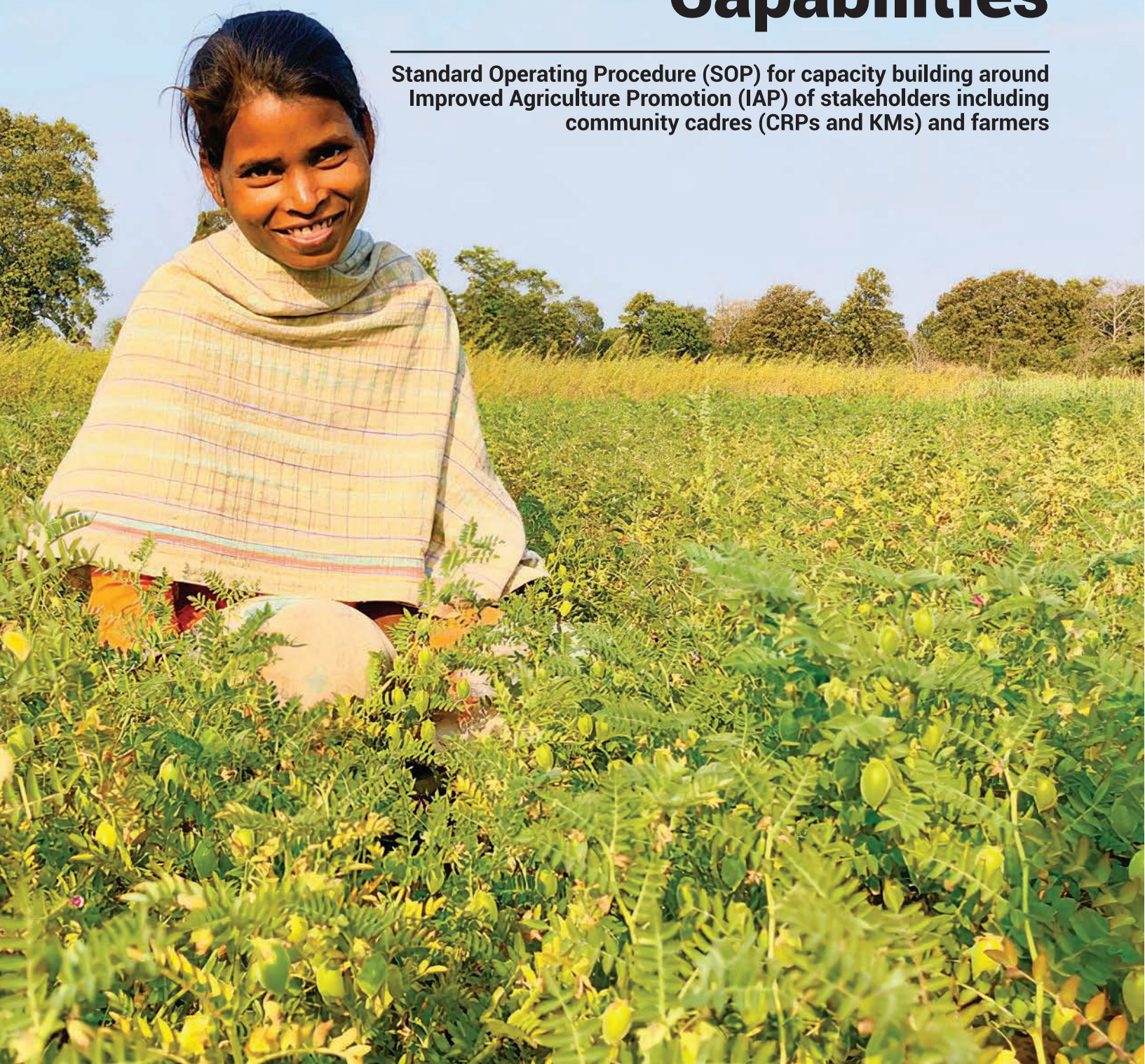
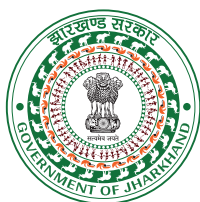


Nurturing Agrarian Capabilities

Standard Operating Procedure (SOP) for capacity building around Improved Agriculture Promotion (IAP) of stakeholders including community cadres (CRPs and KMs) and farmers



Developed and compiled by : PRADAN Development Services, Ranchi, Jharkhand



JTDS

IFAD
Investing in rural people

A Standard Operating Procedures (SOP) is a set of step-by-step instructions compiled by an organization to help practitioners to carry out routine operations.

This Standard Operating Procedures (SOP) meant to give a comprehensive information and sequence of events for capacity building of different stakeholders engaged in promotion of improved agriculture in background of Jharkhand. The document has captured the process and events of capacity building of different stakeholders, who act as a pivotal node in the implementation of agriculture activities of the project. It has detailed description of methodology and modules for different stakeholders' capacity building.

The current SOP is developed and organized in this booklet to refer for capacity building activities for Jharkhand Tribal Empowerment and Livelihood Project (JTELP) under Jharkhand Tribal Development Society (JTDS) by PRADAN Development Services (PDS) as technical support agency (TSA).

The project:

The ***Jharkhand Tribal Empowerment and Livelihoods Project (JTELP)*** supported by IFAD. Besides strengthening community-based institutions and improving natural resource management, the project emphasizes productivity enhancement and up-scaling of proven, market-oriented production activities to break down poverty. The project focuses in 14 Tribal Sub-Plan Districts of Jharkhand. The project is focusing in 32 tribal dominated poverty-stricken Blocks in around 1800 villages.

The overarching goal of JTELP is to improve the living conditions of tribal people in general and Particularly Vulnerable Tribal Groups (PVTGs) in particular. This is sought to be achieved by organising and enabling the communities to adopt sustainable and productive natural resource management regimes, adopt market-oriented production systems and learn the skills and gain the experience of planning and implementing development plans relevant to their villages.

Jharkhand Tribal Development Society (JTDS), Ranchi, Jharkhand

The JTDS, Ranchi has been registered under the Societies Registration Act of 1860, primarily to implement tribal development projects of Government of Jharkhand. The society has a patronage and guidance under the Department of ST, SC, Minority and Backward Class Welfare, Government of Jharkhand. The IFAD funded JTELP in Jharkhand is being implemented by the JTDS, Ranchi. It has one State Project Management Unit (SPMU) and 14 District Project Management Unit (DPMU) in respective project districts.

The JTDS program seeks to develop and implement a replicable model that ensures household food security and improves livelihood opportunities and overall quality of life of the Tribal population based on sustainable and equitable use of natural resources. JTDS has adopted the "community demand driven" approach, based on the concept of P4 (Private-Public-People-Partnership).

PRADAN Development Services (PDS)

PRADAN Development Services (PDS) is a public charitable trust initiated in 2009 by development professionals having years of experience in the sector and leading one of the largest voluntary organisations in India namely Professional Assistance for Development Action (PRADAN), New Delhi.

The primary aims and objectives of PDS being -

- Eliminate poverty through capacity building and education fostering community processes.
- Conduct and promote assignments through research and studies on social and economic development including entrepreneurship development, livelihoods improvement and economic development.
- To identify, promote and facilitate development of various livelihoods which are economically, socially and environmentally sustainable.
- To undertake, aid and assist activities for imparting extension of knowledge in the fields of science and technology, socio-economic development as well as human resource development to foster professionalism and enhance capacity of development sector with a view to improve conditions of the poor.

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ACRONYMS

CRP:	Community Resource Person
DAP:	Di-Ammonium Phosphate
DPMU:	District Project Management Unit
DSR:	Direct Seeded Rice
FYM:	Farm Yard Manure
GSPEC:	Gram Sabha Project Execution Committee
HH:	House Hold
IAP:	Improved Agriculture Promotion
JTDS:	Jharkhand Tribal Development Society
JTELP:	Jharkhand Tribal Empowerment & Livelihoods Project
KM:	Krishak Mitra
MoP:	Muriate of Potash
NGO:	Non-Governmental Organization
PDS:	PRADAN Development Services
PHM:	Post Harvest Management
PoP:	Package of Practices
PPT:	Power Point Tool
PSB:	Phosphate Soluble Bacteria
SGA:	Sub Group Activity
SOP:	Standard Operating Procedure
SPMU:	State Project Management Unit
SSP:	Single Super Phosphate
TP:	Transplanted Paddy
YG:	Youth Group

Introduction

Capacity building or capacity development or capacity strengthening is the improvement in an individual or group, organization's facility (or capability) "to produce, perform or deploy".

Capacity-building is a measurable improvement in an organization's ability to fulfil its mission through a blend of sound management, strong governance, and dedication to assessing and achieving results.

The concept of Robert Katz, includes the following three critical skill set for developing once capabilities. In addition to these three skills sets there is a strong relevance of practising these skill sets to become efficient and effective practitioner.

1. Technical skill
2. Conceptual skill
3. Human/Interpersonal skill

Technical skill

Of the three skill sets identified by Katz, technical skills are the broadest, most easily defined category. A technical skill is defined as a learned capacity in just about in any given field of work, study, or even play. For an example in case of Agriculture, practitioners will have to learn different improved techniques of Agriculture like nursery raising, seed sorting and treatment, Package of Practices (PoP) of various crops, pest management, seed preservation etc.

Conceptual skill

Conceptual skill revolves around generating ideas through creative intuitions and comprehensive understanding of a given context. Conceptual thinking is difficult to define but can generally be considered as the ability to formulate ideas or mental abstractions in the mind. The conceptual skills to be most relevant in broad strategic situation i.e., project mission and objective including competitive dynamics etc. such as developing the understanding of project objective and change perceived.

Human/Interpersonal skill

It often speaks of leading or guiding, people rather than given instructions for every action. Leading people represents a central component of human skills particularly in realm of communication. The practitioners have to learn about various skills to engage with others. S/he acquires desirable skill to communicate effectively in group setting, ability to relate with others, listen others, receive and give feedbacks etc.

All these three skills are intertwined with each other. Technical skills are related to the field, human skills are related to communicating with people and conceptual skills related to setting the vision. So, it is important for the practitioner to acquire all the three skills with equal focus.

Methodology

Methodology is a structured sets of methods, practices, processes and procedures used to attend.

The following methodology will be followed to impart the capacity building requirements.

- (i) **Cascade approach of training:** Cascade is a process whereby something, typically information or knowledge, is successively pass on. The process is guided by the experienced and skilful professionals to roll out the training modules of Agriculture development for the different set of stakeholders like NGO staff, community cadres, master trainers etc.
- (ii) **Demonstration and handholding:** The demonstration means to perform the particular activity or concept in which teaching-learning process is carried in a systematic way, whereas handholding means showing some one how to do a particular task by demonstrating. In Agriculture, demonstration will require farm level engagement to perform the critical steps in improved Agriculture intervention which includes handholding.
- (iii) **Exposure visits:** Exposure visits enable farmers from different regions to interact with and learn from each other allowing them to view practical example of successful interventions.
- (iv) **Resource materials:** Developing and deploying resource materials are useful in capacity building of large number of participants in a short time span. For Agriculture development such resource material may include print, audio, visuals, audio-visuals and electronic interactive materials. These materials are used as per the need and context of the situation to disseminate the knowledge and access of information.
- (v) **Planning, Doing and Reviewing:** In the plan-do-review process, the participants make plans, carry them out, and reflect on what they have done. In doing so participants learn to take initiative, solve problems, work with others and accomplish their goals, and become more purposeful and focussed.

Nodes of capacity building

Agriculture development is an activity where multiple stakeholders are engaged in different capacities therefore it requires to train critical influential actors to have a desired change in Agriculture under project context.

In the tribal dominated geography, different critical actors like NGO staff, community cadres (CRPs and KMs), farmers and women need to be capacitated in different dimensions to adopt improved practices of Agriculture.

List of training for NGO Staff

Participant: NGO staff

Resource Person: District level Agriculture expert of PDS

Venue: District/Block Level

Number of participants in each event: 20-25

Purpose of training: The overall purpose is to build the capacity of NGO staff around Agriculture intervention of the context so that they are able to engage with the community cadres, farmers and provide handholding support.

Sl. No	Name of the training	Duration (Days)	Objective
1	Role clarity of NGOs staff in agriculture promotion	1	The staff will understand the poverty vis a vis project deliverable and become aware about their role in Agriculture intervention in their project area
2	Soft skill training for community interaction	2	The staff will acquire skills and knowledges to facilitate the community and will learn about the do's and don'ts during interaction with farmers
3	Livelihood perspective building	1	The staff will build the perspective of livelihood as an integral part of livelihood and understand agriculture as one of the options of livelihood promotion
4	Basic of Agriculture (farming)	1	The staff will enhance their knowledge around basic principles of farming and process of basic aspects of crop production
5	Agriculture planning at village level	1	The staff will be able to understand the key elements of planning process and to know the process of season wise crop planning for small and marginal farmers
6	Package of Practices (PoP) of different crops based on season (Kharif, Rabi, Zaid)		The staff will know about the different Package of Practices different selected crops of this area and will know the critical steps of crop cycle
7	Diseases and pest management	1	The staff will enhance the knowledge of disease and pest management of crops and will know the different methods of plant protection
8	Yield assessment of standing crops	1	The staff will enhance their knowledge around the technique of yield assessment of standing crops and will able to learn the computation process of yield assessment
9	Post-Harvest Management (PHM) of selected crops	1	The staff will enhance their knowledge about Post-Harvest Management (PHM) of different crops and will train about seed preservation for selected crops
10	Orientation of marketing of farm produce	1	The staff will develop a perspective on Agriculture market and enhance the knowledge and information about marketing of farm produce
11	Preparation and use of different organic formulation for farming	1	The staff will develop the importance of organic practice in agriculture, know the preparation process of various organic formulation of manures, pesticide, fungicide etc. and know the uses of organic formulations for farming
12	Orientation of different formats to capture the agriculture related progress and other record keeping	1	The staff will orient about different formats to be used for capturing information and data for tracking progress of Agriculture intervention and practice the information and data capturing in different prescribed formats

List of training for community cadres (CRPs and KMs)

Participant: CRPs and KMs

Resource Person: PDS consultant/ NGO staff

Venue: Block/ Panchayat Level

Number of participants in each event: 20-25

Purpose of training: The overall purpose is to build the capacity in agriculture intervention of community cadres to engage them with farmers, provide handholding support for implementing the agriculture-based livelihood.

Sl. No	Name of the training	Duration (Days)	Objective
1	Role clarity of community cadres for the project	1	The cadres will understand their role in all critical interventions during Agriculture promotion under JTDS project
2	Soft skill training for community interaction	2	The cadre will acquire skills and knowledges to interact with the community in a better way and will learn about the do's and don'ts during interaction with community
3	Basic of Agriculture (farming)	1	The cadre will be exposed around basic principles of farming and process of basic aspects of crop production
4	Agriculture planning at village level	1	The cadre will know the process of season wise crop planning at village level
5	Package of Practices (PoP) of different crops based on season (Kharif, Rabi, Zaid)		The cadres will know about the different Package of Practices different selected crops of this area and will know the critical steps of crop cycle
6	Diseases and pest management	1	The cadres will identify the disease and pest of crops and will know the different methods of plant protection
7	Yield assessment of standing crops	1	The cadres will know the technique of yield assessment of standing crops and will able to do the computation process of yield assessment
8	Post-Harvest Management (PHM) of selected crops	1	The cadres will know about Post-Harvest Management (PHM) of different crops and will train about seed preservation for selected crops
9	Orientation of marketing of farm produce	1	The cadres will understand the agriculture market in their vicinity and will provide the information about marketing of farm produce
10	Preparation and use of different organic formulation for farming	1	The cadres will learn the importance of organic practice in agriculture, know the preparation process of various organic formulation of manures, pesticide, fungicide etc. and know the uses of organic formulations for farming the knowhow to prepare various organic formulations required for Agriculture intervention and their usages
11	Orientation of different formats to capture the agriculture related progress and other record keeping	1	The cadres will expose about different formats to be used for capturing information and data for tracking progress of Agriculture intervention and practice the information and data capturing in different prescribed formats

Activity list for Demonstration and Handholding support

Purpose of Demonstration/Handholding support

The purpose of this process is to educate the NGO staff, community cadres and farmers about different critical steps of crop production suitable at their climate to enhance the crop production as improved practices.

Sl. No	Activity	Objective
1	Village level planning	A detail planning exercise will be done with the farmers and an agriculture plan will emerge out of this exercise. The plan will be based on the resource available in the village.
2	Seed sorting, treatment and germination	The farmer will learn about the methods of seed sorting and treatment. They will also learn around germination test and shall be able to do it at their own.
3	Field preparation	The farmer will be aware about the process of field preparation for the crops.
4	Line sowing/Transplantation	The farmer will be aware about the importance of line sowing as well as about the different methods of sowing of crops like DSR, transplantation etc.

Sl. No	Activity	Objective
5	Intercultural practices (weeding, hoeing, top dressing, irrigation application, nipping, thinning, etc)	The farmer will be aware about various intercultural practices like weeding, fertilizer application, irrigation etc. They will also learn about the importance of the intercultural practices in crop production.
6	Plant protection (identifying disease and pest and their management, calculation of doses etc.)	The farmer will be able to know the different disease and pest of different crops and the different ways to control to enhance the production
7	Yield assessment of standing crops	The farmer will learn about the way to measure the yield of standing crops
8	Marketing (do's and don'ts, linkage with traders)	The farmer will be given exposure of market and interphase with traders for better price realization
10	Preparing organic Pesticide/Fertilizer	The farmer will learn to prepare various organic formulations and their role in crop production

List of trainings for Youth Groups (YGs)

Participant: YG members

Resource Person: PDS consultant

Venue: District/Block Level

Number of participants in each event: 20-25

Purpose of training : The purpose of capacitating the YG members to prepare them for activities like aggregations, grading, sorting and marketing of agricultural produce.

Sl. No	Activity	Objective
1	Concept sharing of marketing of Agriculture produce	To develop the understanding and opportunities lies in marketing of Agriculture produces
2	Visioning exercise for engagement around marketing of Agri-produces	To develop the vision for the potential of marketing of Agri-produces. To create an excitement for taking this as a vocation
3	Interaction and exposure with market players like traders, broker etc.	To get an experience of market place and understanding of its functioning.
4	Orientation of reviewing the process of their engagement to achieve the purpose of doing marketing of Agri-produces	To create a process of review mechanism of activities involved like record keeping, analysing the financial part of business, profit earned, plan vs achievement etc.

Training calendar for NGO staff

Sl. No	Name of the training	When it will be done?
1	Role of NGO staff in Agriculture promotion	Within first 15 days after joining of the staff
2	Soft Skill to Facilitate	Within six months
3	Livelihood perspective building	Within six months
4	Agriculture planning	At the beginning of each crop season
5	Basic of Agriculture	Within three months
6	PoPs of Crops (Kharif, Rabi, Zaid)	At the beginning of each crop season
7	Diseases and pest management	After seed sowing/transplantation of crops
8	Yield assessment of standing crops	Before harvesting of crops
9	Post-harvest handling (grading, sorting, storage, seed preservation etc.) of cereals, pulses, oilseeds and vegetables	Immediately after harvesting of crops
10	Orientation to market of agri-horti produce	Before harvesting of the crops
11	Preparing organic Pesticide/Fertilizer	During the crop season
12	Exposure visits	Based on the critical stages of the crop cycle
13	Equipping on formats for record keeping, case study, yield analysis, impact analysis etc.	On-going process during crop cycle

Training calendar for community cadres (CRPs and KMs)

Sl. No	Name of the training	When it will be done?
1	Orientation on JTDS program and role clarity on Agriculture promotion	Within first 15 days after induction of the community cadres
2	Soft skill to facilitate	Within six months
3	Agriculture planning at village level	At the beginning of each crop season
4	Basic of Agriculture	Within three months
5	Package of Practices (PoP) of different crops (Kharif, Rabi, Zaid)	At the beginning of each crop season
6	Diseases and pest management	After seed sowing/transplantation of crops
7	Yield assessment of standing crops	Before harvesting of crops
8	Post-harvest handling (grading, sorting, storage, seed preservation etc.) of cereals, pulses, oilseeds and vegetables	Immediately after harvesting of crops
9	Marketing of agri-horti produce	During harvesting of the crops
10	Preparing organic Pesticide/Fertilizer	During the crop season
11	Exposure visits	Based on the critical stages of the crop cycle
12	Training on record and maintenance and reporting formats	On-going process during crop cycle

Activity calendar for demonstration and handhold support

Sl. No	Name of the activity	When it will be done?
1	Village level planning	At the beginning of each crop season
2	Seed sorting, treatment and germination training	At the beginning of each crop season
3	Field preparation	At the beginning of each crop season
4	Line sowing/Transplantation	During crop cultivation
5	Intercultural practices (weeding, hoeing, top dressing, irrigation application, nipping, thinning, etc)	During crop cultivation
6	Plant protection (identifying disease and pest and their management, calculation of pesticides etc.)	During crop cultivation
7	Yield assessment of standing crops	During harvesting of crops
8	Marketing (do's and don'ts, linkage with traders)	During harvesting of crops
9	Preparing organic pesticide/fertilizer	During crop cultivation

Training calendar for Youth Groups (YGs)

Sl. No	Name of the training	When it will be done?
1	Concept sharing of agriculture produce marketing engagement	During the crop seasons
2	Visioning exercise for engagement around market of Agri-produces	During the crop seasons
3	Interaction and exposure with market players like traders	Before harvesting of the crops
4	In situ handholding support and review of engagement	During trading

Calendar of different activities for Kharif crops

Sl. No	Particulars	Start week timeline	End week timeline
1	Village Level planning	4th week of April	3rd week of May
2	Consolidation of plan at district level	1st week of May	3rd week of May
3	Consolidation of plan at SPMU level	1st week of May	4th week of May
4	Procurement of Lime	1st week of May	3rd week of June
5	Lime distribution up to villages	1st week of May	4th week of June
6	Summer ploughing	1st week of May	2nd week of June

Calendar of different activities for Kharif crops

Sl. No	Particulars	Start week timeline	End week timeline
7	Application of lime (25 days prior to sowing)	2nd week of May	4th week of June
8	Land preparation (for sowing)	3rd week of May	1st week of July
9	Application of FYM	3rd week of May	1st week of July
10	Procurement of seeds (DPMU Level)	1st week of May	4th week of June
11	Procurement of inputs for seed treatment	2nd week of May	4th week of June
12	Procurement of fertilizer	2nd week of May	4th week of June
13	Seed, fertilizers, seed treatment inputs distribution up to villages	3rd week of May	1st week of July
14	Sowing	3rd week of May	1st week of July
15	1st Interculture/weeding/ fertilizer application	1st week of June	3rd week of July
16	2nd Interculture/weeding/ fertilizer application	3rd week of June	4th week of July
17	Procurement of pesticides (application on standing crop)	1st week of June	4th week of July
18	Distribution of pesticides up to villages	1st week of June	4th week of July
19	1st Application of pesticides (fungicides/ insecticides)	4th week of June	4th week of July
20	2nd application of pesticides (fungicides/ insecticides)	2nd week of July	2nd week of Aug
21	Crop cutting (for yield assessment)	1st week of Oct	1st week of Dec
22	Harvesting	1st week of Oct	1st week of Dec
23	Threshing, winnowing, drying and storing/ preservation	1st week of Oct	4th week of Jan

Procurement calendar of inputs for kharif crops

Tentative schedule to procurement and deployment of different inputs of crops

Name of the crop	Particulars	Available at collective level	Available at HH level
Pigeon Pea	Lime	2nd week of May	3rd week of May
	Seeds	3rd week of May	1st week of June
	Inputs for seed treatment	3rd week of May	1st week of June
	Fertilizer	3rd week of May	1st week of June
	Soil applicant (Regent GR)	3rd week of May	1st week of June
	Small tools (dry land weeder, sprayer)	3rd week of July	1st week of Aug
	Pesticides (as per the requirement)	1st week of Dec	3rd week of Dec
	Pesticides (as per the requirement)	1st week of Feb	3rd week of Feb
Jawar	Seeds	2nd week of June	3rd week of June
	Inputs for seed treatment	2nd week of June	3rd week of June
	Fertilizer	2nd week of June	3rd week of June
	Small tools (sprayer)	3rd week of July	4th week of July
	Pesticides (as per the requirement)	3rd week of July	4th week of July
Maize	Lime	2nd week of May	3rd week of May
	Seeds	1st week of June	2nd week of June
	Inputs for seed treatment	1st week of June	2nd week of June
	Fertilizer	1st week of June	2nd week of June
Maize	Soil applicant (Regent GR)	1st week of June	2nd week of June
	Small tools (sprayer)	2nd week of July	3rd week of July
	Pesticides (as per the requirement)	1st week of July	2nd week of July
	Pesticides (as per the requirement)	4th week of July	1st week of Aug

Tentative schedule to procurement and deployment of different inputs of crops

Name of the crop	Particulars	Available at collective level	Available at HH level
Black Gram	Seeds	4th week of May	1st week of June
	Inputs for seed treatment	4th week of May	1st week of June
	Fertilizer	4th week of May	1st week of June
	Small tools (sprayer)	4th week of May	1st week of June
	Pesticides (as per the requirement)	4th week of July	1st week of Aug
Finger Millet	Seeds	4th week of May	1st week of June
	Inputs for seed treatment	4th week of May	1st week of June
	Fertilizer	4th week of May	1st week of June
	Soil applicant (Regent GR)	4th week of May	1st week of June
	Small tools (sprayer)	4th week of July	1st week of Aug
	Pesticides (as per the requirement)	4th week of July	1st week of Aug
Groundnut	Lime	2nd week of May	3rd week of May
	Seeds	3rd week of May	1st week of June
	Inputs for seed treatment (including Rhizobium, Trichoderma and PSB)	3rd week of May	1st week of June
	Fertilizer (Urea, DAP, MoP, SSP)	3rd week of May	1st week of June
	Soil applicant (Regent GR, Borex)	3rd week of May	1st week of June
	Small tools (sprayer)	4th week of June	2nd week of July
	Pesticides (as per the requirement)	4th week of June	2nd week of July
	Pesticides (as per the requirement)	4th week of July	2nd week of Aug
Til (Sesame)	Small tools (line marker)	2nd week of June	4th week of June
	Seeds	3rd week of June	4th week of June
	Fertilizer (SSP, Urea, MoP)	3rd week of June	4th week of June
	Inputs for seed treatment	3rd week of June	4th week of June
	Soil applicant (Regent GR)	3rd week of June	4th week of June
	Small tools (dry land weeder, sprayer)	2nd week of July	3rd week of July
	Pesticides-Chemical/Organic (as per the requirement)	2nd week of July	3rd week of July
DSR	Small tools (line marker)	2nd week of May	4th week of May
	Seeds	1st week of May	3rd week of May
DSR	Fertilizer (DAP, Urea, MoP)	1st week of May	3rd week of May
	Inputs for seed treatment	1st week of May	3rd week of May
	Soil applicant (Regent GR)	1st week of May	3rd week of May
	Small tools (dry land weeder, sprayer)	4th week of May	2nd week of June
	Pesticides-Chemical/Organic (as per the requirement)	3rd week of June	1st week of July
Improved Transplanted Paddy	Seeds	1st week of May	3rd week of May
	Fertilizer	1st week of May	3rd week of May
	Inputs for seed treatment	1st week of May	3rd week of May
	Soil applicant (Regent GR)	1st week of May	3rd week of May
	Small tools (cono-weeder, sprayer)	4th week of June	2nd week of July
	Pesticides-Chemical/Organic (as per the requirement)	2nd week of July	4th week of July
	Pesticides-Chemical/Organic (as per the requirement)	1st week of Aug	3rd week of Aug

Calendar for different activities for pre-Rabi crops

Sl. No	Particulars	Start week timeline	End week timeline (not beyond this time)
1	Village level planning	2nd week of August	1st week of Sept
2	Consolidation of plan at district level	3rd week of Aug	1st week of Sept
3	Consolidation of plan at State/Project level	3rd week of Aug	1st week of Sept
4	Land preparation (for sowing)	1st week of Sept	3rd week of Sept
5	Application of FYM	1st week of Sept	4th week of Sept
6	Procurement of seeds (District Level)	3rd week of Aug	1st week of Sept
7	Procurement of inputs for seed treatment	3rd week of Aug	1st week of Sept
8	Procurement of fertilizer	3rd week of Aug	1st week of Sept
9	Seed, fertilizers, seed treatment chemicals distribution up to villages level	3rd week of Aug	1st week of Sept
10	Sowing	1st week of Sept	4th week of Sept
11	1st inter culture/weeding/ fertilizer top dressing	2nd week of Sept	3rd week of Oct
12	2nd inter culture/weeding/ fertilizer application	1st week of Oct	2nd week of Nov
13	Procurement of pesticides (application on standing crop)	2nd week of Sept	3rd week of Oct
14	Distribution of pesticides up to villages	2nd week of Sept	3rd week of Oct
15	1st application of pesticides (fungicides/ insecticides)	1st week of Oct	3rd week of Oct
16	2nd application of pesticides (fungicides/ insecticides)	3rd week of Oct	2nd week of Nov
17	Crop cutting (for yield assessment)	4th week of Dec	2nd week of Jan
18	Harvesting	4th week of Dec	2nd week of Jan
19	Threshing, winnowing, drying and storing/ preservation)	1st week of Jan	3rd week of Jan

Procurement calendar of inputs for pre-Rabi crops

Tentative schedule to procurement and deployment of different inputs of crops

Name of the crop	Particulars	Available at collective level	Available at HH level
Horse Gram (kulthi)	Seeds	2nd week of Aug	3rd week of Aug
	Inputs for seed treatment (including Rhizobium and PSB)	3rd week of Aug	4th week of Aug
	Fertilizer	3rd week of Aug	4th week of Aug
	Small tools (sprayer)	1st week of Oct	2nd week of Oct
	Pesticides (as per the requirement)	2nd week of Sep	1st week of Oct
Horse Gram (kulthi)	Pesticides (as per the requirement)	1st week of Oct	3rd week of Oct
Niger	Seeds	2nd week of Sept	3rd week of Sept
	Trichoderma for seed treatment	2nd week of Sept	3rd week of Sept
	Fertilizer	2nd week of Sept	3rd week of Sept
	Small tools (sprayer)	3rd week of Oct	4th week of Oct
	Pesticides (as per the requirement)	3rd week of Oct	4th week of Oct
	Pesticides (as per the requirement)	2nd week of Nov	3rd week of Nov

Calendar for different activities for Rabi crops

Sl. No	Particulars	Start week timeline	End week timeline
1	Village level planning	4th week of August	1st week of Sept
2	Consolidation of plan at district level	1st week of Sept	2nd week of Sept
3	Consolidation of plan at State/Project level	2nd week of Sept	3rd week of Sept

Calendar for different activities for Rabi crops

Sl. No	Particulars	Start week timeline	End week timeline
4	Land preparation (for sowing)	1st week of Sept	3rd week of Nov
5	Application of FYM	1st week of Sept	3rd week of Nov
6	Procurement of seeds	2nd week of Sept	1st week of Nov
7	Procurement of inputs for seed treatment	2nd week of Sept	1st week of Nov
8	Procurement of Fertilizer	2nd week of Sept	1st week of Nov
9	Seed, fertilizers, seed treatment chemicals distribution up to villages	2nd week of Sept	2nd week of Nov
10	Sowing	2nd week of Sept	3rd week of Nov
11	1st inter culture/weeding/ fertilizer application	3rd week of Sept	1st week of Dec
12	2nd inter culture/weeding/ fertilizer application	1st week of Oct	4th week of Dec
13	Procurement of pesticides (application on standing crop)	3rd week of Sept	3rd week of Dec
14	Distribution of pesticides up to villages	3rd week of Sept	4th week of Dec
15	1st application of pesticides (fungicides/ insecticides)	3rd week of Sept	4th week of Dec
16	2nd application of pesticides (fungicides/ insecticides)	1st week of Oct	2nd week of Jan
17	Crop cutting (for yield assessment)	1st week of Dec	4th week of Apr
18	Harvesting	1st week of Dec	4th week of Apr
19	Threshing, winnowing, drying and storing/ preservation	1st week of Dec	4th week of Apr

Procurement calendar of inputs for Rabi crops

Tentative schedule to procurement and deployment of different inputs of crops

Name of the crop	Particulars	Available at collective level	Available at HH level
Potato	Seed tuber	4th week of Sept	1st week of Oct
	Inputs for seed treatment	4th week of Sept	1st week of Oct
	Fertilizer	4th week of Sept	1st week of Oct
	Small Tools (Sprayer)	1st week of Nov	2nd week of Nov
Potato	Pesticides (as per the requirement)	1st week of Nov	2nd week of Nov
	Pesticides (as per the requirement)	4th week of Nov	1st week of Dec
Green pea	Lime	4th week of Sept	1st week of Oct
	Seeds	4th week of Sept	1st week of Oct
	Inputs for seed treatment	4th week of Sept	1st week of Oct
	Fertilizer	4th week of Sept	1st week of Oct
	Small tools (sprayer)	2nd week of Oct	3rd week of Oct
	Pesticides (as per the requirement)	2nd week of Oct	3rd week of Oct
	Pesticides (as per the requirement)	1st week of Nov	2nd week of Nov
Mustard	Lime	2nd week of Sept	3rd week of Sept
	Seeds	2nd week of Sept	3rd week of Sept
	Inputs for seed treatment	2nd week of Sept	3rd week of Sept
	Fertilizer	2nd week of Sept	3rd week of Sept
	Small tools (dry land weeder, sprayer)	2nd week of Sept	3rd week of Sept
	Pesticides (as per the requirement)	1st week of Oct	2nd week of Oct
	Pesticides (as per the requirement)	3rd week of Oct	4th week of Oct

Tentative schedule to procurement and deployment of different inputs of crops

Name of the crop	Particulars	Available at collective level	Available at HH level
Wheat	Seeds	2nd week of Sept	4th week of Sept
	Inputs for seed treatment	2nd week of Sept	4th week of Sept
	Fertilizer	2nd week of Sept	4th week of Sept
	Small tools (sprayer)	2nd week of Oct	1st week of Dec
	Pesticides (as per the requirement)	1st week of Nov	2nd week of Nov
Bengal Gram	Lime	1st week of Oct	2nd week of Oct
	Seeds	1st week of Oct	2nd week of Oct
	Inputs for seed treatment	1st week of Oct	2nd week of Oct
	Fertilizer	1st week of Oct	2nd week of Oct
	Small tools (sprayer)	3rd week of Oct	4th week of Oct
	Pesticides (as per the requirement)	4th week of Oct	1st week of Nov
	Pesticides (as per the requirement)	3rd week of Nov	4th week of Nov
Lentil	Lime	4th week of Sept	1st week of Oct
	Seeds	4th week of Sept	1st week of Oct
	Inputs for seed treatment	4th week of Sept	1st week of Oct
	Fertilizer	4th week of Sept	1st week of Oct
	Small tools (sprayer)	3rd week of Oct	4th week of Oct
	Pesticides (as per the requirement)	3rd week of Oct	4th week of Nov
Linseed	Seeds	2nd week of Sept	4th week of Sept
	Inputs for seed treatment	2nd week of Sept	4th week of Sept
	Fertilizer	2nd week of Sept	4th week of Sept
	Small tools (sprayer)	2nd week of Oct	1st week of Dec
	Pesticides (as per the requirement)	1st week of Nov	2nd week of Nov
Lathyrus	Seeds	1st week of Oct	2nd week of Oct
	Inputs for seed treatment	1st week of Oct	2nd week of Oct
	Fertilizer	1st week of Oct	2nd week of Oct
	Small tools (sprayer)	4th week of Oct	1st week of Nov
	Pesticides (as per the requirement)	4th week of Oct	1st week of Nov

Calendar for different activities for Zaid crops

Sl. No	Particulars	Start week timeline	End week timeline
1	Village level planning	4 th week of Dec	1 st of week Feb
2	Consolidation of plan at district level	1 st week of Jan	2 nd week of Feb
3	Consolidation of plan at State/Projec level	1 st week of Jan	1 st week of Jan
8	Land preparation (for sowing)	1 st week of Jan	1 st week of Jan
9	Application of FYM	1 st week of Jan	1 st week of Jan
10	Procurement of Seeds	1 st week of Jan	1 st week of Jan
11	Procurement of input for seed treatment at District level	1 st week of Jan	1 st week of Jan
12	Procurement of fertilizer		1 st week of Jan
13	Seed, fertilizers, seed treatment chemicals distribution up to villages	2 nd week of Jan	3 rd week of Feb

Calendar for different activities for Zaid crops

SI. No	Particulars	Start week timeline	End week timeline
14	Sowing	2 nd week of Jan	3 rd week of Feb
15	1st inter culture/weeding/ fertilizer application	4 th week of Jan	1 st week of Mar
16	2nd inter culture/weeding/ fertilizer application	3 rd week of Feb	3 rd week of Mar
17	Procurement of pesticides (application on standing crop)	3 rd week of Jan	4 th week of Feb
18	Distribution of pesticides up to villages	3 rd week of Jan	4 th week of Feb
19	1st application of pesticides (fungicides/ insecticides)	4 th week of Jan	1 st week of Mar
20	2nd application of pesticides (fungicides/ insecticides)	2 nd week of Feb	3 rd week of Mar
21	Crop cutting (for yield assessment)	4 th week of Apr	1 st week of June
22	Harvesting	4 th week of Apr	1 st week of June
23	Shorting and grading and packaging for sell (creepers) or winnowing, drying and storing/ preservation (moong)	4 th week of April	1 st week of June

Procurement calendar of inputs for Zaid crops

Tentative schedule to procurement and deployment of different inputs of crops

Name of the crop	Particulars	Available at collective level	Available at HH level
Water melon and Mask Melon	Seeds	4 th week of Dec	1 st week of Jan
	Inputs for nursery	4 th week of Dec	1 st week of Jan
	Fertilizer	4 th week of Dec	1 st week of Jan
Water melon and Mask Melon	Soil applicant (Regent GR)	4 th week of Dec	1 st week of Jan
	Borax	4 th week of Dec	1 st week of Jan
	Small tools (sprayer)	2 nd week of Jan	3 rd week of Jan
	Pesticides (as per the requirement)	2 nd week of Jan	3 rd week of Jan
	Pesticides (as per the requirement)	2 nd week of Jan	3 rd week of Jan
Creepers (Ridge gourds, Bitter gourds, Bottle gourds, sponge gourds)	Seeds	4 th week of Dec	1 st week of Jan
	Inputs for nursery	4 th week of Dec	1 st week of Jan
	Fertilizer	4 th week of Dec	1 st week of Jan
	Soil applicant (Regent GR)	4 th week of Dec	1 st week of Jan
	Borax	4 th week of Dec	1 st week of Jan
	Small tools (sprayer)	2 nd week of Jan	3 rd week of Jan
	Pesticides (as per the requirement)	2 nd week of Jan	3 rd week of Jan
	Pesticides (as per the requirement)	2 nd week of Jan	3 rd week of Jan
Green Gram	Seeds	1 st week of Feb	2 nd week of Feb
	Input for seed treatment	1 st week of Feb	2 nd week of Feb
	Fertilizer	1 st week of Feb	2 nd week of Feb

Sowing schedule of different crops

Cropping season	Name of the crop	Suitable sowing time	
Kharif	Pigeon Pea	2nd week of June	1st week of July
	Jawar	1st week of July	2nd week of July
	Maize	3rd week of June	2nd week of July
	Black Gram	2nd week of June	2nd week of July
	Finger Millet	2nd week of June	2nd week of July

Sowing schedule of different crops			
Cropping season	Name of the crop	Suitable sowing time	
Kharif	Groundnut	2nd week of June	1st week of July
	Sesame	1st week of July	2nd week of July
	DSR	4th week of May	2nd week of July
	Transplanted Paddy	4th week of May	3rd week of June
Pre-Rabi	Horse Gram	1st week of Sept	4th week of Sept
	Niger	4th week of Sept	2nd week of Oct
Rabi	Potato	2nd week of Oct	2nd week of Nov
	Green pea	2nd week of Oct	4th week of Nov
	Mustard	1st week of Oct	4th week of Nov
	Wheat	2nd week of Oct	1st week of Dec
	Bengal Gram	3rd week of Oct	4th week of Oct
	Lentil	3rd week of Oct	4th week of Nov
	Linseed	2nd week of Oct	2nd week of Nov
	Lathyrus	4th week of Oct	4th week of Nov
Summer	Creepers (Ridge gourds, Bitter gourds, Bottle gourds, sponge gourds)	2nd week of Jan	3rd week of Feb
	Water melon and Mask Melon	2nd week of Jan	3rd week of Feb
	Green Gram	3rd week of Feb	4th week of Feb
Others	EFY-OI	1st week of March	4th week of May
	Ginger	1st week of May	2nd week of May
	Turmeric	4th week of May	4th week of June

Modules of Capacity Building for NGO Staff

Role clarity of NGOs' staff in agriculture promotion

Objective

1. To understand the poverty context in rural area of Jharkhand
2. To understand the purpose of JTELP
3. To understand the role of NGO staff in Agriculture promotion

Participant : NGO staff

No of participants : 20-25

Duration : 1 day

Materials required : White board, marker, chart paper, note pads and pens etc.

Session	Time	Topic	Content	Methodology
1st session	10.00AM - 0.30AM	Introduction with expectation mapping of the participants, objective sharing	To know the expectation	Participants introduce themselves with their expectation from the event, Facilitator will summarise the expectations and share the objective of the event
2nd Session	10.30 AM - 1.00PM	Understanding the poverty context of rural area of Jharkhand	To understand the poverty and kind of poverty are visible in the area	Open session, consolidation by facilitator

Session	Time	Topic	Content	Methodology
		Understanding the possible way out to reduce poverty	To discuss the possible areas to work upon To discuss the possible roles NGO staff can play	SGA followed by presentation, facilitator will summarise the discussion and adding the left-out areas of discussion.
	1.00PM-1.45PM	Lunch Break		
3rd session	1.45PM-2.30 PM	Understanding the purpose (Agriculture component) of JTELP and structure of JTDS	To share the purpose of JTELP, structure of JTDS, function and functionary, role of different stakeholders	Presentation by facilitator by using white board or chart paper
4th session	2.30 PM-4.00 PM	Creating a clarity of NGO staff's contribution towards the purpose	To discuss the clarity and possible role of the NGO staff towards the purpose	Open session facilitated by facilitator
5 th session	4.00 PM- 4.30 PM	Feedback of the training		

Soft skill for community interaction

Objective :

1. To acquire skills and knowledges of group facilitation
2. To know the DOs and DON'Ts while interacting with community

Participant : NGO staff

No of participants : 20-25

Duration : 2 days

Materials required : Microphone, training postcards, chart papers, sketch pens, projector with screen, white board and marker, note pads and pens.

Session	Time	Topic	Content	Methodology
Day-I				
1 st session	10.00AM - 10.45AM	Ice braking and Introduction		Micro Lab process: All participants standing in a circle introduce themselves and ask to share a word or phrase that represent his/her. Conduct Micro-lab steps
				At plenary: Randomly ask to share few participants to share their experiences and some responses of Micro-lab.
2nd session	10.45AM – 1.00PM	To develop the understanding of the primary components of facilitation interaction with villagers/groups	Role play-1	Identify three sets of volunteers among participants - 2 person for role play of facilitator-villager interaction, 4 persons as observers to record the observation in prescribed format (greeting-introduction, objective sharing, style of questioning (Open/close ended), giving space to villagers in interaction, and body language along with summarization) and rest will play a role of villagers.
				Provide separate instruction to all three sets of volunteers in isolation Initiate role play for 30-35 minutes. Plenary: Experience sharing by all three sets of volunteers about their role play in a sequence from villagers, observers and facilitators of role play. Now, trainer facilitator will summarize the entire process of role play and give an overview of facilitation skill.

Session	Time	Topic	Content	Methodology
	1.00PM-1.45PM	Lunch Break		
3rd session	1.45PM – 4.30PM	To develop the understanding of the primary components of facilitation interaction with villagers/groups.... Cont.	Role play-2	Form sub group of 5-6 participants and 2 among them will play the role of facilitator and others will act as villagers. Each sub group will allow to play the role of facilitator for 30-35 minutes. And after brief feedback next pair of participants will play the role of facilitator. This process will continue till all the members of the sub-group get a chance to play a role of facilitator. Plenary: Few samples sharing of their experiences and insight gain from role play followed by trainer facilitator comments to enrich the theoretical understanding.
4th session	4.30PM - 5.00PM	Planning for day-2 field practice		Forming 2-3 sub-groups depending on field condition to engage with the villagers in real setup with fresh understanding gained in classroom session.
Day 2				
1st session	9.00AM – 12.00PM	Field practice	Topic of the meeting may be like Agriculture planning, PoP training, Pest Management training etc. depending on the stages of crop season.	Each sub-group will have separate meeting with group of villagers. Each sub-group have two facilitators and other group members will act as an observer of the process with the help of prescribed format to be discussed in the plenary
	12.00AM – 1.30PM	Lunch break including return from field		
2nd session	1.30PM – 3.00PM	Experience sharing of field practice	Each sub-group will prepare a list of their learnings, area to be improved	In sub-group facilitators along with practicing observer will share their experiences individually to prepare a presentation for plenary
3rd session	3.00PM – 4.30PM	Experience sharing	To share the experiences during the field practices	Plenary: Sub-group presentation and summarization by trainer facilitator
4th session	4.30PM – 5.00PM	Utilization of the understanding gained	To utilize the understanding gained in the upcoming field interaction	The trainer facilitator will add some tips to enhance the facilitation skills in field condition
5th session	5.00PM – 5.30PM	Feedback of the training		

Livelihood perspective building

Objective

- To build the perspective of livelihood as an integral part of development
- To understand agriculture as one of the options to promote livelihood

Participant : NGO staff

No of participants : 20-25

Duration : 1 day

Materials required : Note pads, Pens, chart paper, white board and marker, double sided tape, scissors, laptop, projector with screen and sound system

Session	Timing	Topic	Content	Methodology
1st session	10.00AM - 10.30AM	Introduction with expectation mapping of the participants, objective sharing	To know the expectation	Participants introduce themselves with their expectation from the event, Facilitator will summarise the expectations and share the objective of the event

Session	Timing	Topic	Content	Methodology
2 nd Session	10.30AM – 1.00PM	Understanding livelihood	Shared understanding of livelihood	Interactive session, starting with the question What do you mean by livelihood? Collect comments and responses to come up with a shared definition of livelihood with a framework of 5A concept of livelihood
	1.00PM – 1.45PM	Lunch Break		
3 rd Session	1.45PM - 2.45PM	Context of livelihood in rural Jharkhand	Profile of small marginal farmers and tribal community	Interactive session, supported by secondary data to provide a picture of rural Jharkhand in reference to 5A concept
4 th Session	2.45PM - 4.30PM	Option generation of livelihood	With reference to Agriculture, options of livelihood promotion	SGA for generating the possible options of agriculture-based livelihood in Jharkhand followed by sub-group presentation Facilitator will summarise the options generated and prioritize according to project need
5 th Session	4.30PM – 5.00PM	Generating evidence of understanding around the objective of the training	Mapping understanding of the participants	Allowing individual to share their developed understanding around the objective of the training in plenary, facilitator to summarise the process
6 th Session	5.00PM - 5.30PM	Feedback of the training		

Basic of Agriculture (Farming)

Objective

1. To know the basic principles of farming
2. To know the process of basic aspects of crop production

Participant : NGO staff

No of participants : 20-25

Duration : 1 day

Materials required : Chart paper, marker, double sided tape, laptop and projector with screen, note pads and pens

Session	Time	Topic	Content	Methodology
1st session	10.00AM - 10.30AM	Introduction with expectation mapping of the participants, objective sharing	To know the expectation	Participants introduce themselves with their expectation from the event, Facilitator will summarise the expectations and share the objective of the event
2nd session	10.30 AM – 11.30 AM	Basic principles of farming	Relationship between Soil-Plant-Nutrition	SGA to articulate the current understanding of inter relation of Soil-Plant-Nutrition followed by presentation
	11.30 AM – 12.15PM			Presentation by facilitator on Soil-Plant-Nutrition relationship (may use PPT) Interactive session to draw examples from SGA presentation
3 rd session	12.15PM - 1.30PM	Steps of crop production	Describing 8 steps of crop production and their importance	Plenary with the help of participants, try to generate the steps involved in crop production (crop selection, land preparation, seed selection, seed sowing, irrigation, crop growth (interculture and pest management) , manuring, harvesting and storage)
	1.30PM - 2.15PM	Lunch Break		
	2.15PM- 3.00PM	Cont.....		

Session	Time	Topic	Content	Methodology
4th session	3.00PM-4.15PM	Understanding different land types and their features	Discussion on land types in the project area	SGA: Identify the different types of land available in the project area and their features followed by presentation. Facilitator will summarise the content.
5th session	4.15PM - 5.00PM	To know the method of land measurement for farming	Methods of land measurement for calculation of inputs requirement	Plenary: Facilitator will present the method of measuring land for Agriculture inputs requirement and production assessment
6th session	5.00PM-5.30PM	Feedback of the training		

Agriculture planning

Objective

1. To understand the key elements of planning process
2. To know the process of season wise crop planning for small and marginal farmers

Participant : NGO staff

No of participants : 20-25

Duration : 1 day

Materials required : Chart paper, marker, double sided tape, laptop and projector with screen, note pads and pens

Session	Time	Topic	Content	Methodology
1st session	10.00AM - 10.30AM	Introduction with expectation mapping of the participants, objective sharing	To know the expectation	Participants introduce themselves with their expectation from the event, Facilitator will summarise the expectations and share the objective of the event
2nd session	10.30AM-12.00PM	Elements of Agriculture planning process and their importance	Key elements and their interdependence	Lecture method of covering the topic including season, available resources like land, water, labour, inputs, market, tools and techniques etc. followed by interactive session
3rd session	12.00PM-1.00PM	To prepare a agriculture planning process for any one crop season	Steps of agriculture planning	SGA: To develop a steps of planning process around Agriculture considering the understanding developed in previous session, followed by SGA presentation and summarisation by facilitator
	1.00PM-1.45PM	Lunch Break		
3rd session	1.45PM-2.30PM	Cont....		
4th session	2.30PM - 4.00PM	Action plan to roll out the agriculture planning	Plan preparation	Plenary: Prepare an action plan to finalize an Agriculture planning for a crop season based on the agriculture activity calendar
5th session	4.00PM-4.30PM	Feedback of the training		

Package of Practices (PoP) of different crops based on season

Objective

1. To know the Package of Practices of different selected crops of this area
2. To know the critical steps of crop cycle

Participant : NGO staff

No of participants : 20-25

Duration : 1 day

Materials required : White board and marker, chart paper, sketch pen, note pads, pens and printout of flex and PoP of different crops, laptop and projector with screen.

Session	Time	Topic	Content	Methodology
1st session	10.00AM - 10.30AM	Introduction with expectation mapping of the participants, objective sharing	To know the expectation	Participants introduce themselves with their expectation from the event, Facilitator will summarise the expectations and share the objective of the event
2nd session	10.30AM - 12.15PM	Major crops grown in the area and their categorization	Enlisting the name of the major crops grown in the area in three crop seasons	SGA: Forming three groups (Kharif, Rabi and Zaid) to discuss and generate the list of the season wise major crops grown in the area, followed by presentation. Plenary: Facilitator will further categorize all the shared major crops in cereals, pulses, oilseeds and vegetables
3rd session	12.15PM - 1.30PM	Sharing of PoP along with critical steps of respective crop	Depending on upcoming crop season, discuss the Package of Practices (PoP) along with critical steps for the selected crops	Facilitator will use the available resource materials and training tools to share the PoP of selected crops (maximum of 5 crops per training day).
	1.30PM - 2.15PM	Lunch Break		
	2.15PM- 4.00PM	Cont.....		
4th session	4.00PM - 5.00PM	Summarisation/Test of information of PoP	Refreshing and mapping the knowledge gain	Individual exercise based on test paper or general summarization to assess the knowledge gain around PoP of the selected crops
5th session	5.00PM- 5.30PM	Feedback of the training		

Diseases and pest management

Objective

- To enhance the knowledge of disease and pest management of crops
- To know the different methods of plant protection

Participant : NGO Staff

No of participants : 20-25

Duration : 1day

Materials Required : Laptop, projector with screen, sound system, white board and marker, chart paper, sketch pen, double sided tape, scissor, insect net (5), plastic jar/ bottle, note pads and pens

Session	Time	Topic	Content	Methodology
1st session	10.00AM - 10.30AM	Introduction with expectation mapping of the participants, objective sharing	To know the expectation	Participants introduce themselves with their expectation from the event, Facilitator will summarise the expectations and share the objective of the event
2nd session	10.30AM - 11.15AM	Collection of damaged crop samples infested by disease and pest	Collection of damaged parts of various available crops from nearby field	Form three subgroups to collect the damaged crop samples from nearby field. Plenary: Categorizing the collected samples into four categories (insect, micro-organism, nutrient deficiency and others) by the facilitator for bringing the focus on pest and disease attack only
3rd session	11.15AM - 11.45AM	Identification of disease and pest attack	To build the capability to distinguish the attack of diseases by microbes and damaged by insect vis a vis by other reasons	Plenary: Facilitator will help to create knowledge of distinguishing the damaged occurred by diseases or insects on crops for better management of plant protection

Session	Time	Topic	Content	Methodology
4th session	11.45AM - 12.30PM	Major damages occurred at crops by microbes and insects	To create awareness and knowledge around disease and pest infestation in crops	Plenary: Facilitator will make a presentation on sources and favourable conditions of occurrence of microbes resulting in disease infestation. Describing lifecycle of insects and critical damaged done by them.
5th session	12.30PM - 1.30PM	Different methods of plant protection	to describe the different methods of plant protection	SGA: Enlist what methods are in practice for plant protection followed by presentation at plenary
	1.30PM - 2.15PM	Lunch Break		
	2.15PM - 4.00PM	Cont.....		Facilitator will share different options available for plant protection including cultural, biological, mechanical, organic and inorganic method
6th session	4.00PM - 5.00PM	Summarisation/ Test of information of PoP	Refreshing and mapping the knowledge gain	Individual exercise based on test paper or general summarisation to assess the knowledge gain around PoP of the selected crops
7th session	5.00PM- 5.30PM	Feedback of the training		

Yield assessment of standing crops

Objective

1. To train around the technique of yield assessment of standing crops
2. To practice the computation process of yield assessment

Participant : NGO Staff

No of participants : 20 - 25

Duration : 1 day

Materials Required : Two bamboo frames of 1 sq. meter, weighing machine, chart paper, marker, glue tape. flex containing the information regarding the process of yield estimation, format.

Session	Time	Topic	Content	Methodology
1st session	10.00AM - 10.30AM	Introduction with expectation mapping of the participants, objective sharing	To know the expectation	Participants introduce themselves with their expectation from the event, Facilitator will summarise the expectations and share the objective of the event
2nd session	10.30AM - 11.00AM	Importance of yield assessment and orientation of tools used	To give a overview of yield assessment of standing crops and different tools use for this purpose	Plenary: Facilitator will discuss the importance of yield assessment and orientation of tools
3rd session	11.00AM - 1.30PM	Field demonstration and practices for yield assessment	To demonstrate and practice of the processes to collect the data of standing crops for yield assessment	Facilitator will demonstrate the process involved to collect the data of standing crops with the help of tools and record the desired information in prescribed format. 3 to 4 sub-groups will be formed to practice the processes in adjacent different fields.
	1.30PM - 2.15PM	Lunch Break		

Session	Time	Topic	Content	Methodology
4th session	2.15PM - 3.30PM	Computation of data and assessing the yield	To know the process of computing the gathered data for assessment of yield	Plenary: Facilitator will compute the gathered data from one field to get the yield assessment. SGA-wise participants will follow the same process to compute the yield assessment.
5th session	3.30PM - 4.30PM	Yield assessment of the crop with multiple plucking	To know the process of data gathering for yield assessment of the crop with multiple plucking	Plenary: Facilitator will discuss the process of yield assessment of crops with multiple plucking.
6th session	4.30 PM - 5.00PM	Precautions required for yield assessment of the standing crops	To enlist the various do's and don'ts during this process	Plenary: Facilitator will state and discuss various do's and don'ts associated with this process
7th session	5.00PM- 5.30PM	Feedback of the training		

Post-Harvest Management (PHM) of selected crops

Objective:

1. To educate about Post-Harvest Management (PHM) of different crops grown in the area
2. To train about seed preservation for selected crops

Participant : NGO staff

No of participants : 20 - 25

Duration : 1 day

Materials required : White board and marker, chart paper, sketch pen, note pads and pens

Session	Time	Topic	Content	Methodology
1st session	10.00AM - 10.30AM	Introduction with expectation mapping of the participants, objective sharing	To know the expectation	Participants introduce themselves with their expectation from the event, Facilitator will summarise the expectations and share the objective of the event
2nd session	10.30AM - 11.30AM	Understanding the current practices of Post-Harvest Management of crops	To gather information around the current practices of PHM (Paddy, Pulses, Potato, Oilseed etc.)	Form two sub-groups to discuss and enlist the existing practices for PHM in the area followed by presentation. Facilitator will share the consolidated information at plenary
3rd session	11.30 AM - 1.00PM	Knowing some of the improved practices for PHM	To describe different improved methods of PHM (drying, sorting, packaging, storing, application of organic/ inorganic materials to prevent store grain pest, maintaining moisture level, etc.)	Plenary: facilitator will use lecture method to enrich the knowledge of participants through use of resource materials.
	1.00 PM - 1.45PM	Lunch Break		
4th Session	1.45PM - 4.15 PM	Seed preservation	To describe the features of seed vis a vis produces for consumption, process and techniques of seed preservation of selected crops, do's and don'ts during seed preservation	Form two sub-groups to discuss the existing processes of seed preservation (one group with cereals and other group with pulses) followed by sharing. Facilitator will summarise the different existing processes in plenary.

Session	Time	Topic	Content	Methodology
				Facilitator will present and discuss in details about the different types of seed used in improved Agriculture (Open Pollinated variety, High yielding variety, Hybrid variety and vegetative propagating materials). Facilitator will describe the way of seed preservation (selection, harvesting, threshing, sorting, drying, storing etc.). While discussing, facilitator will keep enlisting do's and don'ts associated with every step in separate chart paper to be referred by participants in future.
5th session	4.15PM - 5.15PM	Summarisation/Test of information of seed preservation	Summarising and mapping the knowledge gain	Individual exercise based on test paper or general summarisation to assess the knowledge gain around seed preservation of the selected crops
6th session	5.15PM- 5.45PM	Feedback of the training		

Orientation of marketing of farm produce

Objective

1. To develop a perspective on Agriculture market
2. To enhance the knowledge and information about marketing of farm produce

Participant : NGO staff

No of participants : 20 - 25

Duration : 1 Day

Materials required : Chart paper, sketch pen, double sided tape, scissor, note pads and pens

Session	Time	Topic	Content	Methodology
1st session	10.00AM - 10.30AM	Introduction with expectation mapping of the participants, objective sharing	To know the expectation	Participants introduce themselves with their expectation from the event, Facilitator will summarise the expectations and share the objective of the event
2nd session	10.30AM - 1.00PM	Market and value chain of farm produce	To build the perspective of marketing of farm produce	Form two sub-groups to discuss what is market and describe the steps involved in reaching of any one farm produce from farm to consumer, followed by presentation at plenary. Facilitator will summarise the understanding of participants about the topic and further strengthen the understanding (market and market processes like role of aggregator, traders, Government policies and regulations, importance of value chain etc.)
	1.00 PM - 1.30PM	Lunch Break		
3rd session	1.30PM - 3.00PM	Mapping the opportunities for producers during transaction from farm to consumer	To develop the understanding of opportunities lying for producers in between farm to consumer	Plenary: facilitator will build the understanding of the participants for potential opportunities to be tapped by the producers, by including processes of collective marketing, aggregation to increase the bargaining power, value addition packaging and branding of farm produce.
4th session	3.00PM - 4.30PM	Identifying major opportunities for marketable farm produces in the area	To enlist the potential produce and linked opportunities in market process	Form, 2 to 3 sub-groups to discuss and generate the list of produce along with opportunities for producers followed by plenary presentation. Facilitator will consolidate the presentation.

Session	Time	Topic	Content	Methodology
5th session	4.30PM - 5.00PM	Action plan	To prepare an action plan as per the identified opportunities in previous session	Area wise sub group to prepare an action plan of engagement with producers for marketing of farm produce.
6th session	5.00PM - 5.30PM	Feedback of the training		

Preparation and use of different organic formulation for farming

Objective

1. To develop the importance of organic practice in agriculture
2. To know the preparation process of various organic formulation of manures, pesticide, fungicide etc.
3. To know the uses of organic formulations for farming

Participant : NGO Staff

No of participants : 20-25

Duration : 2 days

Materials required : Cow dung, cow urine, jaggary, gram flour, neem leaves, five different leaves, Mahuwa, vessels, firewood etc.

Session	Time	Topic	Content	Methodology
DAY 1				
1st session	10.00AM - 10.30AM	Introduction with expectation mapping of the participants, objective sharing	To know the expectation	Participants introduce themselves with their expectation from the event, Facilitator will summarise the expectations and share the objective of the event
2nd session	10.30AM - 1.00PM	Understand the importance of organic practice in agriculture	To create the awareness of the ill effect of inorganic practices in Agriculture and need of adopting alternate ways of farming.	Plenary: Show a movie of "Cancer train" available link from youtube (youtube.com/watch?v=FRqY7NTWx_Y or https://www.youtube.com/watch?v=ww0SXrw-5r4), create a discussion among the participants for change in farming practices vis a vis use of chemical fertilizers, pesticides etc. Facilitator will summarise the change occurred due to use of inorganic materials in Farming. Facilitator will share the alternate option of using organic based formulation in farming and its benefit.
	1.00PM - 1.45PM	Lunch Break		
3rd session	1.45PM - 5.30PM	Preparing few organic formulations	To prepare few organic formulations based on available materials in the village	Facilitator will demonstrate the process of preparing organic formulation from materials available in village to be used in farming.
DAY 2				
1st session	9.30AM - 12.00PM	Cont....		
2nd session	12.00PM - 1.00PM	Uses of organic formulation in farming	To know the different uses of various organic formulation for farming (Beejamrit, Neemastra, Brahmastra, Aginastra, Mathastra, Jeebamrit, FYM, vermicompost, Anda tonic etc.)	Facilitator will share the different uses along with doses of various organic formulation in farming

Session	Time	Topic	Content	Methodology
	1.00PM - 1.45PM	Lunch Break		
3rd session	1.45PM - 3.15PM	Action plan	To make a plan for disseminating this topic in project area	Area wise sub group to prepare an action plan for disseminating the organic formulation and it's uses.
4th session	3.15PM - 4.30PM	Summarisation/ Test of information of organic formulation and it's uses	Summarising and mapping the knowledge gain	Individual exercise based on test paper or general summarisation to assess the knowledge gain around organic formulation and it's uses
5th session	4.30PM - 5.00PM	Feedback of the training		

Orientation of different formats to capture the agriculture related progress and other record keeping

Objective

1. To orient the participants about different formats to be used for capturing information and data for tracking progress of Agriculture intervention
2. To practice the information and data capturing in different prescribed formats

Participant : NGO Staff

No of participant : 20-25

Duration : 1 day

Materials required : Chart paper, marker, season wise format of crop intervention, field visit format of community cadres.

Session	Time	Topic	Content	Methodology
1st session	10.00AM - 10.30AM	Introduction with expectation mapping of the participants, objective sharing	To know the expectation	Participants introduce themselves with their expectation from the event, Facilitator will summarise the expectations and share the objective of the event
2nd session	10.30AM - 11.00AM	Importance and purpose of record keeping	To orient the participants about the importance and purpose of record keeping in Agriculture	Plenary: Facilitator will enlist the importance and purpose of record keeping in Agriculture through interactive session
3rd session	11.00AM - 11.30AM	Introducing various prescribed formats for record keeping	To introduce various prescribed formats to the participants related to capture the information and data for Agriculture progress in the project	All the participants will get a set of formats to be used for the project purpose.
4th session	11.30AM - 1.00PM	Demo of filling the formats	To demonstrate the process of capturing the information and data in each format	Facilitator will demonstrate and discuss the process of capturing the information and data in each format one by one
	1.00PM - 1.45PM	Lunch Break		
5th session	1.45PM - 4.15PM	Practice session	To practice the process of capturing the information and data in the formats	Facilitator will share the case for each format and participants will practice to filling the format (specifically about date, unit, signature, various interrelation between different sections of the format and various descriptive information etc.).

Session	Time	Topic	Content	Methodology
6th session	4.15PM - 4.45PM	Nodes of sharing and submitting of different formats	To develop a clarity of frequency, person and office to share and submit the filled formats in the project	Facilitator will inform the sequence and timeline to share and submit the filled formats to respective person and office.
7th session	4.45PM - 5.15PM	Feedback of the training		

Community cadres

Role clarity of cadres for the project

Objective

- To understand the role of community cadres for Agriculture promotion under the project

Participant : Community cadres

No of participants : 20 - 25

Duration : 1 day

Material required : White board and marker, chart paper, sketch pen, note pads, pens.

Session	Time	Topic	Content	Methodology
1st Session	10 .30 AM - 11.00 AM	Introduction and objective sharing of the training	Individual introduction	Participants will share their name, village, area of operation under the project
				Facilitator will share the objective of training
2nd Session	11.00 AM - 12.30 PM	Agriculture context of their district	What is the major cropping season? Which cropping season is most important for villagers and why?	Form, 2 to 3 sub-groups for discussing the topic followed by presentation. Facilitator will summarize the context of Agriculture
	12.30PM - 1.30PM	Possible way out to improve the agriculture activities in their district.	What are the possible areas to work upon What are the possible roles community cadres can play	Plenary: Facilitator will conduct an interactive session to prepare the possible way out, areas to be worked upon and the possible role of the community cadres
	1.30PM-2.15PM	Lunch Break		
3rd session	2.15PM-3.15PM	Inform the purpose (Agriculture component) of JTELP and structure of JTDS	Sharing the purpose of JTELP, structure of JTDS, function and functionary, role of different stakeholders	Presentation by facilitator to share the detail information
4th session	3.15PM-4.15PM	Role clarity of community cadres	To build the understanding of the role and responsibilities	Plenary: Facilitator will conduct an interactive session to build to understand of the role and responsibilities of community cadres
5 th session	4.15PM-4.45PM	Feedback of the training		

Soft Skill training for community interaction

Objective

- To acquire skills and knowledges of community interaction
- To know the DOs and DON'Ts while interacting with community

Participant : Community cadres

No of participants : 20-25

Duration : 2 days

Materials required : Sound system, training postcards, chart papers, sketch pens, laptop, projector with screen, white board and marker, one ball, note books and pens.

Session	Time	Topic	Content	Methodology
Day-1				
1 st session	10.00AM - 10.45AM	Ice braking and Introduction	To bring focus of all participants to the event	Micro Lab process: All participants standing in a circle introduce themselves and ask to share a word or phrase that represent his/her. Conduct Micro-lab steps At plenary: Randomly ask to share few participants to share their experiences and some responses of Micro-lab.
2 nd session	10.45AM - 01.00PM	Role play	To develop the understanding of the elementary components to interact with community	Identify three sets of volunteers among participants - 2 person for role play of facilitator-villager interaction, 4 persons as observers to record the observation in prescribed format (greeting-introduction, objective sharing, style of questioning (Open/close ended), body language) and rest will play a role of villagers.
				Provide separate instruction to all three sets of volunteers in isolation
				Initiate role play for 30-35 minutes.
				Plenary: Experience sharing by all three sets of volunteers about their role play in a sequence from villagers, observers and facilitators of role play. Now, trainer facilitator will summarize the entire process of role play and give an overview of effective skill for interaction with community.
	1.00PM-1.45PM	Lunch Break		
3 rd session	1.45PM – 4.30PM	Role play-2	To develop the understanding of the elementary components to interact with community.... Cont.	Form sub group of 5-6 participants and 2 among them will play the role of facilitator and others will act as villagers. Each sub group will allow to play the role of facilitator for 30-35 minutes. And after brief feedback next pair of participants will play the role of facilitator. This process will continue till all the members of the sub-group get a chance to play a role of facilitator.
				Plenary: Few samples sharing of their experiences and insight gain from role play followed by trainer facilitator comments to enrich the understanding.
4 th session	4:30PM - 5:00PM	Planning for day-2 field practice		Forming 2-3 sub-groups depending on field condition to engage with the villagers in real setup with fresh understanding gained in classroom session.
Day 2				
1 st session	9.00AM – 12.00PM	Field practice	Topic of the meeting may be like Agriculture planning, PoP training, Pest Management training etc. depending on the stages of crop season.	Each sub-group will have separate meeting with group of villagers. Each sub-group have two facilitators and other group members will act as an observer of the process with the help of prescribed format to be discussed in the plenary
	12.00AM – 1.30PM	Lunch break including return from field		
2 nd session	1.30PM – 3.00PM	Experience sharing of field practice	Each sub-group will prepare a list of their learnings, area to be improved	In sub-group facilitators along with practicing observer will share their experiences individually to prepare a presentation for plenary

Session	Time	Topic	Content	Methodology
3rd session	3.00PM – 4.30PM	Experience sharing of the field practice at plenary	Sub-group presentation	Sub-group presentation and summarization by trainer facilitator
4th session	4.30PM – 5.00PM	Action plan	How to utilize the understanding gained in upcoming field interaction	The trainer facilitator will add some tips to enhance the facilitation skills in field condition
5th session	5.00PM – 5.30PM	Feedback of the training		

Basic of agriculture (farming)

Objective

1. To understand the relationship among the components of farming system
2. To know the process of different aspects of crop production

Participant : Community cadres

No of participants : 20-25

Duration : 1 day

Materials required : Chart paper, sketch pen, double sided adhesive, laptop and projector with screen, note pads and pens

Session	Time	Topic	Content	Methodology
1st session	10.00AM - 10.30AM	Introduction and objective sharing	Introduction and objective sharing	Participants introduces themselves along with their operational geography (village, panchayat for Agriculture activities) in the project. Facilitator will share the objective of the event.
2nd Session	10:30 A M – 11:30 AM	Components of farming system	Relationship between various components of farming	SGA to articulate the current understanding of components of farming system and their inter relation followed by presentation
	11.30 AM – 12.15PM			Presentation by facilitator about various components and their relationship, preferably it should be presented by consolidating SGA sharing and by adding the missing components (may use PPT).
3rd Session	12.15PM - 1.30PM	Steps of crop production	Describing 8 steps of crop production and their importance	Plenary with the help of participants, try to generate the steps involved in crop production (crop selection, land preparation, seed selection, seed sowing, irrigation, crop growth (interculture and pest management) , manuring, harvesting and storage)
	1.30PM - 2.15PM	Lunch Break		
	2.15PM- 3.00PM	Cont.....		
4th session	3.00PM- 4.15PM	Understanding different land types and their features	Discussion on land types in the project area	SGA: Identify the different types of land available in the project area and their features followed by presentation. Facilitator will summarise the content.
5th session	4.15PM - 5.00PM	To know the method of land measurement for farming	Methods of land measurement for calculation of inputs requirement	Plenary: Facilitator will present the method of measuring land for Agriculture inputs requirement and production assessment
6th session	5.00PM- 5.30PM	Feedback of the training		

Agriculture planning at village level

Objective

1. To know the process of season wise crop planning at village level

Participant : Community cadres

No of participants : 20-25

Duration : 1 day

Materials required : Chart paper, marker, double sided tape, laptop and projector with screen, note pads and pens.

Session	Time	Topic	Content	Methodology
1st session	10.00AM - 10.30AM	Introduction and objective sharing	Introduction and objective sharing	Participants introduces themselves along with their number of targeted families for Agriculture intervention in the project. Facilitator will share the objective of the event.
2nd session	10.30AM- 1.00PM	Steps of agriculture planning	To prepare an agriculture planning process for any one crop season	SGA: To prepare the steps of Agriculture planning process in a village and their importance, followed by SGA presentation and summarisation by facilitator
	1.00PM-1.45PM	Lunch Break		
3rd session	1.45PM-2.30PM	Timeline of Agriculture planning	To prepare a timeline for different steps in Agriculture planning for different crop season	Plenary: facilitator will help to prepare the timeline for different steps in Agriculture planning for each crop season through interactive session
4th session	2.30PM - 4.00PM	Plan preparation	Action plan to roll out the agriculture planning	Plenary: Prepare an action plan to finalize an Agriculture planning for a crop season based on the agriculture activity calendar
5th session	4.00PM-4.30PM	Feedback of the training		

Package of Practices (PoP) of different crops based on season

Objective

1. To know the Package of Practices of different selected crops of this area
2. To know the critical steps of crop cycle

Participant : Community cadres

No of participants : 20-25

Duration : 1 day

Materials required : White board and marker, chart paper, sketch pen, note pads, pens and printout of flex and PoP of different crops, laptop and projector with screen.

Session	Time	Topic	Contents	Methodology
1st session	10.00AM - 10.30AM	Introduction and objective sharing	To know the objective of the training	Participants introduce themselves along with one critical step of upcoming crops in the season. Facilitator will share the objective of the event.
2nd session	10.30AM - 11.00AM	Crops planned in the upcoming season in the project	Enlisting the name of the crops planned for this area in upcoming season in the project	Plenary: With the help of participants, facilitator will enlist the name of the crops planned in which cadres are supposed to extend their help in the area under this project.
3rd session	11.00AM - 1.00PM	Sharing of PoP along with critical steps of respective crop	Depending on upcoming crop season, discuss the Package of Practices (PoP) along with critical steps for the selected crops	Facilitator will use the available resource materials and training tools to share the PoP of selected crops (maximum of 5 crops per training day).

Session	Time	Topic	Contents	Methodology
	1.00PM - 1.45PM	Lunch break		
	1.45PM-3.30PM	Cont.....		
4th session	3.30PM - 4.30PM	Summarisation/Test of information of PoP	Refreshing and mapping the knowledge gain	Individual exercise based on test paper or general summarisation to assess the knowledge gain around PoP of the selected crops
5th session	4.30PM-5.00PM	Feedback of the training		

Diseases and pest management

Objective

1. To identify the disease and pest attack occurred at different crop fields by the cadres
2. To know the application of different measures of plant protection

Participant : Community cadres

No of participants : 20-25

Duration : 1day

Materials required : Laptop, projector with screen, sound system, white board and marker, chart paper, sketch pen, double sided tape, scissor, insect net (5), plastic jar/ bottle, note pads and pens

Session	Time	Topic	Content	Methodology
1st session	10.00AM - 10.30AM	Introduction and objective sharing	To know the objective of the training	Participant introduce themselves with 1-2 diseases of any crop that they have observed in the field, facilitator will summarise the names of the shared disease and pest by participants and share the objective of the event
2nd session	10.30AM - 11.15AM	Collection of damaged crop samples infested by disease and pest	Collection of damaged parts of various available crops from nearby field	Form three subgroups to collect the damaged crop samples from nearby field. Plenary: Categorizing the collected samples into four categories (insect, micro-organism, nutrient deficiency and others) by the facilitator for bringing the focus on pest and disease attack only
3rd session	11.15AM - 11.45AM	Identification of disease and pest attack	To build the capability to distinguish the attack of diseases by microbes and damaged by insect vis a vis by other reasons	Plenary: facilitator will help to create knowledge of distinguishing the damaged occurred by diseases or insects on crops for better management of plant protection
4th session	11.45AM - 12.30PM	Major damages occurred at crops by microbes and insects	To create awareness and knowledge around disease and pest infestation in crops	Plenary: Facilitator will make a presentation on sources and favourable conditions of occurrence of microbes resulting in disease infestation. Describing lifecycle of insects and critical damaged done by them.
5th session	12.30PM - 1.30PM	Different methods of plant protection	to describe the different methods of plant protection	SGA: Enlist what methods are in practice for plant protection followed by presentation at plenary
	1.30PM - 2.15PM	Lunch break		
	2.15PM - 4.00PM	Cont.....		Facilitator will share different options available for plant protection including cultural, biological, mechanical, organic and inorganic method

Session	Time	Topic	Content	Methodology
4th session	4.00PM - 5.00PM	Summarisation/Test of information of PoP	Refreshing and mapping the knowledge gain	Individual exercise based on test paper or general summarisation to assess the knowledge gain around PoP of the selected crops
5th session	5.00PM-5.30PM	Feedback of the training		

Yield assessment of standing crops

Objective

1. To train around the technique of yield assessment of standing crops
2. To practice the computation process of yield assessment

Participant : Community cadres

No of participants : 20 - 25

Duration : 1 day

Materials required : Two bamboo frames of 1 sq. meter, weighing machine, chart paper, marker, glue tape. flex containing the information regarding the process of yield estimation.

Session	Time	Topic	Content	Methodology
1st session	10.00AM - 10.30AM	Introduction and objective sharing	To know the objective of the training	Participants introduce themselves along with the production information of any one crop in the area, facilitator will summarise the information and share the objective of the event
2nd session	10.30AM -11.00AM	Importance of yield assessment and orientation of tools used	To give a overview of yield assessment of standing crops and different tools use for this purpose	Plenary: facilitator will discuss the importance of yield assessment and orientation of tools
3rd session	11.00AM – 1.30PM	Field demonstration and practices for yield assessment	To demonstrate and practice of the processes to collect the data of standing crops for yield assessment	Facilitator will demonstrate the process involved to collect the data of standing crops with the help of tools and record the desired information in prescribed format. 3 to 4 sub-groups will be formed to practice the processes in adjacent different fields.
	1.30PM - 2.15PM	Lunch break		
4th session	2.15PM - 3.30PM	Computation of data and assessing the yield	To know the process of computing the gathered data for assessment of yield	Plenary: Facilitator will compute the gathered data from one field to get the yield assessment. SGA wise participants will follow the same process to compute the yield assessment.
5th session	3.30PM -4.30PM	Yield assessment of the crop with multiple plucking	To know the process of data gathering for yield assessment of the crop with multiple plucking	Plenary: Facilitator will discuss the process of yield assessment of crops with multiple plucking.
6th session	4.30 PM - 5.00PM	Precautions required for yield assessment of the standing crops	To enlist the various do's and don'ts during this process	Plenary: Facilitator will state and discuss various do's and don'ts associated with this process
7th session	5.00PM-5.30PM	Feedback of the training		

Post-Harvest Management (PHM) of selected crops

Objective

1. To inform about Post-Harvest Management (PHM) of different crops grown in the area
2. To train about seed preservation for selected crops

Participant : Community cadres

No of participants : 20 - 25

Duration : 1 day

Materials required : White board and marker, chart paper, sketch pen, note pads and pens

Session	Time	Topic	Content	Methodology
1st session	10.00AM - 10.30AM	Introduction and objective sharing	To know the objective of the training	Participants introduce themselves along with the name of two crops that has been preserved for seed purpose at their home and facilitator will summarise the information and share the objective of the event
2nd session	10.30AM - 11.30AM	Understanding the current practices of Post-Harvest Management (PHM) of crops	To gather information around the current practices of PHM (Paddy, Pulses, Potato, Oilseed etc.)	Form two sub-groups to discuss and enlist the existing practices for PHM in the area for given two crops, followed by presentation. Facilitator will share the consolidated information at plenary
3rd session	11.30 AM - 1.00PM	Knowing some of the improved practices for PHM	To describe different improved methods of PHM (drying, sorting, packaging, storing, application of organic/inorganic materials to prevent store grain pest, maintaining moisture level, etc.)	Plenary: Facilitator will use lecture method to enrich the knowledge of participants through use of resource materials.
	1.00 PM - 1.45PM	Lunch Break		
4th Session	1.45PM - 4.15 PM	Seed preservation	To describe the features of seed vis a vis produces for consumption, process and techniques of seed preservation of selected crops, do's and don'ts during seed preservation	Form two sub-groups to discuss the existing processes of seed preservation (one group with cereals and other group with pulses) followed by sharing. Facilitator will summarise the different existing processes in plenary. Facilitator will present and discuss in details about the different types of seed used in improved Agriculture (Open Pollinated variety, High yielding variety, Hybrid variety and vegetative propagating materials). Facilitator will describe the way
				of seed preservation (selection, harvesting, threshing, sorting, drying, storing etc.). While discussing, facilitator will keep enlisting do's and don'ts associated with every step in separate chart paper to be referred by participants in future.
5th session	4.15PM - 5.15PM	Summarisation/Test of information of seed preservation	Summarising and mapping the knowledge gain	Individual exercise based on test paper or general summarisation to assess the knowledge gain around seed preservation of the selected crops
6th session	5.15PM-5.45PM	Feedback of the training		

Orientation of marketing of farm produce

Objective

1. To understand the agriculture market in their vicinity
2. To provide the information about marketing of farm produce

Participant : Community cadres

No of participants : 20 - 25

Duration : 1 Day

Materials required : Chart paper, sketch pen, double sided tape, scissor, note pads and pens

Session	Time	Topic	Content	Methodology
1st session	10.00AM - 10.30AM	Introduction and objective sharing	To know the objective of the training	Participants introduce themselves along with the information of the name of two surplus produce in their village and place of selling and facilitator will summarise the information and share the objective of the event
2nd session	10.30AM - 1.00PM	Role of different stakeholders involved in farm produce market	To understand the role of different stakeholders involved in farm produce market in vicinity	Form, 2 to 3 sub-group and tagged one relatively big market available nearby with each sub-group to discuss the involvement of different stakeholders and their role in trading of farm produce, followed by plenary presentation and facilitator will summarise the information gathered during the discussion with additional information if required to create a systematic flow of farm produce market system.
	1.00 PM - 1.45PM	Lunch Break		
3rd session	1.45PM - 3.00PM	Mapping the opportunities for producers during transaction from farm to consumer	To develop the understanding of opportunities lying for producers in between farm to consumer	Plenary: Facilitator will build the understanding of the participants for potential opportunities to be tapped by the producers, by including processes of collective marketing, aggregation to increase the bargaining power, value addition packaging and branding of farm produce.
4th session	3.00PM - 4.00PM	Identifying major opportunities for marketable farm produces in the area	To enlist the potential produce and linked opportunities in market process	Plenary: With the help of participants, facilitator will discuss and generate the list of marketable produce in the area and to tap the opportunities for producers for better price realization.
5th session	4.00PM - 5.00PM	Action plan	To prepare an action plan as per the identified opportunities in previous session	Panchayat wise sub group to prepare an action plan of engagement for better price realization for producers
6th session	5.00PM - 5.30PM	Feedback of the training		

Preparation and use of different organic formulation for farming

Objective

1. To develop the importance of organic practice in agriculture
2. To know the preparation process of various organic formulation of manures, pesticide, fungicide etc.
3. To know the uses of organic formulations for farming

Participant : Community cadres

No of participants : 20-25

Duration : 2 days

Materials required : Cow dung, cow urine, jaggary, gram flour, neem leaves, five different leaves, Mahuwa, vessels, firewood etc.

Session	Time	Topic	Content	Methodology
DAY 1				
1st session	10.00AM - 10.30AM	Introduction and objective sharing	To know the objective of the training	Participants introduce themselves with the information of two pesticides/fertilizers kept at their home and their uses, facilitator will summarise the information and share the objective of the event

Session	Time	Topic	Content	Methodology
2nd session	10.30AM - 1.00PM	Understand the importance of organic practice in agriculture	To create the awareness of the ill effect of inorganic practices in Agriculture and need of adopting alternate ways of farming.	Plenary: Show a movie of "Cancer train" available link from youtube (youtube.com/watch?v=FRqY7NTWx_Y or https://www.youtube.com/watch?v=ww0SXrw-5r4), create a discussion among the participants for change in farming practices vis a vis use of chemical fertilizers, pesticides etc. Facilitator will summarise the change occurred due to use of inorganic materials in Farming.
				Facilitator will share the alternate option of using organic based formulation in farming and its benefit.
	1.00PM - 1.45PM	Lunch Break		
3rd session	1.45PM - 5.30PM	Preparing few organic formulations	To prepare few organic formulations based on available materials in the village	Facilitator will demonstrate the process of preparing organic formulation from materials available in village to be used in farming.
DAY 2				
1st session	9.30AM - 12.00PM	Cont...		
2nd session	12.00PM - 1.00PM	Uses of organic formulation in farming	To know the different uses of various organic formulation for farming (Beejamrit, Neemastra, Brahmastra, Aginastra, Mathastra, Jeebamrit, FYM, vermicompost, Anda tonic etc.)	Facilitator will share the different uses along with doses of various organic formulation in farming
	1.00PM - 1.45PM	Lunch Break		
3rd session	1.45PM - 3.15PM	Action plan	To make a plan for preparing organic formulations in the project villages	Panchayat wise sub group to prepare an action plan for preparing the organic formulation and it's uses in the project villages.
4th session	3.15PM - 4.30PM	Summarisation/ Test of information of organic formulation and it's uses	Summarising and mapping the knowledge gain	Individual exercise based on test paper or general summarisation to assess the knowledge gain around organic formulation and it's uses
5th session	4.30PM - 5.00PM	Feedback of the training		

Orientation of different formats to capture the agriculture related progress and other record keeping

Objective

1. To inform the participants about different formats to be used for capturing information and data for tracking progress of Agriculture intervention
2. To practice the information and data capturing in different prescribed formats

Participant : Community cadres

No of Participant : 20-25

Duration : 1 day

Materials required : Chart paper, marker, season wise format of crop intervention, field visit format of community cadres.

Session	Time	Topic	Content	Methodology
1st session	10.00AM - 10.30AM	Introduction and objective sharing	To know the objective of the training	Participants introduce themselves with a sharing that what s/he can recall their engagement on 15th day of last month and facilitator will summarise the information and share the objective of the event
2nd session	10.30AM - 11.00AM	Importance and purpose of record keeping	To orient the participants about the importance and purpose of record keeping in Agriculture	Plenary: Facilitator will enlist the importance and purpose of record keeping in Agriculture through interactive session
3rd session	11.00AM - 11.30AM	Introducing various prescribed formats for record keeping	To introduce various prescribed formats to the participants related to capture the information and data for Agriculture progress in the project	All the participants will get a set of formats to be used for the project purpose.
4th session	11.30AM - 1.00PM	Demo of filling the formats	To demonstrate the process of capturing the information and data in each format	Facilitator will demonstrate and discuss the process of capturing the information and data in each format one by one
	1.00PM - 1.45PM	Lunch Break		
5th session	1.45PM - 4.15PM	Practice session	To practice the process of capturing the information and data in the formats	Facilitator will share the case for each format and participants will practice to filling the format (specifically about date, unit, signature, various interrelation between different sections of the format and various descriptive information etc.).
6th session	4.15PM - 4.45PM	Nodes of sharing and submitting of different formats	To develop a clarity of frequency, person and office to share and submit the filled formats in the project	Facilitator will inform the sequence and timeline to share and submit the filled formats to respective person and office.
7th session	4.45PM - 5.15PM	Feedback of the training		

Youth Groups (YGs)

Concept sharing of marketing of agriculture produce

Participant : Member of Youth Groups

No of participants : 15-20

Duration : 1 Day

Materials required : Marker, sketch pen, chart paper, double sided tape, scissor, ball etc.

Session	Time	Topic	Content	Methodology
1st Session	10.00 AM - 10.30 AM	Introduction	To introduce each other	Plenary: All the participants will stand in a circle. Facilitator will introduce himself/herself with his/her goal of life and then s/he will throw a ball to an unknown participant and after catching the ball, s/he will introduce along with what s/he would like to achieve in his/her life? After that s/he will throw the ball to a least unknown participant to follow the same process till all participants' introduction complete.
2nd Session	10.30AM - 10.45AM	Objective sharing	Sharing of objective of the training	Facilitator will share the objective of the event

Session	Time	Topic	Content	Methodology
3rd session	10.45AM - 1.00PM	Role of different level of traders involved in marketing of Agriculture produce	To understand the role of different level of traders involved in Agriculture produce market in vicinity	<p>Role play: Identify three sets of volunteers to act as a big trader (1 person), petty traders (2 person), observers (3 person) and rest participants will act as villagers. Role play starts with villagers interact with the petty traders not with the big traders, petty trader interacts with the big trader, hard price negotiation by big trader and petty trader etc. Observers will be guided separately by the facilitator to collect the observatory data around the negotiation skill, way of talking etc. The role play will continue for 30-35 minutes.</p> <p>Plenary: Observers will share their observation about the process and skills set involved of different players in the role play. Facilitator will summarise the functioning and skill involved in marketing of Agriculture produce</p>
	1.00 PM - 1.45PM	Lunch break		
4th session	1.45PM - 3.00PM	Mapping the opportunities for YG members to engage in the agriculture marketing process	To develop the understanding of opportunities lying for YG members in between farm to market	Plenary: Facilitator will build the understanding of the participants for potential opportunities to be tapped by the YG members, by including processes of collective marketing, aggregation to increase the bargaining power, value addition packaging and branding of farm produce.
5th session	3.00PM - 4.00PM	Identifying major opportunities for marketable farm produces in the area	To enlist the potential produce and linked opportunities in market process	Plenary: With the help of participants, facilitator will discuss and generate the list of marketable produce in the area and to tap the opportunities for YG members for dissent earning.
6th session	4.00PM - 4.30PM	Feedback of the training		

Visioning exercise for engagement around marketing of Agri-produces

Objective

1. To develop the vision for the potential of marketing of Agri-produces
2. To create an excitement for taking this as a vocation

Participant : Member of Youth Groups

No of participants : 15-20

Duration : 1 Day

Materials required : Marker, Sketch pen, Chart paper, Double sided tape, Scissor etc.

Session	Time	Topic	Content	Methodology
1st session	10.00AM - 10.30AM	Introduction and objective sharing	To know the objective of the training	Participant introduces themselves with 1-2 marketable surplus crops in the area, facilitator will summarise the names of the shared marketable surplus crops by participants and share the objective of the event

Session	Time	Topic	Content	Methodology
2nd Session	10.30AM - 1.00PM	Vision building	To build the vision of the YG members for income generation through Agriculture produces	Form 2 sub-groups to discuss the aspiration of the participants and what resources are required to fulfil their aspiration followed by presentation. Facilitator will summarise the aspirations of participants and resources required. With the help of participants, facilitator will generate the engagement opportunities in the area to mobilize the resources required for fulfilling the aspirations of YG members. (Note for facilitator: Emphasizing on the income generation vis a vis dissent engagement)
	1.00 PM - 1.45PM	Lunch break		
3rd session	1.45PM - 2.30PM	Identifying major opportunities for income generation	To identify the potential Agri-produce to generate income for YG	Plenary: With the help of participants, facilitator will discuss and identify few marketable Agri-produce in the area to generate income for YG members.
4th session	2.30PM - 4.30PM	Action plan	To prepare an action plan for the trading of identified Agri-produces	Respective Youth Group will prepare an action plan to initiate trading of Agri-produce for their income generation followed by presentation at plenary to conclude the vision exercise.
5th session	4.30PM - 5.00PM	Feedback of the training		

Interaction and exposure with market players like traders, broker etc.

Participant : Member of Youth Groups

No of participants : 15-20

Duration : 1 Day

Materials required : Note book and pen for each participant

Session	Time	Topic	Content	Methodology
1st session	10.00AM - 10.15AM	Introduction and objective sharing	To share the objective of the event	After reaching the market place, participants will introduce each other, facilitator will share the objective of the event and brief the process of today's engagement with norms of day conduct
2nd session	10.15AM - 10.45AM	Market place visit	To get acquainted with the market place	To have a transact walk across market place to familiarize the environment and meet at identified place.
3rd session	10.45AM - 2.30PM	Interaction with traders	To create an opportunity to interact with some relevant traders in market	Facilitator will help to identify the few relevant traders to interact with YG members. Representatives of YG members will share the purpose of their visit and interaction with respective
				traders to initiate the interaction. (The discussion may cover the aspects like process of trading, volume of transaction of the Agri commodities, price fixation, negotiation methods, payment method, rules and regulations of the market etc.) Participants may also collect the name and contact of the traders for future dealing.
	2:30PM - 3.30PM	Lunch Break		

Session	Time	Topic	Content	Methodology
4th session	3.30PM - 4.15PM	Summarisation and feedback	To summarise the experience of the event and feedback	Participants will share their experiences of the event and facilitator will summarise the sharing followed by verbal feedback about the event and proceed to return to their respective villages.

Orientation of reviewing the process of their engagement to achieve the purpose of doing marketing of Agri-produces

Objective

- To create a process of review mechanism of activities involved like record keeping, analysing the financial part of business, profit earned, plan vs achievement etc.

Participant : Member of Youth Groups

No of participants : 15-20

Duration : 1 Day

Materials required : Chart paper, marker, different formats for keeping the records and information etc.

Session	Time	Topic	Content	Methodology
1st session	10.00AM - 10.30AM	Introduction and objective sharing	To know the objective of the training	Participants introduce themselves with a sharing that what s/he can recall their engagement on 15th day of last month and facilitator will summarise the information and share the objective of the event
2nd session	10.30AM - 11.00AM	Importance and purpose of record keeping	To orient the YG members about the importance and purpose of record keeping in marketing of Agri-produces	Plenary: Facilitator will enlist the importance and purpose of record keeping in marketing of Agri-produce through interactive session
3rd session	11.00AM - 1.00AM	Record keeping	To orient the YG members about different information and data required to be kept for trading	Facilitator will orient the YG members with required set of records and information like stock register, trader's information, daily financial transaction record, bank passbook, cash book, daily decision register about rate, other trading related information etc.
	1.00PM - 1.45PM	Lunch Break		
	1.45PM - 3.00PM	Cont.....		
4th session	3.00PM - 4.30PM	Review of activity	To orient the YG members about the reviewing process and its importance in trading activity	Facilitator will share the process of the reviewing the activities to be followed and their importance in trading activity.
5th session	4.30PM - 5.00PM	Feedback of the training		

Miscellaneous

Organising exposure visit at the site of Improved Agriculture Practices

Objective

1. To get exposed at the site of established improved Agriculture practices suitable for the project area
2. To learn and gain new insights of the critical steps involved and adapted in the intervention at exposure site

Participant : NGO staff, community cadres and farmers

No of participant : 40-50

Duration : 1 day

Session	Time	Topic	Content	Methodology
1st session	10.30AM - 11.00AM	Introduction and sharing purpose of visit	To introduce participants along with host about the purpose of visit	Representative from participants will introduce about the group and host will also introduce. Facilitator will share the purpose of the visit
2nd session	11.00AM - 1.00PM	Field visit	To see the processes, technology involved and outcome of the adopted intervention in Agriculture and allied exposure site	Under the guidance of host, participants will make a guided visit to the site with interacting about related interventions and outcome (Sub group of 12-15 participants will be preferred to get a desired visit at the site).
	1.00PM - 2.00PM	Lunch Break		
3rd session	2.00PM - 3.00PM	Class room session	To exchange the knowledge and information gained during the visit	Facilitator will help to have an interactive session among visitor and host to get clarification/better idea of the intervention, doubt clearance, exchanging contact and references.
4 th Session	3.00PM - 4.00PM	Feedback of the exposure visit and prepare an action plan by the participants		

Note: Session 2 and 3 may be interchanged based on the convenience of the host and visiting place

Organising farmers' fair

Objective

1. To display and disseminate the best practices adopted by the local farmers, useful farm tools, proven Agri-inputs items etc.
2. To create an opportunity to have an interaction with experience farmers, Agriculture experts and other relevant stakeholders

Participant : Local farmers, different stakeholders, community cadres, project staff etc.

No of participants : 250-300

Duration : 1 day

Venue : Open space preferably a playground/old orchard which can accommodate 300-400 people with potable water availability

Materials required : Tented space to display the process, product, tools etc. public address system, live samples and display materials

Session	Time	Topic	Content	Methodology
1st session	10.00AM onwards	Registration	Registration of the participants	Designated space and person at the entrance of the fair venue for registering the participants in a prescribed format.
2nd session	10.30AM - 11.00AM	Inauguration of the farmers' fair	Inauguration of the event by eminent person in presence of distinguish guests	The event will be inaugurated by lighting the lamp followed by welcome address by anchor
3rd session	11.00AM - 11.45AM	Address by the guests	Speech by the guests about various aspects to adopt the improved Agriculture in the area	Anchor will invite guest, one by one to cover different aspects of the improved Agriculture in the area.
4th session	10.30AM onwards	Stall visit	To observe and interact about different displays of improved Agriculture practices, tools, proven input items, production etc.	<p>The process of stall visit for interaction will be followed as prescribed for participants in below section</p> <p>There will be a sequence of engagement at each stall while displaying and discussing for visiting participants.</p> <ul style="list-style-type: none"> - Participants will be facilitated to visit each stall in a group of 10-15. Each group should spend at least 10-15 minutes at one stall. - Each stall will display exclusive critical practices (seed treatment, nursery raising, line transplantation and spacing, interculture operation, plant protection measures, yield assessment, seed perseveration etc.), Agri-tools, Agri-inputs and best production etc. - Each stall will have anchor to help the participants to know about the intervention and clarify the quarries.
5th Session	1.00PM - 2.30PM	Farmers' Interaction	To create an opportunity to share the experiences of the farmers with Agriculture expert to get additional guidance and improved technologies suitable for the area	Agriculture expert will be engaging with the farmers preferably in a group of 30-40 farmers to interact and get a guidance on the topic.

Session	Time	Topic	Content	Methodology
6th Session	2.30PM - 3.00PM	Felicitation and Closure ceremony	To felicitate the identified farmers and service providers for their contribution to establish improved Agriculture practices in the area and thanks giving	Anchor will invite recipient of the felicitation, one by one. The guest will honour the recipient. Anchor will extend thanks to all the guests, participants and other stakeholders of this event.

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