

COURSE CODE: HSM 441**COURSE TITLE: ADMINISTRATION AND PROGRAMME PLANNING IN EXTENSION – 2 UNITS**

COURSE SYNOPSIS: Concepts, theories, principles and guidelines of administration, organization, supervision as applied to extension. Administrative function and responsibility in agricultural extension, staff recruitment, selection, placement and supervision, budget development and fiscal control, importance of programme planning in extension, principles and concepts of programme planning in agricultural extension need, educative, objective, learning experience, clientele participation, plan of work and calendar of work, the role of good public relations, good leadership and cooperation for an extension worker, associations and cooperations. Concepts of evaluation applied to agricultural extension programmes.

LECTURE NOTES

TOPIC I: INTRODUCTION

- Definition of key words i.e administrating.
- Identification of extension organisation.
- Analysis of organogram.

TOPIC II: PERSONAL ADMINISTRATION

1. Role of key positions.
2. Functions of management.
3. Responsibilities of management
 - a) Resource availability.
 - b) Decisions about budget.
 - c) Guarding rules & regulation of the organization.
 - d) Overseeing execution of duties of others.

TOPIC III: LEADERSHIP IN EXTENSION ORGANISATION

- a) Functions to serve.
 1. Develop basic framework of the extension system.
 2. Organize necessary support.
 3. Supervise how well extension agents perform their task.
 4. Coordinate the extension work with agencies outside the extension service.

TOPIC IV: DESCRIPTION OF T&V EXTENSION SYSTEM

- Identification of key features.
- Analysis of T&V organogram and how it operates.

TOPIC V: PLANNING EXTENSION PROGRAMMES

- 1) Elements in planning.
 - ✓ Goal .
 - ✓ Target group identification.
 - ✓ Current behaviour.
 - ✓ Constitution of target group.

- ✓ Knowledge skill and attitude analysis of target group.

TOPIC VI: SELECTION OF EXTENSION CONTENT

Selection that addresses women training needs i.e

- a) increases women's self – reliance.
- b) move from generalisations to specific measures.
- c) inform to prepare women for involvement in development.
- d) exceeds areas of health and cottage crafts.
- e) concentrates on skills for motivation, empowerment, leadership and participation.
- f) designed to facilitate women experience concepts of communication and participation.
- g) include projects which address problems of providing safe, adequate and accessible water supplies for household, reduce labour of food production, etc.

TOPIC VII: EXTENSION METHODS

Methods that answers the following questions are most suitable

1. what do we want to achieve
 - a) change in knowledge/skill/attitude behaviour.
2. Are the educational activities clearly specified to know what the learner will see, hear, discuss and carry out.
3. Are the different methods integrated in a way to reinforce each other.
4. Does the planned time-scale make it possible to carry out all activities well.
5. In choosing learning activities have the needs, skills and means of the target group considered adequately.

TOPIC VIII: PLANNING PROCESS

- ✓ Participation of clientele meaning of the word participation differentiating mobilizing and empowering.
- ✓ Reasons for allowing local participation
 - Information from people of grassroots is important.
 - It motivates cooperation.
 - It exercises right to self opinion and decision.

TOPIC IX: PARTICIPATION BY DEVELOPMENT ORGANIZATIONS

- Stakeholders forum.
- Collaborators.

TOPIC X: REVISION & PRESENTATION OF TERM PAPER

TOPIC XI: CONTINUOUS ASSESSMENT