



## **Training Programme on Empowering Extension Officers of Agriculture and Allied Department through Effective Field Reporting and Digital Documentation**



**National Institute of Agricultural Extension Management (MANAGE)**

(An Autonomous Organization of Ministry of Agriculture & Farmers Welfare, Govt. of India)

Rajendranagar, Hyderabad – 500 030, Telangana State, India

## About MANAGE

National Institute of Agricultural Extension Management, known as MANAGE, formerly National Centre for Management of Agricultural Extension at Hyderabad, is an autonomous extension and agribusiness management institute located in Hyderabad, Telangana, India. The aim of the institute is to instill managerial and technical skills to Extension Officers, managers, scientists and administrators in the agricultural economy, to enable them to provide support and services to farmers and fishermen for practicing sustainable agriculture.

Based on the thematic areas of work, MANAGE operates through nine Centres, each focusing on a specific domain of agricultural management and capacity development. Among them, the Centre for Monitoring & Evaluation (M&E), the FPO Academy, and the Centre for Secondary Agriculture play a pivotal role in strengthening institutional and stakeholder capacities. This Centre designs and implements Training Programmes and Consultancy Projects aimed at building the competencies of public and private sector professionals in the areas of monitoring and evaluation, farmer producer organisations (FPOs), Secondary Agriculture and value chain development and market linkages. Their initiatives contribute to enhancing the efficiency, sustainability, and inclusiveness of agricultural systems across the country.

## About Training Programmes of MANAGE

MANAGE, through its Centre for Monitoring & Evaluation, FPO Academy, and Centre for Secondary Agriculture, offers a wide range of capacity building courses designed to enhance the skills and knowledge of stakeholders in the agriculture and allied sectors. These courses focus on strengthening competencies in monitoring and evaluation systems, promotion and management of Farmer Producer Organisations (FPOs), and development of agri-value chains and market linkages. The programmes blend conceptual understanding with practical exposure, enabling participants to apply modern tools, techniques, and best practices in their respective fields. By equipping public and private sector professionals,

extension functionaries, and FPO leaders with advanced managerial and analytical skills, MANAGE aims to foster evidence-based planning, efficient market integration, and sustainable agricultural development.

## About the course

Effective field reporting and documentation form the backbone of evidence-based planning, monitoring, and decision-making in the agriculture and allied sectors. Field officers serve as the critical link between on-ground activities and higher-level policy or administrative decisions. The accuracy, clarity, and timeliness of their field reports directly influence project outcomes, resource allocation, and program evaluation.

However, it has been observed that many field reports prepared by the extension officers suffer from inconsistencies, incomplete data, or lack of analytical depth. These issues often arise due to inadequate training in report writing, non-familiarity with standardized formats, and limited exposure to modern digital documentation tools. As a result, valuable field-level insights sometimes remain underutilized or misrepresented in departmental reviews and policy formulation.

In today's context, where data-driven governance and digital transformation are rapidly shaping agricultural development, there is an urgent need to strengthen the reporting and documentation capacities of officers across the agriculture, horticulture, animal husbandry, fisheries, and related departments. Improved reporting skills not only enhance individual performance but also contribute to institutional learning, transparency, and accountability.

Recognizing this need, the proposed Training Programme on "Empowering Extension Officers of Agriculture and Allied Department through Effective Field Reporting and Digital Documentation" aims to equip officers with practical knowledge and hands-on experience in preparing clear, concise, and well-structured field reports. The training emphasizes both traditional and digital approaches to documentation, focusing on content accuracy, effective communication, and the integration of digital tools for data collection and report

preparation.

Through interactive sessions, real-world examples, and practice exercises, participants will gain the competence to produce professional-quality reports that effectively capture field realities and support evidence-based agricultural development.

### Objectives of the Training

By the end of this programme, participants will be able to:

- » Understand the importance of accurate and timely field documentation.
- » Learn the structure, format, and essential components of effective field reports.
- » Develop skills in data recording, summarization, and interpretation.
- » Improve clarity, conciseness, and objectivity in report writing.
- » Utilize digital tools for field data collection and report preparation.

### Suggested Training Modules

#### Day 1: Understanding and Preparing Field Reports

##### Session 1: Introduction & Importance of Field Reports

- » Role of documentation in agricultural planning and evaluation
- » Common challenges in field reporting

##### Session 2: Components of a Good Field Report

- » Standard structure (Introduction, Methodology, Observations, Results, Recommendations)
- » Writing clear objectives and summaries

##### Session 3: Data Collection and Organization

- » Tools and techniques for field data recording
- » Ensuring accuracy and consistency

**Practical Exercise:** Reviewing and improving sample field reports

#### Day 2 & 3: Writing and Presentation Skills

##### Session 4 & 5: Effective Writing Techniques

- » Writing clearly and concisely
- » Common errors to avoid
- » Using visuals (tables, charts, and photos) effectively

### Session 6 & 7: Digital Documentation Tools

Introduction to MS Word, Excel, and mobile data collection apps (e.g., KoboToolbox, ODK)  
File management and digital submission standards

### Session 8 & 9: Report Presentation and Feedback

- » Presenting field findings to superiors and stakeholders
- » Peer review and constructive feedback

**Closing Session:** Evaluation, Discussion, and Certificate Distribution

### Methodology

- » Lectures and interactive discussions
- » Hands-on exercises
- » Group work and role-playing
- » Evaluation through pre- and post-assessment tests

### Resource Persons

- » Experts in agricultural extension and documentation
- » ICT specialists for digital reporting tools
- » Senior officers sharing best practices

### Duration and Schedule: 3 days

### Expected Outcomes

Participants will:

- » Gain confidence in preparing professional field reports
- » Use standardized reporting formats
- » Integrate digital tools into their daily documentation work
- » Contribute to improved data-driven agricultural planning

### Budget

Rs 2500 +GST per day per participant which includes

Total – 7500 + GST (18 %) = Rs 8850

### Includes

- » Training materials and resource kits
- » Venue and logistics arrangements
- » Boarding and lodging for participants
- » Field visit expenses (if applicable)



Register in the following link - <https://forms.gle/6WoGdhSw4xi44wZU7>  
(or)

Scan the QR code for registration



## Course Directors

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