

# **REPORT ON THE FIRST TRAINING-OF-TRAINERS PROGRAM FOR THE GHANA AGRI-INPUT DEALERS ASSOCIATION (GAIDA)**

The Ghana Agri-Input Dealers Association (GAIDA) was created in 2003 and has approximately 600 members. According to the GAIDA constitution a dealer can only be a full member unless he/she has followed a technical training. At the moment only half of the registered members have received some kind of technical training. Therefore GAIDA felt the need to organize a Training-of-Trainers program to create a group of resource persons that is capable of training GAIDA members that did not receive a training yet.

In the week of 14 to 18 November 2005 GAIDA organized their first Training-of-Trainers program in Accra in collaboration with IFDC. During the week participants were trained in facilitation skills, the use of different training methods and training aids, and adult learning<sup>1</sup>. The session was facilitated by IFDC staff Manon Dohmen and Raphaël Vogelsperger.

## **Participants**

In total 11 GAIDA members, 2 staff members and 1 partner participated in the training program:

1. Thomas Akowuah - Ashanti Region
2. Stephen K. Opoku - Ashanti Region
3. Gabriel O. Boakye - Brong Ahafo
4. Charles Addo - Brong Ahafo
5. J. Degraft Sackey - Central Region
6. BTS Amartey - Eastern Region
7. Alhaji Diwura - Northern Region
8. Monica Awuku - Volta Region
9. Gershon K. Djabeng - Volta Region
10. Richard N. Kwofie - Western Region
11. Kweku Baah - Western Region
12. Frederick B. Boampong - Secretariat
13. Gabriel Mills - Secretariat
14. Musa Taylor - IFDC/MISTOWA

## **Assessment**

Each participant had to prepare a 15-minute lesson for Thursday and Friday. Participants were assessed by the two facilitators and all other participants on their presentations skills, use of training methods and materials, and capability of transferring knowledge. Besides, each participant had to do a written test. All results are taken into account for the

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<sup>1</sup> For program, see attachment 1.

overall assessment. To obtain a certificate of competence the participant had to pass the practical test (the individual session) and the written test with either 50% or more. Nine participants received a certificate of competence, and 4 participants received a certificate of attendance. One participant joined the program during the week and was therefore not given a certificate.

## List of Topics

The following topics were presented during the individual presentations:

1. Teach drivers what to do in the case of an accident while transporting pesticides – Frederic Boampong
2. Teach storekeepers what protective clothing to wear – Gabriel Omane Boakye
3. Demonstrate to storekeepers the correct cleaning and destruction of pesticide containers (not disposal) – Charles Addo Kwadwo
4. Demonstrate to storekeepers how to construct an on-farm incinerator – Kwaku Baah
5. Theory of the basic principles of Integrated Pest Management – Gershon Djabeng
6. Explain to storekeepers the need and procedure of dealer licensing – Richard Nyamkye Kwofie
7. Teach storekeepers how to record stocks and sales – Musa Salify Taylor
8. Explain to contractors the proper siting of the agro-input store – Gabriel Mills
9. Demonstrate first aid for someone who has been contaminated with pesticide in both the eyes and on the skin – Stephen Kwame Opoku
10. Show storekeepers how to organize the storage of seeds – Alhaji Diwura
11. Explain to storekeepers the basic principles of the marketing mix – Thomas Akowuah
12. Show storekeepers how to deal with an accidental spill of pesticide on the store floor – BTS Amartey
13. Explain to farmers the advantages of buying certified seeds – Monica Awuku
14. Deliver an address to drivers on the safe transport of pesticides – De Graft Sackey

## Evaluation

Each participant was asked to fill in two evaluation forms to evaluate the training program. The first form was to evaluate the theoretical part (Monday to Wednesday), while the second form assessed the practical part (Thursday and Friday).

In general participants appreciated the different training methods and aids used which made the sessions lively, varied and involved all participants. During the theoretical part the explanation on the SDF model was highly valued, because it provides participants with a framework for their presentations. Also the session on feedback was rated as useful, especially during the individual sessions.

The practical part was appreciated by most participants. Almost everyone wrote that it was very useful and that they specifically learned how to set up a session and how to use different training methods and aids. Some complained that the preparation time was too short and that the topics were too technical. A few remarks were made about the lack of in-depth knowledge of some participants concerning the technical topics.

Finally, participants thought the program was very loaded and intensive.

## **Next Step**

At the end of the training program the follow up was discussed. The group agreed on the following:

1. The Training Committee of GAIDA should compile a list with topics for an ordinary technical training for those members that did not receive a training yet.
2. The president of GAIDA should discuss with Croplife Ghana the possibility of organizing a technical training for future trainers of GAIDA in the topics listed for the ordinary training to ensure sufficient updated technical knowledge.
3. GAIDA should organize a pilot ordinary training in the beginning of 2006 in which participants that have passed the ToT will function as trainers.
4. The Training Committee of GAIDA should plan training programs in every region for 2006.
5. GAIDA should enlarge its base of trainers by organizing a second ToT in 2006. To increase the passing rate, participants should be selected carefully.

## Attachment 1: Program

The training program started on Monday morning and ended on Friday afternoon. Each evening participants were given assignments for the following day. The program was as follows:

### Monday 14 November 2005

Time	Topic
08:00 – 08:30	Installation of participants
08:30 – 08:40	Opening prayer and opening
08:40 – 09:10	Introduction of participants and trainers
09:10 – 09:15	Objectives, rules and program, explanation on presentations (selection of topics)
09:15 – 09:30	Expectations
09:30 – 10:30	Pre course test
10:30 – 10:45	<i>Coffee break</i>
10:45 – 11:30	Introduction of the topic
11:30 – 12:15	Adult learning: key learning styles
12:15 – 12:25	Adult learning: retention of information
12:25 – 12:45	Adult learning: key processing styles
12:45 – 13:00	Adult learning: left and right brains
13:00 – 14:00	<i>Lunch</i>
14:00 – 14:30	Planning and design: 3 stages of a training course
14:30 – 15:00	Planning and design: pre training preparations / planning
15:00 – 16:00	Planning and design: pre training preparations / beat Murphy
16:00 – 16:15	<i>Break</i>
16:15 – 17:15	The SDF training model
17:15 – 17:30	Explanation on home work for Tuesday: presentation using the SDF model

### Tuesday 15 November 2005

Time	Topic
08:00 – 08:30	Recap of Monday
08:30 – 09:45	Practicing the SDF model: presentation 1 the Circle of Competence
09:45 – 10:30	Practicing the SDF model: presentation 2 on Approaches to training
10:30 – 11:00	<i>Break</i>
11:00 – 11:30	Continuation previous exercise
11:30 – 12:45	Practicing the SDF model: presentation 3 on Giving and receiving feedback
12:45 - 13:45	<i>Lunch</i>
13:45 – 15:00	Training methods
15:00 – 16:00	The facili-training rainbow
16:00 – 16:15	<i>Break</i>
16:15 – 16:45	Explanation on individual sessions, selection of topics
16:45 – 17:00	Explanation on home-work for Wednesday: preparing a 2 minutes talk

**Wednesday 16 November 2005**

<b>Time</b>	<b>Topic</b>
08:00 – 08:30	Recap of Tuesday
08:30 – 09:00	Group dynamics
09:00 – 09:30	Questioning participants
09:30 – 10:15	Handling questions
<i>10:15 – 11:00</i>	<i>Break</i>
11:00 – 11:45	Training aids
11:45 – 12:15	Using the flip-sheet board
12:15 – 12:45	Using powerpoint
<i>12:45 – 13:45</i>	<i>Lunch</i>
13:45 – 15:45	Exercise: 2 minutes presentation
15:45 – 16:15	Evaluation and follow-up
16:15 – 16:30	Evaluation of the ToT
<i>16:30 – 16:45</i>	<i>Break</i>
16:45 – 17:00	The next step
17:00 – 17:30	Preparation of individual sessions

**Thursday 17 November 2005**

<b>Time</b>	<b>Topic</b>
08:00 – 09:00	Post course test
09:00 – 09:05	Reminder on receiving feedback
09:05 – 13:00	Individual sessions
<i>13:00 – 14:00</i>	<i>Lunch</i>
14:00 – 17:30	Individual sessions

**Friday 18 November 2005**

<b>Time</b>	<b>Topic</b>
08:00 – 12:00	Individual sessions
12:00 – 12:15	The next step
12:15 – 12:30	Evaluation of the technical sessions
12:30 – 12:35	Explanation on certificates
12:35 – 12:50	Handout of certificates
12:50 – 12:55	Word of participants
12:55 – 13:00	Word of facilitators
13:00	Closing prayer

## Attachment 2: Pictures



BTS Amartey facilitating a session on how to deal with accidental spill of pesticides on the store floor using Visual, Hearing and Feeling (VHF) aids.



Musa Taylor explaining the circle of competence: “As a trainer you should always upgrade your skills to avoid becoming incompetent.”



Fred Boampong asks the participants what the first step is in case of an accident when transporting pesticides. (Never tell, what you can also ask!).



All participants with GAIDA President Theodore Akuffo, Executive Secretary Juliet Biney and facilitator Manon Dohmen.