

# **INTRODUCTION**

## **0.1 INTRODUCTION TO THE MANUAL**

### **0.1.2. HOW TO USE THE MANUAL AND THE MODULES**

#### **THE SYSTEM OF MODULES**

The objective of the presentation chosen for this Manual, is to provide an expandable and easily adaptable system for the preparation of training and extension courses concerning the improved utilization of draught animal power in developing countries. It is based on training Modules.

The Manual is made up of the Introduction, five Chapters and an Annex including Notes for Instructors on all the training Modules. As a whole, the Manual covers many diverse aspects concerning the potential use of draught animals in agriculture:

#### **Introduction**

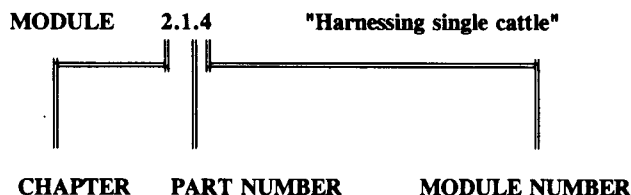
<b>Chapter 1</b>	Selection and care of draught animals
<b>Chapter 2</b>	Harnessing and training
<b>Chapter 3</b>	Seedbed preparation
<b>Chapter 4</b>	Crop husbandry
<b>Chapter 5</b>	Equipment for transport and land forming
<b>Annex</b>	Notes for the Instructors

Each Chapter is subdivided into several Parts according to the topic; these Parts are themselves made up of a variable number of Modules. The Module is in standard format and comprises 4 pages of information, designed to guide the planning and execution of one particular aspect of a training session.

In this first edition of the Manual, only draught oxen and donkeys have been included although it is eventually envisaged that similarly designed Modules will be prepared for other species such as horses, mules, water buffalo and camels.

### NUMBERING SYSTEM FOR THE MODULES

The Module numbering system is illustrated by the following example:



### LENGTH OF THE TRAINING SESSION ENVISAGED PER MODULE

The training session envisaged for each Module is of variable length. For instance, **Module 3.1.1** "Introduction to soil cultivations - Objectives and techniques", is designed to assist an instructor in explaining why soil cultivation is important in agriculture - the taught session is not likely to last more than an hour, although it could be usefully augmented with field demonstrations or local farm visits.

In contrast, **Module 3.3.4** "Methods for making opening furrows", would need at least a full day of instruction and several additional days of practice with a mouldboard plough until the necessary skills could be successfully acquired by the trainee.

At the other extreme, the three Modules contained in Part 2.2 "Training of draught cattle" are expected to provide background training material for a field course lasting over several weeks.

### TARGET GROUPS

The training Modules are primarily aimed at Extension Officers undergoing short-term intensive training. They are also aimed at agricultural technicians preparing for a future career as Extension Officers or Monitors of small farmer groups. The Series should therefore also prove to be of use to Training Organizations.

The Modules could occasionally be reproduced for farmer participants on training courses although normally they will need to be rewritten in local language and with illustrations chosen to give recognisable examples from the immediate local environment.

The text contains only that information considered indispensable to assist the participant to remember the salient points taught during the training session. In this sense they provide notes which should normally be supplemented by the instructor, with information of a more local nature. The opportunity to gain practical experience during the course will be of fundamental importance to ensure its success and can never be replaced by a simple distribution of this Training Manual.

Finally it should be mentioned that the Manual may provide valuable assistance to national and international project managers and field staff during the planning and execution of Draught Animal Power training courses. This is not, however, the target group for whom they are written.

### **EVALUATION OF THE TRAINING MANUAL**

An Evaluation Sheet is presented and fully described in **Module 0.1.4**. An appropriate number of copies of this sheet should be reproduced by photocopying or on a stencil before the course starts. They should then be completed by both the trainees and the training instructors after the termination of each training session using any of the Modules.

The sheet is designed to permit a continuous evaluation and updating of the Modules for the country concerned. They will also facilitate the eventual revision of future editions of the Manual. Summaries of the results, together with any recommendations, corrections and additions to the Modules should be forwarded regularly to FAO, Rome as indicated in **Module 0.1.4**. Should these changes be incorporated into later editions of the Manual, due acknowledgement will of course be given in the text.

### **NOTES FOR THE INSTRUCTORS**

A sheet containing Notes for the Instructors accompanies each Module and is to be found at the end of the Manual. It indicates the objectives of the Module and contains suggestions as to practical exercises which could be undertaken by the trainee during the part of the course covered by the Module. At the same time, some of these exercises could be used by the instructor to evaluate the trainee's performance. They are intended as a guide only, the detailed exercises and testing procedure being left for the instructor to organise.

It is most important to measure trainee performance and this may be made more meaningful if an evaluation is carried out both before and after delivery of the Module. Clearly, a good performance on the part of the trainees may indicate that the instruction imparted has been satisfactory. In contrast, consistent and poor performance by the trainees may mean that the instruction procedures should be revised and perhaps reinforced by additional practical work.

### USE OF THE MODULES

It is intended that only a selection of the Modules should be used during particular training courses. These should be chosen according to the animal species and equipment available locally. It may be found convenient to replace some of the illustrations with photographs or sketches of more local relevance and this will be simple, considering the standard format adopted for each Module. Line drawings or good quality, black and white photographs are easiest to photocopy.

The loose-leaf format permits a selection of only those Modules of immediate relevance, which may be handed out to each participant during the course, placing them in a special folder or binder. It would normally be appropriate to add an extra introductory sheet giving details of the particular course and explaining the contents of the folder. This is important as otherwise it would not be clear why all the Modules indicated by the numbering system, have not necessarily been included in the folder.

The Manual is thus seen to be a training aid. It is not a book and it does not constitute the curriculum for classroom teaching. It should only be used to plan and execute courses which are mainly practical in nature, these being carried out under local farming conditions where possible.

### NOTE ON THE FORMAT USED IN THE MANUAL

In order to assist those who wish to undertake modifications to the Modules to better suit local conditions within their area of intervention, the following notes should assist in reproducing the same format and style:

Software:	Wordperfect 5.1
Font:	CG Times 12 Pt (18 Pt used for Chapter title only)
Binding:	1 cm (SHIFT F7, "B" = 1 cm)
Reproduction:	Laser-print onto A4 paper; photocopy in reduced size onto A4 paper