effects of future disasters. States what activities should be carried out but not how to do them, such as how to build a hurricane resistant house or how to run a health surveillance program. Written for pre-service or in-service training. Trainers are strongly encouraged to conduct research and interviews that will enable them to make this training country-specific. 1984. 220 pp.

Fisheries

- T24 Small-Scale Marine Fisheries: An Extension Training Manual, by the Technos Corporation. A 631-page, session-by-session manual for skill-training individuals in marine fisheries extension. Based upon an eight-week stateside training in Puerto Real, Puerto Rico in 1982. Covers out-board and diesel engines, fishing gear and techniques, extension, fish processing, marketing, navigation, boat repair and construction, Peace Corps goals and the role of the PCV, etc. Can be used as is for training general marine fisheries extension workers or as a source of basic self-contained sessions for training people with more narrowly-defined job descriptions. 1983. 631 pp. * ED243658

Forestry

- TR20 Forestry Training Manual: Inter-America Region, by Joan Boardman and Bruce Burwell. Developed for pre-service training in the countries of the Inter-America Region. Lends itself to use with both single- and multi-country training groups. Emphasis is on "hands-on" forest technology for trainees who have already had ten weeks of cross-cultural and language training in the host country. Each of the 64 sessions build on the lessons of the previous session. 1982. 390 pp.
- T14 Forestry Training Manual for Africa Region-U.S. Peace Corps. prepared by George Mahafley, Jacob Fillion and Julius Weeks, Forestry/Natural Resources Sector, Office of Training and Program Support, Peace Corps. Designed to prepare PCVs in forestry for service in Africa. Besides skill building, also includes sessions in communication, cultural awareness, and community development designed to improve interaction skills. 1984. 381 pp.
- T16 Agroforestry In-Service Training, prepared by Jacob Fillion and Julius Weeks, Forestry/Natural Resources Sector, Office of Training and Program Support, Peace Corps. To train counterpart teams of PCVs and HCNs in agroforestry and strengthen their personal working relationship. Recommends guidelines for planning and implementing in-service training. Includes a 6-day training program. 1984. 223 pp.

Health

- TR13 Technical Health Training Manual, Health Sector, Office of Program Development, Peace Corps. A resource to be used by trainers providing pre-service (in-country or stateside) or in-service training to nurses and generalists assigned to community or clinical health projects. Consists of five modules, containing five to six sessions each, in the areas of primary health care; maternal/child health; nutrition; disease control; and health education. Modules build on the generic skills learned in other core curriculum manuals. 1982.
- T11 Health Education Training Model, by Hesperian Foundation. Designed to be used in conjunction with the Peace Corps Technical Health Training Manual to train Community Health Volunteers in health education methods and materials. Sessions are designed to be easily used and integrated in PST and IST trainings. 1983. 72 pp.

Health (cont'd)

- T19 Nutrition Improvement Through Mixed Gardening - A Training Manual, prepared by Paul Sommers for U.S. Agency for International Development and U.S. Peace Corps. Contains training schedule divided into 23 sessions. Includes information on soil management and land preparation, selection of crops and livestock, plant nutrition, and water, pest and weed management. Includes extensive appendix and list of references. Should be used with other texts for reference. 1984. 142 pp.

Motorcycles

- TRO16 The Peace Corps Rider, compiled by Peace Corps/Ghana. A booklet about motorcycle safety and maintenance. An outgrowth of suggestions from Peace Corps Volunteers in West Africa, but also applicable to other areas. Especially useful for training programs. 1975. 42 pp.

Programming

- TR12 Peace Corps Programming System Handbook, Office of Program Development, Peace Corps. Recently revised with extensive field and Washington staff consultation. A comprehensive guide for project identification, management and design. Presents guidelines for planning programs using PCVs, including how to meet PC's paperwork requirements. 1981.
- T12 A Trainer's Resource Guide. Office of Program Development. Designed to give trainers an equal level of knowledge about Peace Corps training philosophy, its goals and expectations, and training skills required by Peace Corps. Intended as a resource for planning, preparing and conducting a responsive training program. Includes a pre-training checklist, a sample training plan and a sample training report. 1983. 189 pp.

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This new series is designed to help document Peace Corps' programming experience in specific project areas. The Case Studies provide historical background of special interest to Peace Corps programmers designing new projects in these fields.

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- CS2 Peace Corps in Special Education and Rehabilitation. Discusses factors influencing the success of special education/rehabilitation programs and suggests models for future efforts. Includes country reviews of programs in Brazil, Colombia, Costa Rica, Ghana, Jamaica, the Philippines and the Seychelles, as well as one-page overviews of special education/rehabilitation activities in all Peace Corps countries, past and present. Also provides alternative programming considerations. 1981. 167pp. * ED214340
- CS3 Forestry Case Studies. Historical evaluations of eight forestry programs in Morocco, Nepal, the Philippines, Chile, Guatemala, Chad, Liberia and Niger. Includes programming suggestions based on these studies and a list of forestry projects in other Peace Corps countries. 1981. 93pp. * ED243657
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- P8 Audio-Visual/Communications Teaching Aids. Collection of audio-visual teaching aids and communications materials oriented toward the Volunteer working in an extension or non-formal education setting. Includes information on how to make a variety of audio-visual supplies and teaching aids from locally available resources. Also covers the utilization of audio-visual aids to stimulate interest and discussion and to foster better learning and retention of material covered. Includes R2, Visual Aids; please do not order both R2 and this Packet. 1982.

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