

## **BACKGROUND**

The Nigerian agricultural sector suffered a major setback because of the oil boom of the 1970s. One of the major steps taken by the government to put agriculture back on track was the establishment of Agricultural Development Projects (ADPs) across the nation. The need to develop human resources to manage these ADPs and other agricultural institutions led to the establishment of the Agricultural and Rural Management Training Institute (ARMTI) as a parastatal of the then Federal Ministry of Agriculture and Natural Resources (FMANR) in 1980.

## **GOVERNANCE**

The Institute is headed by an Executive Director who reports through a Board of Governors to the Federal Ministry of Agriculture and Rural Development. Membership of the Board is made up of:

- Three Federal Government nominees from the private and public sectors.
- A representative of the Kwara State Polytechnic.
- The Federal Director of Agriculture.
- A representative of the National Universities. Commission.
- Executive Director / Chief Executive of ARMTI.

## **OUR VISION**

Our vision is to be a world-class Management Development Institute, facilitating the development and application of best management practices for the Agricultural and Rural Sector.

## **OUR MISSION**

Our Mission is to identify and analyze management problems/ needs and develop appropriate interventions to improve managerial practice in the Agricultural and Rural Sector.

## **OUR VALUE STATEMENT**

ARMTI is committed to excellence in service delivery, with highly trained staff, imbuing a culture of prompt response to clients' needs, while upholding the highest standards of integrity.

## **OUR OBJECTIVES**

ARMTI's services, which are primarily directed at the agricultural and rural sector, are to:

- Provide management training;
- Provide consultancy and advisory services;
- Conduct applied management research, special and diagnostic studies;
- Disseminate management information; and
- Contribute to policy development, which would enhance better management of the agricultural and rural sector in Nigeria.

## **TRAINING SCOPE**

ARMTI's training programme cover the following major areas:

- Planning and management of agricultural and rural development;
- Human resource development and general management;

- Agricultural finance and rural credit management;
- Entrepreneurship and small/medium enterprise development and management;
- Management information system and data processing;
- Gender issues and youth development;
- Agricultural research management;
- Rural infrastructure and institutions development management; and
- Extension management.

Besides regular training courses, ARMTI also organizes workshops, seminars and conferences on topical issues relating to agricultural and rural development policy and management. For many years, ARMTI has been organizing international courses and has been reputed as a Centre of excellence in management training in Africa.

## **APPROACH**

*Practical:* ARMTI courses are designed to provide practical assistance to all grades of managers serving in the agricultural and rural sector in the three tiers of government viz: local, state and federal.

*Participatory:* The training methods emphasize shared learning experiences, case studies, role plays and syndicate discussions to ensure that course subject matter is applied to real life situations. ARMTI also runs special management clinics, and laboratories for improving human interaction. Our training approach is enriched by modern training technology such as multi-media equipment and resourceful study tours.

*Responsive:* ARMTI courses have been developed to meet the training needs identified in a systematic survey of client organizations, and are regularly revised in the light of changing demands.

*Follow-up:* A follow-up system has been adopted to help participants apply what they have learnt in the classroom to their job situations. For instance, participants may be asked to carry out practical projects or assignments which will then be reviewed by ARMTI faculty. In other cases, client organizations may be visited after training, to give further coaching and assistance to participants and to up-date information already provided.

## **IN-HOUSE COURSES**

These are job-specific and performance-based special training packages designed to respond to the unique requirements of individual organizations. These specialized packages have been found to be more economical and rewarding because they enable organizations to train more people on their sites at minimum cost.

## **CONSULTANCY SERVICES**

ARMTI also provides consultancy services to both public and private sector organizations engaged in the task of agricultural and rural development. Such consultancy advice is based on an in-depth diagnostic study of the client organisation, which is followed by assistance from ARMTI for implementing appropriate management intervention to increase the efficiency and effectiveness of the client organization. In the past years, ARMTI has provided consultancy services to the Agricultural Development Projects (ADPs), Forestry Research Institute of Nigeria (FRIN), Nigerian Agip Oil Company's Green River Project, United Nations Development Programme, International Labour Organization, Food and Agriculture Organization of the United Nations sponsored projects, Shell Petroleum Development Company (SPDC), Elf Petroleum (Nigeria) Limited, Delta State Ministry of Agriculture and Natural Resources, Justice Development and Peace Commission (JDPC), of the Archdiocese of Ibadan, etc.

## **INFORMATION SERVICES**

Training, Workshops, Seminars, Annual Public Lectures along with publications resulting from research, consultancy and advisory services afford ARMTI the opportunity to reach a broader

audience and constitute an essential multiplier of ARMTI's impact.

## **TRAINING ASSOCIATES**

Even though ARMTI's faculty is equipped with diversified top-notch talents in management training, the need for special skills cannot be over-emphasized. In our continuous efforts to meet our customers' needs, a select crop of experts are invited from time to time to inject complementary experiences and practical insights into our training and research activities. Such experts are drawn from the universities, the private sector, the ADP's and most especially from the pool of highly experienced retired managers across the nation. Besides its being cost effective, the exchange of ideas between our faculty and these associates generate a balanced and unique approach needed for improved management education.

## **CLIENTS**

ARMTI serves the nation-wide Agricultural Development Projects (ADP), the River Basin Development Authorities (RBDAs), Non-Governmental Organizations (NGOs), Community-Based Organizations (CBOs), Federal Ministry of Agriculture and Water Resources, State Ministries of Agriculture and Natural Resources (MANR), National Agricultural Research Institutes, Forestry and Livestock sub-sectors, Agricultural-business Organizations, Private Corporations, NDDC, Oil and Gas Companies, etc.

## **COLLABORATION WITH INTERNATIONAL ORGANISATIONS**

In addition to functional relationships with national organizations, ARMTI has successfully developed collaborative arrangements with international agencies, such as: The Commonwealth Secretariat (COMSEC) in London, the World Bank Institute, Centre for Integrated Rural Development for Asia and the Pacific (CIRDAP); Eastern and Southern Africa Management Institute (ESAMI) in Arusha, Tanzania; Centre for Integrated Rural Development in Africa (CIRDAFRIC); International Labour Organization (ILO); Food and Agriculture Organization (FAO); West African Management Development Institutes Network (WAMDEVIN); and the National Academy for Agricultural Research Management (NAARM) India. The Afro-Asian Rural Development Organization (AARDO) and Arab Bank for Economic Development in Africa (BADEA), Khartoum, Sudan.

## **INTERNATIONAL PROGRAMMES**

ARMTI is recognized by international agencies as an appropriate centre to organize national courses funded by them and as an international training centre of excellence in Africa. We have already organized international courses on Agricultural Project Planning and Management and Rural Credit Management Programmes financed by the COMSEC and an Agricultural Research Management Programme for Research Scientists sponsored by IITA/ICRISAT/WARDA. The World Bank Institute has endorsed ARMTI as a centre of excellence which serves as the Regional base for the Agricultural Management Training for Africa (AMTA). The Institute served as the prime mover of the Research-Extension-Farmers-Input-Linkage System (REFILS) which is being adopted all over Africa. It has also been identified by AARDO as a centre of excellence for its programmes.

## **ADMISSION**

Admission to ARMTI courses can be made by nomination through ARMTI's web-site, e-mail address as well as applications forwarded to:

The Course Registrar,  
ARMTI,  
Km. 18, Ilorin – Ajase-Ipo Highway,  
P.M.B. 1343,

Ilorin, Kwara State, Nigeria.

Telephone: 07063086085,08123411828,07039017161,08060110700

Website: [www.armti.gov.ng](http://www.armti.gov.ng)

Email: [info@armti.gov.ng](mailto:info@armti.gov.ng); [registrar@armti.gov.ng](mailto:registrar@armti.gov.ng)

## **ADMINISTRATIVE INFORMATION**

### **COURSE**

#### **Mode of Payment**

Please be informed that ARMTI has complied with FGN directive on CBN designated Treasury Single Account (TSA) for all revenue payments through REMITA PLATFORM.

#### **Payment Instructions:**

1. Go to [www.remita.net](http://www.remita.net)
2. Click on Payment to Federal Government Agency
3. Name of MDA: Type Agricultural. The full name of Agricultural and Rural Management Training Institute will pull out. Select it and move to the next field.
4. Name of service/purpose: e.g. course fee and others will be displayed. Select as appropriate
5. Type your FULL NAME
6. Type amount to pay.
7. Type your full Address and other details
8. Click proceed.

It will bring you to the page containing the Remita Retrieval Reference (RRR) number generated through the process and this you can take to any Commercial Bank for payment or use an ATM card.

The copy of your generated RRR and the Bank Teller will be an acknowledgement of your payment to us

Cost recovery charges for in-house courses will be worked out on individual basis and this may be different from the cost of the regular on-campus courses.

Workshops and Seminars will attract appropriate fees.

#### **Nomination**

All nominations to a course should reach the Course Registrar not later than three weeks before the commencement of the course. This will enable the Institute to confirm the status of the nomination and the course.

Nominations can be made through our nomination forms and on-line. Where neither is available, clients can send their requests with adequate information on the nominee(s).

#### **Registration**

Registration for courses takes place on Mondays at 8.30 a.m. Stationery will be supplied during registration while other course materials will be made available to participants in the class. Registration can also be done on-line.

## **Lateness**

Regular ARMTI programmes start on Mondays. Participants should register not later than Tuesday of the first week for courses lasting more than one week but registration closes on Monday for a one-week course.

## **ACCOMMODATION**

ARMTI courses are fully residential, as excellent and well-designed accommodation is available on ARMTI campus to cater for the needs of our participants. Hence, they are expected to pay Twenty thousand Naira (₦20, 000) only for accommodation per week along with their course fee. There are three hostel categories, namely:

1. Single room with air conditioner, fan and refrigerator  
(Hostels A and B) - 36 rooms available
2. Double occupancy room with fan  
(Hostels C and D) - 48 rooms available
3. Mini Suite (Executive Hostel) - 10 rooms available with air-conditioners, fan and refrigerator.

All the rooms are connected to a satellite TV transmission.

## **Restaurants**

In addition to the general cafeteria for regular meals, bookings can be made for the use of the two executive restaurants, each with a seating capacity of 40 while provision exists for large-scale banquets and receptions. All ranges of catering services are provided.

## **Sports & Recreation**

ARMTI has a mini gym and a sports complex with facilities for the following out-door games: Lawn tennis, badminton, volleyball, football and basketball. In-door games in the recreation centre include table tennis, draught, dart, scrabble, ludo and whot cards. There is also a video/viewing room. Participants are therefore encouraged to utilise those facilities fully.

## **Secretarial Services**

The following services at negotiable prices are available on request by clients:

- Administrative support services for Conferences, Seminars, Workshops, etc.
- **Reprographic Services:**
  - (i) Typing
  - (ii) Photocopy
- **Stationery items**
- **Audio-visual Aids**
  - (i) Video recording
  - (ii) Photography
  - (iii) Audio recording
  - (iv) Other training support aids

## **RESOURCE PERSONS**

Course delivery (to be negotiated)	
Module delivery	"
Rapporteurship	"
Tour Guides	"

*Where rates have not been indicated, prices are negotiable. Notwithstanding, ARMTI reserves the right to change the rate of any of its services and facilities without prior notice to its clients.*

## **PUBLIC RELATIONS**

Arrangements could be made for general events management and co-ordination, press coverage, opening and closing ceremonies as well as news and feature articles in print and electronic media at reasonable charges.

There will be an overall service charge of 10% for the utilization of ARMTI's facilities.

## **PUBLICATIONS**

Majority of ARMTI's activities are published in the form of books, booklets and magazines. The Institute also publishes The Nigerian Journal of Agricultural and Rural Management (NJARM), which is jointly owned and published bi-annually by ARMTI and the Department of Agricultural Economics and Farm Management, University of Ilorin. Please make your enquiries through the Publications Division.

## **LIBRARY**

The Library is well stocked with relevant books and journals. The opening hours is from 8 a.m. to 4.00 p.m. from Monday to Friday which can be extended as the need arises.

## **CLINIC**

Health care services are delivered by experienced personnel in the Institute's clinic. Consultation services are rendered at reduced rates for resident participants. For serious ailment, participants will be referred to the University of Ilorin Teaching Hospital or to the Civil Service

Hospital.

## **MINI-MARKET**

A well-stocked mini-market operates on campus to cater for the immediate needs of participants and staff.

## **FACILITIES**

The following facilities are available for Conferences, Workshops, Seminars as well as Corporate Retreat and Annual General Meetings:

Ilorin

- ♦ Conference Hall (seating capacity 300, 1 in number)
- ♦ Lecture Hall (seating capacity 50, 1 in number)
- ♦ Lecture Rooms (seating capacity 50, 4 in number)
- ♦ Seminar Room (seating capacity 60, 1 in number)
- ♦ Syndicate Rooms (seating capacity 30, 4 in number)

Abuja

- ♦ Conference Hall (250 Seating capacity)
- ♦ Lecture Rooms
- ♦ Hostels - 57 Standard Rooms

Prices are very reasonable and negotiable.

**AUDIO-VISUAL SERVICES**

A team of experienced staff is available to provide audio-visual services for seminars and conferences. Such services include: audio and video recording, editing, reprographics, printing, graphic design, lamination of documents, black and white/colour photographs, etc.

**INTERNET FACILITIES**

The Institute operates internet services via V-SAT facilities.

All enquiries, bookings and requests should be directed to:



The Executive Director,  
ARMTI,  
Km. 18, Ilorin – Ajase-Ipo Highway,  
P.M.B. 1343,  
Ilorin, Kwara State, Nigeria.  
Telephone: 07063086085, 08123411828, 07039017161  
Website : [www.armti.gov.ng](http://www.armti.gov.ng)  
Email: [info@armti.gov.ng](mailto:info@armti.gov.ng), [registrar@armti.gov.ng](mailto:registrar@armti.gov.ng)

## **REGIONAL TRAINING CENTRES / LIAISON OFFICES**

### **NORTH – CENTRAL ( FCT)**

41, David Efor Crescent,  
Adisa Housing Estate,  
Apo-Gudu District,  
Abuja.  
E-mail: [armtiliaisonofficer@yahoo.com](mailto:armtiliaisonofficer@yahoo.com)  
Telephone: 07039017161, 08123411828, 07063086085

### **SOUTH- SOUTH (AHOADA, RIVER STATE)**

40, Omoku Road,  
Ahoada, Rivers State,  
Nigeria.  
Telephone – 08037498149  
E- mail:[armtiliaisonofficer@yahoo.com](mailto:armtiliaisonofficer@yahoo.com)

### **SOUTH - EAST (BAUCHI, BAUCHI STATE)**

BSADP Headquarters, Adjacent Ruwassa, Gigan Gona,  
Dass Road, Bauchi,  
Bauchi State.  
Telephone – 08060110700

### **NORTH-WEST (KADUNA, KADUNA STATE)**

9, Yakubu Gowon Way,  
Kaduna, Nigeria.



Dr. Olufemi Oladunni (ED/CEO, ARMTI) taking a session during the corporate strategy retreat for Management and selected staff.



A group picture of students from Federal Polytechnic Ado-Ekiti on their field trip to ARMTI, Ilorin Campus.



Senior Officers of the Nigerian Army Education Corps (NAEC) at the ARMTI demonstration farm during their visit to the Institute.

**FIVE DAYS PROGRAMME**  
**YEAR 2024 LOCAL TRAINING PROGRAMME**

<b>CODE</b>	<b>COURSE TITLE</b>	<b>VENUE</b>	<b>DATE</b>	<b>FEE (₦)</b>	<b>PAGE</b>
ARM 213	Farm business Planning and Management	Ilorin	April 15 – 19	85,000.00	
ARM 312	Agricultural Business and Financial Analysis for Sustainable Entrepreneurial Dev. (1 <sup>st</sup> Run)	Ilorin	April 15- 19	75,000.00	
ARM 255	Management of Agricultural Commodity Value Chain for Agribusiness (1 <sup>st</sup> Run)	Ilorin	April 15 - 19	95,000.00	
ARM 219	Report and Memo Writing (1 <sup>st</sup> Run)	Ilorin	April 15 – 19	75,000.00	
ARM 412	Workshop on Participatory Gender Audit (PGA) (1 <sup>st</sup> Run)	Ilorin	April 22 - 26	115,000.00	
ARM 105	Computer-Based Office Management Skills Dev. Programme for Personal Assistants & Secretaries (1 <sup>st</sup> Run)	Ilorin	April 22 - 26	115,000.00	
ARM 316	Effective Livestock Extension Methods	Ilorin	April 22 – 26	75,000.00	
ARM 102	Effective Management of Community Based Infrastructure for Achieving Sustainable Development Goals	Ilorin	April 22 – 26	75,000.00	
ARM 109	Basic Finance and Accounting Skills for Personnel in Private & Public Sector Organisations	Ilorin	April 29 – May 3	75,000.00	
ARM 314	Management of Extension and Advisory Services	Ilorin	April 29 – May 3	75,000.00	

ARM 270 Commercial Poultry Production and Management	Ilorin	April 29 – May 3	95,000.00
ARM 223 Monitoring and Evaluation in Project Management (1 <sup>st</sup> Run)	Ilorin	April 29 – May 3	105,000.00
ARM 254 Management of Cooperative Society for Sustainable Devt. (1 <sup>st</sup> Run)	Ilorin	May 6 - 10	75,000.00
ARM 108 Effective Records and Information Management (1 <sup>st</sup> Run)	Ilorin	May 6 - 10	115,000.00
ARM 259 Training of Trainers TOT) for Facilitators of Value Chain Devt. (1 <sup>st</sup> Run)	Ilorin	May 6 - 10	95,000.00
ARM 252 Mainstreaming Gender and the Vulnerable Groups into Devt. Programmes	Ilorin	May 6 - 10	75,000.00
ARM 345 Effective Use of MS-PowerPoint & Multimedia Equipment for Formal Presentation	Ilorin	May 6 - 10	115,000.00
ARM 251 Computer applications for Project Management (1 <sup>st</sup> Run)	Ilorin	May 13 - 17	105,000.00
ARM 326 Sustainable Finance for Climate Smart Agriculture (CSA) (1 <sup>st</sup> Run)	Ilorin	May 13 – 17	85,000.00
ARM 351 Agro-forestry Extension Mgt. for Sustainable Agric. Production	Ilorin	May 13 - 17	75,000.00
ARM 281 Basic Contract Farming Principle Training for Sustainable Agribusiness (1 <sup>st</sup> Run)	Ilorin	May 13 – 17	90,000.00
ARM 271 Training Course on Cattle, Sheep and Goat Fattening Enterprises	Ilorin	May 13 - 17	95,000.00

ARM 335	Loan Recovery Mgt. for Agric. and Rural Credit Managers (1 <sup>st</sup> Run)	Ilorin	May 20 - 24	75,000.00
ARM 422	Participatory Mgt. of Agricultural & Rural Development Programmes	Ilorin	May 20 - 24	75,000.00
ARM 406	Training Workshop on Export of Agricultural Products	Ilorin	May 20 - 24	95,000.00
ARM 227	Agripreneurship Devt. and Mgt. Skills for Youth	Ilorin	May 20 - 24	75,000.00
ARM 253	Training Workshop on Sustainable Mgt. of Agribusiness (1 <sup>st</sup> Run)	Ilorin	May 27 - 31	75,000.00
ARM 237	Mgt. of Public Relations in the Agric. & Rural Sector (1 <sup>st</sup> Run)	Ilorin	May 27 - 31	75,000.00
ARM 268	ICT for Effective Information Sharing and Communication in Rural Management (1 <sup>st</sup> Run)	Ilorin	May 27 - 31	115,000.00
ARM 214	Strategies for Conflict Mgt. in Rural Communities (1 <sup>st</sup> Run)	Ilorin	May 27 - 31	75,000.00
ARM 343	Mgt. Skills Devt. for Facilitators of ARD Programmes (1 <sup>st</sup> Run)	Ilorin	June 3 - 7	75,000.00
ARM 308	Gender Development and Empowerment	Ilorin	June 3 - 7	75,000.00
ARM 201	Training Workshop on Rural Enterprise Dev. and Management	Ilorin	June 3 - 7	75,000.00
ARM 348	Advanced Training on Inclusive Contract Farming for Sustainable Agribusiness Development (1 <sup>st</sup> Run)	Ilorin	June 3 - 7	100,000.00
ARM 349	Financial Mgt. for Heads of Account Departments and Units	Ilorin	June 3 - 7	105,000.00

ARM 402	Management Skills Development for Women in Leadership Positions	Abuja	June 24 - 28	75,000.00
ARM 273	Training Workshop on Farmers Business School (FBS)	Ilorin	June 24 – 28	85, 000.00
ARM 408	Training Workshop on Managing the Effect of Climate Change in Agriculture & Rural Development (1 <sup>st</sup> Run)	Ilorin	June 24 – 28	95,000.00
ARM 106	Effective Stores Management	Ilorin	June 24 – 28	75,000.00
ARM 206	Training Needs Analysis & Training Programme Design	Ilorin	June 24 – 28	75,000.00
ARM 347	Information and Web Search Techniques for Agricultural Research Scientists and Dev. Off. (1 <sup>st</sup> Run)	Ilorin	June 24 - 28	115,000.00
ARM 244	Feasibility Study and Proposal Writing in Agri-business Mgt.	Ilorin	July 1- 5	85,000.00
ARM 242	Managing Grassroots Development	Ilorin	July 1 - 5	75,000.00
ARM 313	Small & Medium Enterprises Creation for Employment Generation	Ilorin	July 1 - 5	75,000.00
ARM 202	Training on Multi-Media Production and Digital Technology for Content Development	Ilorin	July 1 – 5	115,000.00
ARM 108	Effective Records and Information Management (2 <sup>nd</sup> Run)	Kaduna	July 1 - 5	115,000.00
ARM 426	ICT Applications in Human Resource Management	Ilorin	July 15 - 19	115,000.00
ARM 212	Training Workshop on Management Skills Acquisition for self-Employment	Ilorin	July 15 - 19	75,000.00

ARM 274	Training on Utilization of Indigenous Knowledge for Agricultural and Rural Development Sector	Ilorin	July 15 – 19	85,000.00
ARM 248	Effective Internal Auditing for ARD Sector and Financial Institutions	Ilorin	July 15 - 19	85,000.00
ARM 249	Risk Analysis and Management in Agribusiness (2 <sup>nd</sup> Run)	Ilorin	July 15 – 19	85,000.00
ARM 281	Basic Contract Farming Principle Training for Sustainable Agribusiness (2 <sup>nd</sup> Run)	Abuja	July 22 – 26	100,000.00
ARM 350	Participatory Mgt. of Community Development Groups/ Community-Based Organizations in ARD Projects	Ilorin	July 22 – 26	75,000.00
ARM 315	Workshop on Agro-Based Enterprise Promotion and Dev.	Ilorin	July 22 - 26	85,000.00
ARM 241	Participatory Methodologies in Agricultural Extension Mgt.	Ilorin	July 29 – Aug.2	75,000.00
ARM 322	Training Workshop on Post Harvest Mgt. of Agric. Produce (1 <sup>st</sup> Run)	Kaduna	July 29 – Aug. 2	90,000.00
ARM 246	Application of Information and Communication Technology (ICT) for Agric. & Rural Dev. Programmes (1 <sup>st</sup> Run)	Ilorin	July 29 – Aug. 2	115,000.00
ARM 334	Effective Mgt. of Micro-Credit and Finance Schemes	Ilorin	Aug. 5 – 9	75,000.00
ARM 269	Mgt. Skills Dev. Prog for Business Advisors on Small and Medium Scale Enterprises (1 <sup>st</sup> Run)	Ilorin	Aug. 5 - 9	75,000.00

ARM 352	Extension Management For Fisheries Dev.	Ilorin	Aug. 5 – 9	75,000.00
ARM 216	Organization & Mgt. of Rural Co-op. for Poverty Alleviation Programmes	Ilorin	Aug. 5 - 9	75,000.00
ARM 255	Management of Agricultural Commodity Value Chain for Agribusiness (2 <sup>nd</sup> Run)	Ilorin	Aug. 12 - 16	95,000.00
ARM 205	Agricultural Value Chain Financing for Managers in the ARD Sector & Financial Institutions	Ilorin	Aug. 12 - 16	95,000.00
ARM 211	Agricultural Business Planning and Implementation Management	Ilorin	Aug. 12 – 16	85,000.00
ARM 258	Application of Statistical Tools for Research in Agriculture and Rural Development	Ilorin	Aug. 12 – 16	115,000.00
ARM 302	Management Skills Dev. for Youth Leaders	Ilorin	Aug. 12 - 16	75,000.00
ARM 105	Computer-Based Office Management Skills Dev. Programme for Personal Assistants & Secretaries (2 <sup>nd</sup> Run)	Ilorin	Aug. 19 - 23	115,000.00
ARM 237	Mgt. of Public Relations in the Agric. & Rural Sector (2 <sup>nd</sup> Run)	Ilorin	Aug.19 - 23	75,000.00
ARM 259	Training of Trainers (TOT) for Facilitators of Value Chain Devt. (2 <sup>nd</sup> Run)	Ilorin	Aug.19 - 23	95,000.00
ARM 272	Training on Cooperative Business School (1 <sup>st</sup> Run)	Ilorin	Aug. 19 – 23	95,000.00



ARM 326 Sustainable Finance for Climate Smart Agriculture (CSA) (2 <sup>nd</sup> Run)	Abuja	Aug. 26 – 30	90,000.00
ARM 421 Workshop on Environmental & Socio- Economic Issues in Agriculture/Agro- Industrial & Rural Development	Ilorin	Aug. 26 - 30	105,000.00
ARM 320 Agricultural Policy Analysis	Ilorin	Aug. 26 - 30	85,000.00
ARM 256 Training Workshop on Agribusiness Devt. and Customer Service Mgt. (1 <sup>st</sup> Run)	Ilorin	Aug. 26 - 30	85,000.00
ARM 353 Training workshop on Agricultural Waste Management for Sustainable Development (1 <sup>st</sup> Run)	Ilorin	Aug. 26 – 30	95,000.00
ARM 354 Training workshop on Soilless Farming	Ilorin	Sept. 2 – 6	85,000.00
ARM 235 Agricultural Credit Analysis and Risk Management	Ilorin	Sept.2 - 6	75,000.00
ARM 344 Workshop on Community-Driven Dev. Approach in Agric. & Rural Dev.	Ilorin	Sept.2 - 6	75,000.00
ARM 220 Training Workshop on Agric. Produce Marketing Extension	Ilorin	Sept. 2 - 6	85,000.00
ARM 219 Report and Memo Writing (2 <sup>nd</sup> Run)	Abuja	Sept. 2 - 6	75,000.00
ARM 232 Training Presentation Methods and Evaluation Skills	Ilorin	Sept. 9 - 13	75,000.00
ARM 348 Advanced Training on Inclusive Contract Farming for Sustainable Agribusiness Development (2 <sup>nd</sup> Run)	Abuja	Sept. 9 – 13	105,000.00

### THREE DAYS PROGRAMME

<b>CODE</b>	<b>COURSE TITLE</b>	<b>VENUE</b>	<b>DATE</b>	<b>FEE (₦)</b>
ARM 223	Monitoring and Evaluation in Project Management (2 <sup>nd</sup> Run)	Ahoada	June 4 - 6	105,000.00
ARM 249	Risk Analysis & Mgt in Agribusiness (1 <sup>st</sup> Run)	Ahoada	July 2 - 4	85,000.00
ARM 412	Workshop on Participatory Gender Audit (PGA) (2 <sup>nd</sup> Run)	Ilorin	July 2 - 4	115,000.00
ARM 347	Information and Web Search Techniques for Agric. Research Scientists and Dev. Officers (2 <sup>nd</sup> Run)	Ilorin	July 2 - 4	115,000.00
ARM 254	Mgt of Cooperative Society for Sustainable Dev.(2 <sup>nd</sup> Run)	Ahoada	July 2 - 4	75,000.00
ARM 214	Strategies for Conflict Mgt in Rural Communities (2 <sup>nd</sup> Run)	Ahoada	July 23 - 25	75,000.00
ARM 223	Monitoring and Evaluation in Project Mgt. (3 <sup>rd</sup> Run)	Abuja	July 30 – Aug. 1	105,000.00
ARM 108	Effective Records and Information Mgt. (3 <sup>rd</sup> Run)	Bauchi	Aug. 20 - 22	115,000.00
ARM 214	Strategies for Conflict Mgt in Rural Communities (3 <sup>rd</sup> Run)	Abuja	Aug. 20 – 22	75,000.00
ARM 251	Computer Applications for Project Management (2 <sup>nd</sup> Run)	Ilorin	Aug. 27 - 29	105,000.00
ARM 256	Training Workshop on Agribusiness Dev. and Customer Service Mgt.(2 <sup>nd</sup> Run)	Ilorin	Sept. 3 - 5	85,000.00

ARM 312 Financial Literacy for Sustainable Entrepreneurial Dev. (2 <sup>nd</sup> Run)	Ilorin	Sept. 10 - 12	75,000.00
ARM 273 Training Workshop on Farmers Business School (FBS)(2 <sup>nd</sup> Run)	Bauchi	Sept. 24 - 26	90, 000.00
ARM 108 Effective Records and Information Mgt. (4 <sup>th</sup> Run)	Abuja	Sept. 24 - 26	115,000.00
ARM 408 Training Workshop on Managing the Effect of Climate Change in Agriculture and Rural Dev. (2 <sup>nd</sup> Run)	Ilorin	Sept. 24 - 26	95,000.00
ARM 412 Workshop on Participatory Gender Audit (3 <sup>rd</sup> Run)	Abuja	Oct. 8 - 10	115,000.00
ARM 335 Loan Recovery Mgt. for Agric. and Rural Credit Manager (2 <sup>nd</sup> Run)	Ahoada	Oct. 8 - 10	75,000.00
ARM 269 Mgt. Skills Dev. Prog for Business Advisors on Small and Medium Scale Enterprises (2 <sup>nd</sup> Run)	Ilorin	Oct. 8 - 10	75,000.00
ARM 246 Application of Information and Communication Technology (ICT) for Agric. And Rural Dev. Programmes (2 <sup>nd</sup> Run)	Ilorin	Oct. 15 – 17	115,000.00
ARM 263 Workshop on Climate Smart Agric. (CSA) for Agriprenuers	Ilorin	Oct. 15 – 17	75,000.00
Arm 272 Training on Cooperative Business School (CBS) (2 <sup>nd</sup> Run)	Abuja	Oct. 15 – 17	85,000.00

ARM 219 Report and Memo Writing (3 <sup>rd</sup> Run)	Kaduna	Oct. 22 - 24	75,000.00
ARM 249 Risk Analysis and Management in Agribusiness (3 <sup>rd</sup> Run)	Abuja	Oct. 22 – 24	85,000.00
ARM 268 ICT for Effective Information Sharing and Comm. in Rural Mgt. (2 <sup>nd</sup> Run)	Abuja	Oct. 29 – 31	115,000.00
ARM 322 Training Workshop on Post Harvest Mgt. of Agric Produce (2 <sup>nd</sup> Run)	Ahoada	Oct. 29 - 31	75,000.00
ARM 253 Training Workshop on Sustainable Mgt. of Agribusiness (2 <sup>nd</sup> Run)	Ilorin	Nov. 5 - 7	75,000.00
ARM 335 Loan Recovery Mgt. for Agric. and Rural Credit Manager (3 <sup>rd</sup> Run)	Abuja	Nov. 5 - 7	75,000.00
ARM 353 Training workshop on Agricultural Waste Management for Sustainable Development (2 <sup>nd</sup> Run)	Bauchi	Nov. 5 - 7	85,000.00

### **ON THE MARBLE**

I am impressed with this visit to ARMTI. I am very pleased with what I have seen.

**Dr. Mohammad M. Abubakar**  
**Former Minister, Federal Ministry of Agriculture and Rural**  
**Development (FMARD)**

## **FARM BUSINESS PLANNING AND MANAGEMENT**

### **(ARM 213)**

**PREMISE:** Managers employed to plan and manage public and private farm businesses may be technically capable, however, their ability to translate and turn around investments in agriculture into profit is often not adequate. Their inability to generate value for money (in agricultural business) most times is because they do not possess the requisite practical farm planning and management skills required efficient investments to generate expected results.

**OBJECTIVES:** This course is designed to equip farm planners and managers with the relevant knowledge and skills to increase their effectiveness and efficiency and to help them make profit out of investments. At the end of the course, participants should be able to:

- ♦ apply relevant skills and techniques needed to plan and manage medium and large-scale commercial farms profitably;
- ♦ keep and use accurate records for farm businesses; and
- ♦ run farms as business enterprises.

#### **CONTENT:**

- ♦ The farm and its environment.
- ♦ Overview of farm planning and management: theory and practice.
- ♦ Economic decision-making in farm planning and management.
- ♦ Farm analysis.
- ♦ Farm operational planning.
- ♦ Farm business record keeping.
- ♦ Operation and maintenance of farm machinery.
- ♦ Agricultural insurance and financial management.
- ♦ Managing post-harvest activities.
- ♦ Gender consideration in farm planning and management.

**TRAINING METHODS:** Lecturettes, case studies, group exercises and study visit.

**WHO SHOULD ATTEND?** Planning Officers and Farm Managers in Teaching, Research and Commercial farms in Universities, Colleges of Agriculture and Polytechnic farms, Prisons and NYSC farms, Niger Delta Development Commission (NDDC), Officers in the ADPs, CADP and Fadama, Farm Managers/Specialists in Ministry of Agriculture, Farm Operatives in the agricultural outfits of Oil Companies, Multi-national Corporations, Breweries, Private Sector Agricultural and Agro-based establishments, Graduates of Agriculture, etc.

**DURATION:** One week  
**DATE:** April 15 – 19, 2024  
**VENUE:** Ilorin  
**CHARGES:** ₦85, 000.00 (VAT Inclusive)

## **FINANCIAL LITERACY FOR SUSTAINABLE ENTREPRENEURIAL DEVELOPMENT (ARM 312)**

**PREMISE:** In Nigeria, the rates at which enterprises are set up are very slow. Statistics show that only 25% of Micro, Small and Medium Enterprise (MSMEs) live to celebrate their fifth year anniversary. In the same vein, the Nigerian middle class shrinks, real wages per capita are speedily decreasing and consequently the economic lives of low and middle class are getting precarious and difficult. These phenomena are attributable in part to individuals, families and enterprises having poor financial knowledge and skills. This made hard-earned money to be expended on ineffective items and programme(s). Consequently, there is high rate of unemployment and poor wealth creation in the country. Indeed, there is a general

poor knowledge and skills in money and investment management. Hence, financial literacy has become critical life skills for individual, families, entrepreneurs and organizations as well as governments.

**OBJECTIVES:** Therefore, this course is designed to sharpen the financial knowledge and skills of participants. At the end of this course, participants should be able to:

- ♦ develop the critical attitudes necessary for achieving a sustainable livelihood;
- ♦ identify reasons and processes for savings and investment;
- ♦ plan their financial resources; and
- ♦ apply the concepts of financial literacy to their operations.

**CONTENT:**

- ♦ Overview of Nigerian financial environments.
- ♦ Enterprise identification.
- ♦ Investment risk management.
- ♦ Financial record keeping.
- ♦ Financial planning and budgeting.
- ♦ Sourcing and Managing funds.
- ♦ Enterprise and personal assets and liabilities management.
- ♦ Savings and Investment culture.
- ♦ Personal retirement plans.

**TRAINING METHODS:** Lecturettes, group discussions, case studies and exercises.

**SHOULD ATTEND?** Entrepreneurs, Retiring Officers and Retirees from Public and Private Sector Organizations, Private Individuals, NGOs, Cooperative Societies, Credit Officers, Risk Managers, Relationship Officers and other professionals in Microfinance Banks (MFBs) and Institutions (MFIs) and their apexes Organizations, and exercises.

**DURATION:** One week

**DATE:** April 15 – 19, 2024 (1<sup>st</sup> Run)

**VENUE:** Ilorin

**CHARGES:** ₦75,000.00 (VAT Inclusive)

## **MANAGEMENT OF AGRICULTURAL COMMODITY VALUE CHAIN FOR AGRIBUSINESS (ARM 255)**

**PREMISE:** The enormity of varieties of agricultural commodities in Nigeria cannot be overemphasized. Agricultural commodities such as oil palm, cocoa, groundnut, rice, maize, wheat, soybean, cassava, sweet potato, cattle, fish, poultry, etc. have potentials that could be developed into value chains. Agricultural Commodity Value Chain Development (AVCD) enhances local and foreign investments into inputs, agricultural commodity production, transportation, processing, warehousing and marketing. This provides agribusiness opportunities for wealth creation, employment generation, income generation, poverty reduction and food security amongst others. However, the National Baseline Study of ARMTI on AVCD in 2012/13 shows that there is no established agricultural value chains in Nigeria and that various agro-ecological zones are endowed with different agricultural commodities that could be developed into value chains. Hence, there is the need to fully utilize these opportunities.

**OBJECTIVES:** This course is designed to enhance the participants with various AVCD knowledge and skills that will enable them utilize, develop and manage various agribusiness

opportunities along the value chains. At the end of the course, participants should be able to:

- ♦ explain the concept of AVCD for agribusiness;
- ♦ identify various agricultural commodity value chains and agribusiness opportunities in different agro-ecological zones;
- ♦ describe the roles and responsibilities of different AVCD stakeholders in the chains; and
- ♦ acquire knowledge and skills for chain empowerment and development.

**CONTENT:**

- ♦ Overview of AVCD for agribusiness opportunities.
- ♦ Agricultural commodity value chains and agribusiness opportunities in different agro-ecological zones.
- ♦ Mapping and Analyzing the economic sustainability of a value chain.
- ♦ Prioritizing value chain.
- ♦ Strategies for chain empowerment.
- ♦ Gender and vulnerable group issues in AVCD.
- ♦ Linking stakeholders to market.
- ♦ Agricultural commodity value chain financing.
- ♦ Monitoring and evaluation in AVCD.

**TRAINING METHODS:** Lecturettes, exercises, case studies and group discussions.

**WHO SHOULD ATTEND?** Extension Agents, Business and Enterprise Development Officers in Agricultural and Rural Development Programme, Facilitators of Commercial Agricultural Development Programme (CADP), Value Chain Development Programme (VCDP), FADAMA, National Directorate of Employment and other jobs/employment creation organizations, RUFIN, Poverty Alleviation/Eradication Programmes such as NAPEP, Financial Institutions, NGOs/CBOs, Cooperative Societies and private organizations.

**DURATION:** One week

**DATE:** April 15 - 19, 2024 (1<sup>st</sup> Run)

**VENUE:** Ilorin

**CHARGES:** ₦95,000.00 (VAT Inclusive)

**REPORT AND MEMO WRITING**

**(ARM 219)**

**PREMISE:** The importance of a well-written report and memo in an organization cannot be over-emphasized. The responsibilities of most managers and officers at all levels include providing feedback to management in the form of reports and memoranda. In spite of its importance, most officers have inadequate report writing skills to enable them to carry out their assignments effectively.

**OBJECTIVES:** This course is therefore, designed to provide the requisite knowledge and skills on report and memo writing. At the end of the course, participants should be able to:

- ♦ collect appropriate data for report and memo writing;
- ♦ prepare reports and memoranda;
- ♦ present clear and understandable reports;
- ♦ present information through charts and diagrams; and
- ♦ use ICT tools in preparing reports.

**CONTENT:**

- ♦ Overview of report and memo writing.



- ♦ Data collection for report and memo writing.
- ♦ Data processing and analysis.
- ♦ Writing short and long reports.
- ♦ Report presentation skills.
- ♦ Graphical aids to technical reports.
- ♦ ICT application to report and memo writing.

**TRAINING METHODS:** Lecturettes, group discussion, case studies and practical exercises.

**WHO SHOULD ATTEND?** Supervisory and Middle Level Managers, Executive Officers, PAs, Secretaries and all officers whose responsibilities involve report writing.

**DURATION:** One week

**DATE:** April 15 - 19, 2024 (1<sup>st</sup> Run)

**VENUE:** Ilorin

**CHARGES:** ₦75, 000.00 (VAT Inclusive)

### **WORKSHOP ON PARTICIPATORY GENDER AUDIT (ARM 412)**

**PREMISE:** Participatory gender audit is a veritable tool for tracking gender mainstreaming. However, some gender experts and facilitators do not possess the ample skills needed for utilizing PGA tool. It is therefore imperative to equip gender facilitators and relevant stakeholders with requisite knowledge and skills for participatory gender audit.

**OBJECTIVES:** This course is designed to equip participants with requisite knowledge and skills for participatory gender audit. At the end of the course, participants should be able to:

- ♦ explain the concept of participatory gender audit;
- ♦ identify the components and indicators of gender audit; and
- ♦ explain the procedures for gender audit.

**CONTENT:**

- ♦ Overview of gender and development.
- ♦ Concept of participatory gender audit.
- ♦ Components and dimensions of participatory gender audit.
- ♦ Gender audit indicators.
- ♦ Participatory gender audit methodology.
- ♦ Interpersonal skills for participatory gender audit facilitators
- ♦ ICT skills for PGA facilitators.

**TRAINING METHODS:** Lecturettes, brainstorming, group discussions and exercises.

**WHO SHOULD ATTEND?** Gender Desk Officers in both Private and Public Sectors, Ministry of Women affairs, ARD Project Managers, Lecturers of Higher Institutions, NGOs, CBOs Gender Experts and Facilitators etc.

**DURATION:** One week

**DATE:** April 22 - 26, 2024 (1<sup>st</sup> Run)

**VENUE:** Ilorin

**CHARGES:** ₦115,000.00 (VAT Inclusive)

## **COMPUTER-BASED OFFICE MANAGEMENT SKILLS DEVELOPMENT PROGRAMME FOR PERSONAL ASSISTANTS AND SECRETARIES (ARM 105)**

**PREMISE:** All organizations are required to maximize the productivity of their workforce. Modern office management practices require that Personal Assistants and Secretaries be skilled in using computers and other information management technologies to enhance their efficiency. In addition, various management reforms and reduction in the office workforce continue to place higher demand on them. Such officers should acquire modern office management skills to enable them attain optimum efficiency.

**OBJECTIVES:** This course is designed to enhance participants' capabilities in office management skills using modern management tools. At the end of the course, participants should be able to:

- ♦ Identify their role and responsibilities in their respective organizations;
- ♦ use appropriate computer software to manage records; and
- ♦ communicate more effectively at work.

**CONTENT:**

- ♦ Role of Personal Assistants and Secretaries in organizations.
- ♦ Basic management skills.
- ♦ Communication methods.
- ♦ Office records management
- ♦ Time management.
- ♦ Interpersonal skills.
- ♦ Computer software applications:
- ♦ Computer Networking:

**TRAINING METHODS:** Lecturettes, discussions, and hands-on exercises on computer.

**WHO SHOULD ATTEND?** Personal Assistants and Secretaries and other Administrative Staff in both public and private sector organizations.

**DURATION:** One week.

**DATE:** April 22 – 26, 2024 (1<sup>st</sup> Run)

**VENUE:** Ilorin

**CHARGES:** ₦115,000.00 (VAT Inclusive)

## **EFFECTIVE LIVESTOCK EXTENSION METHODS (ARM 316)**

**PREMISE:** The low level of animal protein consumption in Nigeria has been attributed partly to the low performance of the livestock sub-sector in terms of responding effectively to the demand situation. Analysis reveals that one critical factor responsible for this is the low adoption of technologies generated by scientists. This is, in part due to ineffective extension methods used in disseminating new improved technologies among livestock farmers.

**OBJECTIVES:** The course aims at improving the capability of officers involved in extension delivery to the farmers, so that proven and relevant livestock technologies will be easily adopted by livestock farmers. At the end of the course, participants should be able to:

- ♦ identify and address the weak links in the technology transfer process;
- ♦ select and use appropriate extension communication strategies for effective livestock technology transfer; and
- ♦ liaise more effectively with livestock research scientists with a view to identifying appropriate solutions to farmers' problems.

**CONTENT:**

- ♦ An overview of the performance of the livestock sub-sector.
- ♦ Measuring livestock extension performance.
- ♦ Competency requirement for livestock extension tasks.
- ♦ Technology adoption/diffusion process.
- ♦ Strengthening the Research-Extension-Farmers-Input Linkage System (REFILS).
- ♦ Gender issues in livestock production.

**TRAINING METHODS:** Lecturettes, group discussions, case studies and study visit.

**WHO SHOULD ATTEND?** Extension officers and Subject- Matter-Specialists in ADPs, Livestock development Projects, Managers responsible for providing advisory services in livestock production companies, Research Institutes, NGOs, and CBOs etc.

**DURATION:** One week

**DATE:** April 22 - 26, 2024

**VENUE:** Ilorin

**CHARGES:** ₦75,000.00 (VAT Inclusive)

**EFFECTIVE MANAGEMENT OF COMMUNITY- BASED INFRASTRUCTURE FOR  
ACHIEVING SUSTAINABLE DEVELOPMENT GOALS  
(ARM 102)**

**PREMISE:** Community based infrastructure development provides the services that enable a society function socially and economically. It is also crucial to the achievement of SDG nine (9) which explicitly refers to building of resilient infrastructure. However, community – based infrastructure in Nigeria is easily damaged and abandoned soon after commissioning. In some cases, where the location or the infrastructure is not acceptable to a majority of the community members, the infrastructure may remain largely unused and/or vandalized. ARMTI's interaction with community members has shown that community participation is cardinal to the achievement of SDGs. Therefore, the capacity of Programme development officers should be strengthened to involve the target beneficiaries of community - based infrastructure in the process of planning, execution, monitoring and evaluation of such infrastructure.

**OBJECTIVES:** This course is designed to enhance the knowledge and skills of participants for effective management of community - based infrastructure. Specifically, at the end of the course, participants should be able to:

- ♦ highlight the role of community - based infrastructure in the achievement of SDGs;
- ♦ identify the constraints to effective management of CBI;
- ♦ list the benefits of training the users of CBI for the achievement of SDG 9 and
- ♦ explain social inclusiveness in management of CBI.

**CONTENT:**

- ♦ Overview of CBI in developing countries.
- ♦ Role of community – based infrastructure in the achievement of SDGs.
- ♦ Management constraints in the development of CBI.
- ♦ Role of stakeholders in effective management of CBI.
- ♦ Infrastructure and sustainable livelihood.
- ♦ Infrastructure and sustainable development.
- ♦ Infrastructure and climate change.
- ♦ Maintenance of CBI.
- ♦ Monitoring and evaluation of climate resilient infrastructure.

**TRAINING METHODS:** Lecturettes, discussions, study visit, exercises, role-play, and case studies.

**WHO SHOULD ATTEND?** SDG desk officers in both public and private sectors, Project facilitators in ARD programmes, management committee members of CDA/FBOs/APOs/CBOs, organizations involved in corporate social responsibilities (CSR), Heads of Agriculture Department in Local Government Councils, facilitators of NGOs community development officers and coordinators of public and private sector organizations involved in grassroots development.

**DURATION:** One week

**DATE:** April 22 - 26, 2024

**VENUE:** Ilorin

**CHARGES:** ₦75,000.00 (VAT Inclusive)

### **BASIC FINANCE AND ACCOUNTING SKILLS FOR PERSONNEL IN PRIVATE AND PUBLIC SECTOR ORGANIZATIONS (ARM 109)**

**PREMISE:** Cashiers and Account Clerks require basic skills in accountant and finance for effective performance on their jobs. Furthermore, these officers require time management and interpersonal skills for effective performance of their jobs. However, interactions with cashiers and account clerks in Micro-finance Institutions show that they have inadequate skills in accounting, finance, time and interpersonal relationships management.

**OBJECTIVES:** This course is designed to sharpen accounting, finance and time management skills of participants. At the end of this course, participants should be able to:

- ♦ keep accurate records demanded by their schedule of duty;
- ♦ identify various banking instruments;
- ♦ demonstrate high level of courtesy in their dealings with members of staff; customers and public; and
- ♦ manage their time effectively.

**CONTENT:**

- ♦ Role of Cashiers and Account clerks in the Micro- Finance Banks.
- ♦ Agricultural and Micro-enterprises environment in Nigeria.
- ♦ Principles of Accounts.
- ♦ Bank reconciliation procedure.
- ♦ Cash imprest management.
- ♦ Cheques: parts, parties, crossings and their effects.
- ♦ Cashiers' Records.
- ♦ Cash entries, balancing procedure and analysis.
- ♦ Bankers/customers relationships and
- ♦ Time management.

**TRAINING METHODS:** Lecturettes, group discussions, case studies and exercises.

**WHO SHOULD ATTEND?** Cashiers and Account Clerks in the Micro-Finance Banks, NGOs BOA, BOI and CBOs, Credit Officers in development projects e.g. RTEP, FADAMA, etc.

**DURATION:** One week

**DATE:** April 29 – May 3, 2024

**VENUE:** Ilorin

**CHARGES:** ₦75,000.00 (VAT Inclusive)

## **MANAGEMENT OF EXTENSION AND ADVISORY SERVICES (ARM 314)**

**PREMISE:** The effectiveness of extension service delivery system depends largely on the quality of extension and advisory service providers and facilitators. While the technical capability of these officers is not in doubt, the same cannot be said about their managerial capability. There is, therefore, the need to equip them with the concepts and techniques required for effective management of extension and advisory services.

**OBJECTIVES:** This course aims at equipping extension personnel, service providers and facilitators with the fundamental techniques/skills to facilitate client capacity to generate service demand and to sustain extension and advisory services. At the end of the course, participants should be able to:

- ♦ determine the scope of extension and advisory services;
- ♦ apply principles of management to their work situation;
- ♦ assess clients' needs necessary to enhance investment and performance; and
- ♦ deliver extension and advisory services necessary for investment in ARD.

### **CONTENT:**

- ♦ Concepts of extension and advisory services.
- ♦ Application of management principles to extension and advisory service delivery.
- ♦ Participatory needs assessment.
- ♦ Planning of extension and advisory service delivery programme.
- ♦ Communication methods in extension and advisory service delivery.
- ♦ Managerial leadership styles.
- ♦ Gender considerations in agricultural extension and advisory services.
- ♦ Coordination of extension and advisory service programme.

**TRAINING METHODS:** Lecturettes, group/syndicate discussion, Case studies and exercise.

**WHO SHOULD ATTEND?** Senior and top-level extension/advisory officers and managers in the Agricultural and Rural Development Programmes, Extension and service delivery outfits of private companies and Non-Governmental Organizations. Facilitators and service providers in Fadama III AF Project, CSDP, CBARDP, NDDC etc.

**DURATION:** One week

**DATE:** April 29 – May 3, 2024

**VENUE:** Ilorin

**CHARGES:** ₦75,000.00 (VAT Inclusive)

## **COMMERCIAL POULTRY PRODUCTION AND MANAGEMENT (ARM 270)**

**PREMISE:** Poultry production is one of the most profitable business ventures in agriculture. It has high Return on Investment (RoI) due to short generation interval. The capital and land requirements for the enterprise are relatively lower when compared to some other livestock such as goat, sheep and cattle. The local demand for poultry products is very high throughout the year. In addition, the ban placed on the importation of poultry products into Nigeria coupled with the creation of more enabling environment have led to expansion of the market. These factors make poultry business attractive to the existing and potential poultry farmers in Nigeria. However, most of the commercial poultry farmers do not possess adequate knowledge and skills required to make the business profitable. There is therefore need to build the capacity of these farmers poultry production and management.

**OBJECTIVES:** This workshop is designed to provide existing and potential poultry farmers with the requisite knowledge and skills needed to run poultry enterprises successfully. At the end of the workshop, participants should be able to:

- list some unemployment opportunities in poultry production;
- plan how to establish poultry businesses;
- explain management practices in poultry production; and
- state major challenges in poultry production

**CONTENT:**

- Overview of poultry industry in Nigeria.
- Poultry value chain development.
- Best management practices in poultry production
  - House
  - Feeding
  - Health
- Marketing of poultry and poultry products.
- Human resource management in commercial poultry.
- Record keeping in commercial poultry (production and financial).
- Challenges of commercial poultry production.
- ICT application to poultry management.

**TRAINING METHODS:** Lecturettes, group discussion and study visit.

**WHO SHOULD ATTEND?** Existing and Potential Poultry Farmers, Unemployed youth, Retired Civil Servants, State and Federal Ministry of Agricultural and Rural Development, Animal Health Technicians, National Directorate of Employment( NDE), Agric. Desk Officers in Commercial Banks, NYSC, NAIC, BOA,BOI, NGOs, Community Development 3Units of NDDC and Gas Companies.

**DURATION:** One Week

**DATE:** April 29 – May 3, 2024

**VENUE:** Ilorin

**CHARGES:** ₦95,000.00

## **MONITORING AND EVALUATION IN PROJECT MANAGEMENT (ARM 223)**

**PREMISE:** The wide gap between many development project targets and actual achievements has, in most cases, been caused by the failure of the projects to generate and disseminate information to the relevant project components during and even after the project life. The problem is often times traced to inadequacy and sometimes lack of requisite skills among project managers and officers performing monitoring and evaluation functions.

**OBJECTIVES:** This course, therefore, seeks to equip participants with the practical skills and techniques required for monitoring and evaluation of agriculture and rural/community development projects. At the end of the course, participants should be able to:

- ♦ apply appropriate skills and techniques of monitoring and evaluation in their organizations;
- ♦ write monitoring and evaluation (M & E) reports;
- ♦ disseminate monitoring and evaluation results in their organizations; and
- ♦ design appropriate monitoring and evaluation systems for their organizations.

**CONTENT:**

- ♦ Monitoring and evaluation in the project cycle.
- ♦ Monitoring and evaluation function.
- ♦ Objectives hierarchy in project monitoring and evaluation.

- ♦ Criteria for selection of M & E indicators.
- ♦ Logical framework design for project M & E.
- ♦ Introduction to survey design.
- ♦ Project Network Analysis.
- ♦ Questionnaire design for data gathering.
- ♦ Interview design and techniques.
- ♦ Concept of sustainability M & E.
- ♦ Reports in project M & E.

**TRAINING METHODS:** Lecturettes, group exercises and discussions, case studies and study visit.

**WHO SHOULD ATTEND?** Senior and Middle Level Professional staff with responsibilities for monitoring and evaluation in agricultural and rural development projects-crops, livestock, fisheries, forestry and other rural/community development projects - both in public and private sectors including financial institutions, etc.

**DURATION:** One week

**DATE:** April 29 – May 3, 2024 (1<sup>st</sup> Run)

**VENUE:** Ilorin

**CHARGES:** ₦105,000.00 (VAT Inclusive)

## **MANAGEMENT OF COOPERATIVE SOCIETY FOR SUSTAINABLE DEVELOPMENT (ARM 254)**

**PREMISE:** Cooperative societies have become alternatives to other financial institutions in Nigeria in the provisions of micro finance and rendering of other vital services that are germane to development. The importance of cooperative societies cannot be overemphasized; they are geared towards alleviating poverty and improving the standard of living of the people. However, most cooperative officers have inadequate skills in record keeping, loan management, fraud prevention/detection among others. Consequently, they do not achieve their goals of existence. It is therefore imperative to build the capacity of cooperative societies on specific management skills that will position cooperatives to become key players in Nigeria's economy.

**OBJECTIVES:** This course therefore is designed to equip cooperators with the knowledge and skills necessary for effective management of cooperative for sustainable development. At the end of the course, participants should be able to:

state the importance of networks in cooperative societies;

- ♦ list effective financial management techniques in cooperatives; and
- ♦ identify strategies for managing cooperative societies.

### **CONTENT:**

- ♦ Overview of Cooperative Society Movement in Nigeria.
- ♦ Networking in Cooperative Societies.
- ♦ Developing and Managing Cooperative Enterprises.
- ♦ Effective Financial Management Techniques.
- ♦ Strategic Planning in Cooperative Society Management.
- ♦ Information Management in Cooperative Societies.
- ♦ Loan Management Skills.
- ♦ Record Keeping.
- ♦ Fraud Prevention, Detection and Control in Cooperative Societies.
- ♦ Management of Interpersonal Relationships in Cooperatives.
- ♦ Monitoring and Evaluation of Cooperative Projects.

**TRAINING METHODS:** Lecturettes, group discussions, exercises, role-play and case studies.

**WHO SHOULD ATTEND?** Cooperators, Cooperative Officers from Federal and State Ministries, Cooperative staff, Managers of Cooperative groups, Ministry of Commerce and cooperatives, Microfinance banks, ADPs, Community Development Officers, Coordinators of Public and Private Sector Organizations involved in grassroots development, Oil Companies, NGOs and CBOs.

**DURATION:** One week  
**DATE:** May 6 - 10, 2024 (1<sup>st</sup> Run)  
**VENUE:** Ilorin  
**CHARGES:** ₦75,000.00 (VAT Inclusive)

### **EFFECTIVE RECORDS AND INFORMATION MANAGEMENT (ARM 108)**

**PREMISE:** The importance of records and information management in organizations cannot be over-emphasized. This is particularly so in the face of wider use of the modern information and communication technology. In spite of its importance, records and information management in most public and private sector organizations are poor and ineffective in keeping pace with modern organizational practices.

**OBJECTIVES:** This course is therefore, designed to equip relevant officers with the knowledge and skills of effective records and information management. At the end of the course, participants should be able to:

- ♦ explain the principles and practice of records and information management;
- ♦ establish and manage a paper-less; and
- ♦ use computer to organize and manage information.

**CONTENT:**

- ♦ Overview of information and communication technology.
- ♦ Management of paper-less office.
- ♦ Records management.
- ♦ Management of interpersonal relationships.
- ♦ ICT application to information management using appropriate software packages for:
  - Information storages and retrieval system.
  - Spreadsheet.
  - Database.

**TRAINING METHODS:** Lecturettes, group discussions, case studies and hands-on exercises on computer.

**WHO SHOULD ATTEND?** Heads, supervisors and staff of records office and registry, administrative and executive officers; personal assistants and secretaries, and all other officers in charge of records and information management in both the public and private sectors.

**DURATION:** One week  
**DATE:** May 6 - 10, 2024 (1<sup>st</sup> Run)  
**VENUE:** Ilorin  
**CHARGES:** ₦115,000.00 (VAT Inclusive)



## **TRAINING OF TRAINERS (TOT) FOR FACILITATORS OF VALUE CHAIN DEVELOPMENT (ARM 259)**

**PREMISE:** The importance of commodity value chain development in the current economic growth and development of the Federal Government cannot be overemphasized. Report shows that at post oil boom, Nigeria lost her agricultural commodity production position in cocoa, oil palm, cotton and groundnut to her competitors in South America, Asia and other African countries. These competitors took over from Nigeria because they have well developed value chain development strategies which have considerably increased their productivity and linked their agricultural commodities with global markets. A well-developed commodity value chain will promote private investment, generate employment and income, and transform Nigeria into a net producer of value added agricultural commodities for local markets and exports. However, the existing and potential stakeholders in commodity value chain management in Nigeria need to be empowered with appropriate requisite skills and techniques for effective value chain development. There is therefore, the urgent need to equip development practitioners in agriculture and rural development with appropriate skills to effectively facilitate commodity value chain actors and all stakeholders to embrace agriculture as a business.

**OBJECTIVES:** This workshop is designed to enhance the capacity of the participants with appropriate VCD knowledge, skills and techniques to effectively facilitate agricultural commodity value chain development activities. At the end of the workshop, participants should be able to:

- ♦ explain the concept of value chain development;
- ♦ facilitate group formation amongst stakeholders;
- ♦ manage conflicts among VCD actors and stakeholders; and
- ♦ monitor and evaluate VCD activities.

### **CONTENT:**

- ♦ Concept of value chain development.
- ♦ Skills, competencies and roles of VCD facilitators.
- ♦ Value chain mapping and analysis.
- ♦ Linking stakeholders to market
- ♦ Strategies for value chain empowerment.
- ♦ Communication skills for value chain facilitators.
- ♦ Gender consideration in VCD facilitation.
- ♦ Group formation and governance/relationship in VCD.
- ♦ Conflict management among value chain actors and stakeholders.
- ♦ ICT applications in VCD facilitation.
- ♦ Participatory monitoring and evaluation in VCD.

**TRAINING METHODS:** Lecturettes, group exercises, role plays, discussions and case studies.

**WHO SHOULD ATTEND?** Subject Matter Specialists, Extension Officers, Agricultural Business Advisors and Enterprise Managers including those in Multinationals, Oil Companies, CADP, NDE, NGOs, CBOs, FBOs and other private sector.

**DURATION:** One week

**DATE:** May 6 - 10, 2024 (1<sup>st</sup> Run)

**VENUE:** Ilorin

**CHARGES:** ₦95,000.00 (VAT Inclusive)

## **MAINSTREAM GENDER AND THE VULNERABLE GROUPS INTO DEVELOPMENT PROGRAMME (ARM 252)**

**PREMISE:** Development practitioners have realized that their efforts have not yielded the desired results partly due to non-involvement of women and the vulnerable groups in development programmes. Experience has shown that this is partly because their problems and needs have not been adequately addressed. This assertion is also buttressed by USAID/Nigeria Strategic Plan where it states that, "Nigeria's record on gender issues is weak and in need of improvement" and corroborated by the NEEDs document on the need to mainstream women into development planning as well as the emphasis placed on gender issues in other agricultural and rural based project documents. Against this backdrop, there is a need for gender considerations and involvement of the vulnerable groups in all aspects of development programmes.

**OBJECTIVES:** This course, therefore, is designed to equip participants with the knowledge and skills necessary for gender considerations and involvement of the vulnerable groups in development programmes. At the end of the course, participants should be able to:

- ♦ describe basic gender and vulnerable groups concepts;
- ♦ identify gender issues in development planning;
- ♦ collect and analyze gender-disaggregated data; and
- ♦ incorporate gender and the vulnerable groups into development programmes.

### **CONTENT:**

- ♦ Basic gender and vulnerable groups concept
- ♦ Strategies for mainstreaming gender and the vulnerable groups into development programmes.
- ♦ Gender-awareness planning and control.
- ♦ Gender Issues in Management.
- ♦ Methods of collecting gender-disaggregated data.
- ♦ Analysis, reporting and presentation of gender statistics.
- ♦ Budgeting with Gender focus.
- ♦ Gender, vulnerable groups and advocacy.

**TRAINING METHODS:** Lecturettes, exercises and group discussions.

**WHO SHOULD ATTEND?** Development Officers from the Federal and State Ministries, Local Government, Research Institutes, NDDC, Universities, Polytechnics, Colleges of Education, NGOs, CBOs and Faith-Based Organizations.

**DURATION:** One week

**DATE:** May 6 - 10, 2024

**VENUE:** Ilorin

**CHARGES:** ₦75,000.00 (VAT Inclusive)

## **EFFECTIVE USE OF MS-POWERPOINT & MULTIMEDIA EQUIPMENT FOR FORMAL PRESENTATION (ARM 345)**

**PREMISE:** MS-PowerPoint is a multi-media computer program designed to create professional slide-show presentation. It is useful for presenting information to group of people and also allows the user to incorporate images, video, and colourful backdrops to the information. Prior to the introduction of Multi-media equipment presentations were cumbersome and time-consuming. Incidentally, not many professionals in information generation and dissemination in the Agricultural and Rural development sector are conversant with this powerful presentation tool.

**OBJECTIVES:** The workshop is designed to enhance participants' knowledge and skills in the preparation and use of MS-PowerPoint slides. At the end of the workshop, participants should be able to:

- ♦ describe the basic features of the MS-PowerPoint program;
- ♦ create and select a presentation style;
- ♦ create slide presentation;
- ♦ use multi-media equipment; and
- ♦ use the MS-PowerPoint program effectively.

**CONTENT:**

- ♦ Introduction to professional presentation skills.
- ♦ Principles of PowerPoint presentations.
- ♦ Preparation and use of MS-PowerPoint 2013.
- ♦ Importing graphics and images.
- ♦ Broadcasting PowerPoint presentations.
- ♦ Effective handling of Multi-media projector.
- ♦ Slide-show presentation using Multi-media data projector.

**TRAINING METHODS:** Lecturettes, demonstrations and hands-on practical exercises on computers and multi-media data projector.

**WHO SHOULD ATTEND?** Research Officers, Managers, Trainers and other professionals who are involved in information generation and dissemination from both private and public sector organizations.

**DURATION:** One week

**DATE:** May 6 - 10, 2024

**VENUE:** Ilorin

**CHARGES:** ₦115,000.00 (VAT Inclusive)

## **COMPUTER APPLICATIONS FOR PROJECT MANAGEMENT (ARM 251)**

**PREMISE:** The capability of Project Managers to improve their performance could depend on how much data they can generate, collate, analyse, interpret, store and disseminate, to enable the projects achieve their set objectives. Moreover, in a changing information technology environment, Project Managers' performance can therefore be improved if they can take advantage of the computer as an important tool for effective and efficient project management.

**OBJECTIVES:** This course is designed to introduce project managers to the use of the computer as an essential tool for effective and efficient project management. At the end of the course, participants should be able to:

- ♦ discuss the role of the computer in efficient project management; and
- ♦ operate and use computer for project design and management.

**CONTENT:**

- ♦ Overview of management principles.
- ♦ Project cycle/sequence in project management.
- ♦ Use of computers in project management.
- ♦ Project logical framework design.
- ♦ Project cash flow projection.
- ♦ Project financial analysis.

- ♦ Application of Ms-Project to project network analysis.

**TRAINING METHODS:** Lecturettes, demonstrations, individual and group exercises, hands-on computer exercises.

**WHO SHOULD ATTEND?** Project planners, analysts, accountants, farm managers and others responsible for managing projects in both the public and private sectors, including financial institutions, oil and gas companies, NDDC etc.

**DURATION:** One Week

**DATE:** May 13 – 17, 2024 (1<sup>st</sup> Run)

**VENUE:** Ilorin

**CHARGES:** ₦105,000.00 (VAT Inclusive)

## **SUSTAINABLE FINANCE FOR CLIMATE SMART AGRICULTURE (ARM 326)**

**PREMISE:** Sustainable finance is driving climate-smart agriculture (CSA) uniting financial solutions with agricultural resilience. Climate-smart interventions in agriculture require substantial investments and innovative types of financing to support the transformational changes that are needed to maintain or increase agricultural productivity while using less resource. As climate change threatens food security, climate smart practices, which combines adaptation and mitigation, require substantial investment. However, the current levels of financing for climate change adaptation and mitigation in the agricultural sector in Nigeria are not sufficient. Therefore, it is pertinent to build the capacity of agricultural and finance stakeholders in global climate finance in agriculture, as this would play a crucial catalytic role by encouraging the mainstreaming of climate change considerations into national sustainable development plans and programmes as well as developing an enabling environment conducive for scaling up climate-smart agriculture (CSA).

**OBJECTIVES:** This course therefore is designed to improve the knowledge and skills of participants on sustainable finance for climate smart agriculture. At the end of the course, participants should be able to:

- explain the concept of sustainable finance and CSA;
- describe climate smart Agriculture adaptations and mitigation strategies;
- discuss various climate smart agriculture financing strategies; and
- Carry out CSA programme and project monitoring and evaluation

### **CONTENT:**

- Climate Smart Agriculture for Sustainable food Security
- Introduction to Sustainable Finance
- Climate Change Adaptations and Mitigations
- Sustainable Investment Strategies
- Risk Management in Climate Smart Agriculture
- Financing Climate smart Agriculture
- Environmental and Social Impact Assessment
- Monitoring and Evaluation of Climate Smart Agriculture

**TRAINING METHODS:** Lecturette, discussions, case studies, exercises

**WHO SHOULD ATTEND?** Staff of CBN, Commercial banks, BOA, BOI, Micro-Finance Banks, Private and Public organizations, ARD Sector, NGOs, and CBOs as well as finance and credit Officers in development projects.

**DURATION:** One week  
**DATE:** May 13 – 17, 2024 (1<sup>st</sup> Run)  
**VENUE:** Ilorin  
**CHARGES:** ₦85,000.00 (VAT Inclusive)

**AGRO-FORESTRY EXTENSION MANAGEMENT FOR SUSTAINABLE AGRICULTURAL PRODUCTION  
(ARM 351)**

**PREMISE:** The massive loss of soil fertility of agricultural land throughout the country has raised fundamental questions on the efficiency of land-use practices and management. Agroforestry has been identified as a viable agricultural practice option that could sustain agricultural soil productivity but this advantage is yet to be realized by farmers. This may be traced to the fact that extension has not been able to sufficiently transfer agro-forestry technologies to farmers. There is, therefore, the need for effective methods to get all the stakeholders involved in sustainable agro-forestry practices.

**OBJECTIVES:** This course aims at improving the capability of participants to impart knowledge and skills with a view to improving farmers' income and the performance of the forestry sub-sector. At the end of the course, participants should be able to:

- ♦ explain the concept of agro-forestry;
- ♦ select and use appropriate extension communication methods; and
- ♦ Plan, organize and manage agro-forestry practices.

**CONTENT:**

- ♦ Overview of agro-forestry.
- ♦ Economic value of forest trees and non-timber forest products.
- ♦ Planning and organizing for agro-forestry intervention.
- ♦ Managing agro-forestry resources.
- ♦ Agro-forestry extension methods.
- ♦ Preparation and production of audio-visual materials.
- ♦ Management of human resources involved in agro-forestry.
- ♦ Research-extension-farmers-input linkage system (REFILS) in agro-forestry.
- ♦ Gender issues in agro-forestry.

**TRAINING METHODS:** Lecturettes, group discussions, case studies and study visits.

**WHO SHOULD ATTEND?** Forestry and Agricultural Officers at Federal, State and Local Government Levels; Officers working in Forestry Projects and Land Resources Departments; Subject-Matter-Specialists and Extension Officers in ADPs; Officers in Federal and State Ministries of Environment, RBDAs, Ministry of Water Resources and Rural Development, Environmental Protection Agencies, CSDP, NGOs and CBOs.

**DURATION:** One week  
**DATE:** May 13 - 17, 2024  
**VENUE:** Ilorin  
**CHARGES:** ₦75,000.00 (VAT Inclusive)

**BASIC CONTRACT FARMING PRINCIPLE TRAINING FOR SUSTAINABLE AGRIBUSINESS DEVELOPMENT  
(ARM 281)**

**PREMISE:** In Nigeria, the demand of locally processed products is growing, however raw material is a major challenge for processing companies and this translates in processing

inefficiency and, subsequently, higher unit costs. Smallholder farmers in Nigeria, on the other hand often suffer low yield, limited market access and unstable price, all of which prevent beneficial investments. These factors contribute to low standard of living and increased poverty in many rural areas of Nigeria. One of the viable and sustainable approaches to address the aforementioned challenges is the adoption of contract farming as an inclusive business model. Inclusive Contract Farming (ICF) is an inclusive business model and market system approach that links farmers to market through the development of business relationship between the agro-industries and smallholder farmers. The approach supports off-takers and smallholder farmers to become more competitive through increased productivity, reduced costs, improved turnover and regular supply of raw materials in the required quality and quantity. This course is therefore, aimed at building the capacity of agriprenuers on inclusive contract farming as a business model.

**OBJECTIVES:** This workshop/course aims to equipping participants with the basic knowledge of inclusive contract farming and its relevance in sustainable agribusiness development. At the end of the course, participants will be able to:

- ♦ explain inclusive contract farming (ICF) planning, implementation and management;
- ♦ develop an inclusive contract farming business model;
- ♦ identify opportunities to integrate youths, women and producers' organisations in contract farming; and
- ♦ analyse the business relationship between buyers/off-takers and smallholder farmers and provide recommendations to both parties to improve arrangement.

## **CONTENT**

- ♦ Basic concept of contract farming as an inclusive business model.
- ♦ Condition for success and risk of failure in contact farming
- ♦ Different models of contract farming.
- ♦ Youths and women inclusiveness in contract farming scheme.
- ♦ Farmers' group development.
- ♦ Typical contract specification and design.
- ♦ The role of producers' organisations in contract farming.
- ♦ CF Business model canvas
- ♦ Contract farming risk management
- ♦ Contract farming economics and finance
- ♦ CF negotiation
- ♦ ICT FOR CF
- ♦ Business Enabling Environment
- ♦ Contract specification ( Practical presentation)

**TRAINING METHODS:** Interactive presentations of theory, reflection and discussions application of learning through group discussions and exercises, case studies, role play and study visit.

**WHO SHOULD ATTEND?** Officers in Federal Ministry of Agriculture and Rural Development, and State Ministry of Agriculture, Planning and Research Officers in the ADPs. Value chain Directors and Planning Specialists in NGOs, Managers of private agricultural development agencies, Farmers and farmers' organizations, Financial institutions, Oil companies, Extension and service delivery companies, Graduates, NGOs, CBOs, BOI, BOA, NAIC, Agricultural estates managers, supply chain managers etc.

**DURATION:** Two weeks  
**DATE:** May 13 - 17, 2024 (1<sup>st</sup> Run)  
**VENUE:** Ilorin  
**CHARGES:** ₦90,000 (VAT Inclusive)

### **TRAINING COURSE ON CATTLE, SHEEP AND GOAT FATTENING ENTERPRISE (ARM 271)**

**PREMISE:** Meat from cattle, sheep and goat is one of the major sources of protein in Nigeria. There is high demand for the meat throughout the year, but in particular during festive periods. Animals are usually priced per kilogram live weight. Consequently, farmers will get more income from fattened animal. There is therefore the need to equip farmers with the knowledge and skills on beef cattle, sheep and goat fattening.

**OBJECTIVES:** This course is designed to provide existing and potential entrepreneurs with the requisite knowledge and skills needed to run sustainable fattening operation successfully. At the end of the course, participants should be able to:

- ♦ state the best management practices in beef cattle, sheep and goat fattening;
- ♦ identify challenges of beef cattle, sheep and goat fattening;
- ♦ explain the principle of feed resourcing and watering; and
- ♦ state the steps in managing interpersonal relationships.

**CONTENT:**

- ♦ Overview of the livestock industry in Nigeria.
- ♦ Best management practices in ruminant animal production:
  - Housing
  - Feeding
  - Health
- ♦ Feed resourcing and watering
- ♦ Animal handling and welfare issues
- ♦ Meat processing and storage
- ♦ Biosecurity measures in ruminant production
- ♦ Marketing of live animals and animal products
- ♦ Record keeping in ruminant production (production and financial)
- ♦ Management of interpersonal relationships.

**TRAINING METHODS:** Lecturettes, group discussion and study visit.

**WHO SHOULD ATTEND?** Existing and Potential Livestock Farmers, Unemployed Youth, Retired Civil Servants, State and Federal Ministry of Agricultural and Rural Development, Animal Health Technicians, National Directorate of Employment (NDE), Agric. Desk Officers in Commercial Banks, NYSC, NAIC, BOA, BOI, NGOs, Community Development Units of NDDC and Oil and Gas Companies.

**DURATION:** One week  
**DATE:** May 13 - 17, 2024  
**VENUE:** Ilorin  
**CHARGES:** ₦95,000.00 (VAT Inclusive)  
Note: This workshop is in collaboration with Nigerian Institute of Animal Science (NIAS)

**LOAN RECOVERY MANAGEMENT FOR AGRICULTURAL AND RURAL CREDIT MANAGERS  
(ARM 335)**

**PREMISE:** The importance of agricultural and rural credit schemes in poverty reduction in Nigeria cannot be over emphasized. Most of these schemes were short-lived because of poor loan recovery and funds depletion after a few rounds of loan disbursement. Hence, most of the credit schemes were not sustained. The reasons commonly adduced include poor credit appraisal and loan collection mechanism; poor credit monitoring and supervision; deliberate loan default; and project failure.

**OBJECTIVES:** This course is designed to improve the knowledge and skills of Agricultural and Rural Credit Managers in loan recovery. At the end of the course, participants should be able to:

- ♦ identify risks associated with agricultural and rural credit;
- ♦ appraise micro-credit needs of clients;
- ♦ design agricultural and rural credit monitoring and supervision schedules; and
- ♦ adopt effective loan recovery mechanisms.

**CONTENT:**

- ♦ Overview of loan administration and management.
- ♦ Risk management in agricultural loan
- ♦ Project appraisal and re-financing techniques.
- ♦ Agricultural credit needs appraisal techniques.
- ♦ Group lending methods in credit administration and recovery.
- ♦ Loan monitoring and recovery mechanism.
- ♦ Savings mobilization.
- ♦ Gender issues in loan recovery.
- ♦ Legal issues in loan recovery.

**TRAINING METHODS:** Lecturettes, case studies, group discussions, exercises and study visits.

**WHO SHOULD ATTEND?** Agricultural Credit Managers in Central Bank of Nigeria (CBN), Commercial Banks, NGOs, NDE, NACRDB, National Board for Micro-Finance, Ministries of Agriculture, ADPs, IFAD Projects and other Agricultural and Rural Finance Institutions.

**DURATION:** One week  
**DATE:** May 20 – 24, 2024 (1<sup>st</sup> Run)  
**VENUE:** Ilorin  
**CHARGES:** ₦75,000.00 (VAT Inclusive)



## **PARTICIPATORY MANAGEMENT OF AGRICULTURAL AND RURAL DEVELOPMENT PROGRAMMES (ARM 422)**

**PREMISE:** Most planners and managers of rural development projects are used to the top-down approach of planning and decision-making. However, recent experiences have shown that rural development programmes planned and executed without the active participation of the intended beneficiaries have not yielded the expected results. These programmes are usually not sustained beyond the period of external assistance mainly because the beneficiaries neither believe the projects are their own nor have the capacity to manage them.

**OBJECTIVES:** This workshop is, therefore, designed to impart in the participants, the culture of participatory planning and management of rural development projects. At the end of the workshop, participants should be able to:

- ♦ demonstrate adequate understanding of the concepts and principles of participatory rural appraisal (PRA); and
- ♦ utilize various participatory tools in planning and managing rural development programmes.

### **CONTENT:**

- ♦ Concepts of Rural Development.
- ♦ Concept and principles of Participatory Rural Appraisal (PRA) techniques.
- ♦ Participatory planning process and techniques.
- ♦ Gender issues in participatory development.
- ♦ Social Inclusion in agricultural and rural development.
- ♦ Role of stakeholders in rural development.
- ♦ Participatory Monitoring and Evaluation.
- ♦ Sustainability plan development for community projects.

**TRAINING METHODS:** Lecturettes, discussions, group exercises and role-play.

**WHO SHOULD ATTEND?** Planning and Community Development Officers in Ministries and Local Government Councils; and Project Managers in Agencies responsible for agricultural and rural development, water resources and poverty Alleviation/eradication programmes, Monitoring & Evaluation Managers, officers from the Non-Governmental Organizations, Community-Based Organizations and Community Development Units of NDDC and the Oil and Gas Companies.

**DURATION:** One week  
**DATE:** May 20 – 24, 2024  
**VENUE:** Ilorin  
**CHARGES:** ₦75,000.00

## **TRAINING WORKSHOP ON EXPORT OF AGRICULTURAL PRODUCTS (ARM 406)**

**PREMISE:** Export of agricultural products plays important role in enhancing employment generation, wealth creation, foreign exchange earnings as well as economic growth. The problems bedevilling agricultural product export in Nigeria include food safety, preservation, quality standard, certification issues among others. Most agripreneurs run into problems partly due to poor knowledge and skills in managing these problems. Therefore, there is need to equip participants with appropriate knowledge and skills in the export of agricultural products.

**OBJECTIVES:**

This workshop is designed to improve the knowledge and skills of participants in managing agricultural produce and products marketing problems. At the end of the workshop, participants should be able to:

- ♦ explain the concept of agricultural products export;
- ♦ identify techniques involved in maintaining agricultural products quality; and
- ♦ develop appropriate strategies for export of agricultural products.

**CONTENT:**

- ♦ Overview of agribusiness produce and product marketing in Nigeria.
- ♦ Export procedure for agricultural products.
- ♦ Quality control and standard requirement for agricultural product export.
- ♦ Food safety management system.
- ♦ Agricultural products cost analysis for export.
- ♦ Use of ICT in export of agricultural products.
- ♦ Product registration and certification procedures.
- ♦ Managing customer relationship.

**TRAINING METHODS:** lecturettes, exercises, case studies, group discussions and study visits.

**WHO SHOULD ATTEND?** Agripreneurs, Farm Managers, Business Advisors, Business Development Executives, Extension Officers, Farm Project Officers, NGOs, NDE etc.

**DURATION:** One Week  
**DATE:** May 20 – 24, 2024  
**VENUE:** Ilorin  
**CHARGES:** ₦95,000.00

### **AGRIPRENEURSHIP DEVELOPMENT AND MANAGEMENT SKILLS FOR YOUTH (ARM 227)**

**PREMISE:** It is quite worrisome to note that in spite of the abundant opportunities in agribusiness majority of Nigerian youth are in the threshold of unemployment and poverty. There is no gainsaying in the fact that agripreneurship development and management skills are inextricably tied to employment generation and poverty reduction. However, most youths do not possess adequate agripreneurship skills. It is therefore imperative to enhance the skills and relevant stakeholders in agripreneurship development and management.

**OBJECTIVES:** This course is designed to equip participants with requisite knowledge and skills for agricultural business development and management. At the end of the course, participants should be able to:

- ♦ formulate, design and develop agricultural business plan;
- ♦ identify appropriate sources for agribusiness funding;
- ♦ optimize agricultural business funds; and
- ♦ explain strategies for managing agricultural business effectively and efficiently.

**CONTENT:**

- ♦ Overview of youth and agripreneurship development.
- ♦ Networking and marketing skills development in Agribusiness.
- ♦ Fund mobilization and management for agricultural enterprises.
- ♦ Risk management skills for agripreneurs.
- ♦ Business management skills.
- ♦ Credit needs analysis and management.
- ♦ Agricultural business plan development for grants and bank appraisals.

- ♦ Human resource management skills for agripreneurs.
- ♦ ICT skills for agricultural business development and management (Web 2.0).

**TRAINING METHODS:** Lecturettes, group discussions, exercises, brainstorming, role play, hands on computer exercises.

**WHO SHOULD ATTEND?** Young entrepreneurs, unemployed youths, NGOs, CBOs, Ministries of Youth and Sports at Federal, State and Local Government levels, relevant private and public organizations etc.

**DURATION:** One week

**DATE:** May 20 – 24, 2024

**VENUE:** Ilorin

**CHARGES:** ₦75,000.00 (VAT Inclusive)

## **TRAINING WORKSHOP ON SUSTAINABLE MANAGEMENT OF AGRIBUSINESS (ARM 253)**

**PREMISE:** Most interventions in the agricultural sector today, seek to increase productivity; and have therefore, introduced several management practices to achieve it. While these practices have many positive effects, they also come with significant costs. In an effort to forestall the devastating effects of the negative outcomes of modern agribusiness practices, there is the need to critically consider the social, cultural, economic and environmental implications of agribusiness practices in order to adapt practical and ethical approaches towards job creation, food security, improvement in nutrition and health, enhanced economic status of agribusiness stakeholders, good environmental best practices, and overall development of the agricultural commodity value chains.

**OBJECTIVES:** This course therefore, aims at equipping participants with relevant knowledge and skills required to manage agribusiness sustainably. At the end of the course, participants should be able to:

- ♦ discuss the various dimensions of sustainable management in agriculture;
- ♦ design a strategic agribusiness plan; and
- ♦ identify tools and strategies to monitor and evaluate agribusiness plan.

### **CONTENT:**

- ♦ Overview of sustainable management of agribusiness.
- ♦ Project identification techniques.
- ♦ Stakeholder analysis and management in agribusiness.
- ♦ Concept of environmental sustainability in agribusiness management.
- ♦ Economic sustainability in agribusiness.
- ♦ Social consideration in agribusiness management.
- ♦ Sustainability monitoring and evaluation in agribusiness management.
- ♦ Gender consideration in sustainable agribusiness management.

**TRAINING METHODS:** Lecturettes, Group Discussions, Exercises, Case Studies and Study Visit

**WHO SHOULD ATTEND?** Managers of Agribusiness Advisors, Extension Officers at Federal, State, Local government levels, Subject Matter Specialists (SMSs) in ADPs Ministry of Environment and Water Resources, Ministry of Trade and Investment, NESREA, CADP, NDDC, NGOs CBOs, Managers of Private Agribusiness Firms etc.

**DURATION:** One week.

**DATE:** May 27 – 31, 2024 (1<sup>st</sup> Run)

**VENUE:** Ilorin

**CHARGES:** ₦75,000.00 (VAT Inclusive)

## **MANAGEMENT OF PUBLIC RELATIONS IN THE AGRICULTURAL AND RURAL SECTOR (ARM 237)**

**PREMISE:** The poor perception of the role and problems of the Agricultural and Rural Sector is due to low awareness of the sector by the general public. The low awareness persists partly because of the limited understanding of the sector by Public Relations Officers, hence their inability to effectively sensitize the public about the policies and programmes of the sector.

**OBJECTIVES:** The workshop is, therefore, designed to provide Public Relations Officers with the requisite knowledge and skills to enhance Public Relations practice in the context of the ARD sector. At the end of the workshop, participants should be able to:

- ♦ demonstrate better understanding of the peculiarities of the sector;
- ♦ formulate appropriate public relations strategies to enhance the image of their organizations' public; and
- ♦ disseminate information for the mutual benefits of their organizations and the public.

**CONTENT:**

- ♦ Overview of agricultural and rural transformation in Nigeria.
- ♦ Peculiarities of the agricultural and rural sector.
- ♦ The role of public relations in the agricultural and rural development sector.
- ♦ Understanding the agricultural and rural development public
- ♦ Managing the boss and organization.
- ♦ Corporate social responsibilities.
- ♦ Developing communication skills.
- ♦ Managing interpersonal relationships.
- ♦ The use of internet facilities for public relations function.
- ♦ SERVICOM: Toward providing high quality goods and services.

**TRAINING METHODS:** Lecturettes, role play, group discussions, case studies and exercises.

**WHO SHOULD ATTEND?** Public Relations/Press Officers in agro-allied establishments, Local Government Information/ Extension Officers as well as others who are in the business of representing their organizations at exhibitions, fairs, public functions, and/or in a position to brief the press on the activities of their organizations in NNDC, CBOs, NGOs, etc.

**DURATION:** One week

**DATE:** May 27 – 31, 2024 (1<sup>st</sup> Run)

**VENUE:** Ilorin

**CHARGES:** ₦75,000.00 (VAT Inclusive)

## **ICT FOR EFFECTIVE INFORMATION SHARING AND COMMUNICATION IN RURAL MANAGEMENT (ARM 268)**

**PREMISE:** The awareness on information and communication technology especially the internet is increasing day by day and new tools, approaches and standards are emerging. The change in the mode of communication of information with the advent of these new technologies, poses a challenge to rural managers in meeting their organizational objectives. Therefore, electronic networking can be used to build awareness to manage and disseminate information, communicate with personnel and strengthen partnership.

**OBJECTIVES:** This course is designed to equip ARD managers with necessary skills on emerging technologies for effective dissemination and utilization of information. At the end of the course, participants should be able to:

- ♦ discuss the role of internet technologies in rural development;
- ♦ explain the basic principles of network based information resources;
- ♦ organize an ICT-enabled "Common Service Centre"; and
- ♦ use modern ICTs tools.

**CONTENT:**

- ♦ Overview of web 2.0 tools.
- ♦ Elements and trends of Internet technologies.
- ♦ Electronic Publishing.
- ♦ Resource sharing in a networked environment.
- ♦ Network based information resources.
- ♦ Use and promotion of on-line resources and services.

**TRAINING METHODS:** Lecturettes, demonstration, hands-on practical exercises.

**WHO SHOULD ATTEND?** Community based project facilitators, Information officers of ARD agencies (CBARDP, Fadama, RUFIN and CSDP etc.), Extension officers and other Information professionals in NGOs/CBOs.

Basic knowledge of computer is essential.

**DURATION:** One week

**DATE:** May 27 – 31, 2024 (1<sup>st</sup> Run)

**VENUE:** Ilorin

**CHARGES:** ₦115,000.00 (VAT Inclusive)

## **STRATEGIES FOR CONFLICT MANAGEMENT IN RURAL COMMUNITIES (ARM 214)**

**PREMISE:** Conflicts emanating from competition over access to resources, especially between pastoralist and crop farmers is causing destruction of lives and properties. The foregoing is a major impediment to agricultural activities thereby worsening the current food insecurity, unemployment and poverty level. It has also been noticed that major stakeholders do not possess adequate conflict management skills. Therefore, it is pertinent to equip participants and relevant stakeholders with appropriate skills for conflict management in rural communities for sustainable agricultural production and rural development.

**OBJECTIVES:** This course is designed to equip the participants with requisite knowledge and skills for effective management of interpersonal relationship and conflict resolution. Specifically, at the end of this course participants should be able to:

- ♦ explain the concept of conflict in rural communities;
- ♦ describe various strategies for conflict resolution in rural communities; and
- ♦ identify constraints to effective management of conflicts.

**CONTENT:**

- ♦ Concept causes and effect of conflicts.
- ♦ Group dynamics for conflicts management.
- ♦ Participatory leadership skills.
- ♦ Stakeholder analysis.
- ♦ Effective communication methods.
- ♦ Conflict resolution strategies.
- ♦ Management of interpersonal relationships.

- ♦ Gender issues in conflict management.

**TRAINING METHODS:** Lecturettes, group discussions, group exercise and role play, case studies and study visits.

**WHO SHOULD ATTEND?** Community leaders, Community development officers, Extension officers, Agricultural officers at Federal, State and Local Government Levels; National Emergency Management Authority (NEMA), State Emergency Management Authority (SEMA), NGOs, CBOs, and law enforcement agencies etc.

**DURATION:** One week

**DATE:** May 27 – 31, 2024 (1<sup>st</sup> Run)

**VENUE:** Ilorin

**CHARGES:** ₦75,000.00 (VAT Inclusive)

### **MANAGEMENT SKILLS DEVELOPMENT FOR FACILITATORS OF AGRICULTURAL AND RURAL DEVELOPMENT PROGRAMMES (ARM 343)**

**PREMISE:** On-going Agriculture and Rural Development Programmes have emphasized the use of community-driven approach to development. These programmes have engaged the services of facilitators in formulating and implementing local development plans using participatory approaches. ARMTI's interactions with the participating states in the on-going programmes revealed that many of the facilitators do not have the required knowledge and skills to facilitate the process effectively.

**OBJECTIVES:** This course is designed to strengthen the capacity of the facilitators to effectively carry out their expected roles. At the end of the course, participants should be able to:

- ♦ describe and link community-driven development approach to agricultural and rural development;
- ♦ apply participatory skills to their situation;
- ♦ facilitate the preparation and use of local development plan at the grassroots; and
- ♦ manage conflicts among natural resources users effectively.

**CONTENT:**

- ♦ Concept and Principles of Community Driven Development
- ♦ Grassroots facilitation skills.
- ♦ Social Inclusion in Agricultural and Rural Development Projects.
- ♦ Development plan preparation at the local level.
- ♦ Project operation and maintenance management.
- ♦ Management of community project funds.
- ♦ Gender consideration in facilitation skills.
- ♦ Participatory monitoring and evaluation.
- ♦ Community-based procurement and contract management.
- ♦ Environmental impact assessment of project activities.
- ♦ Conflict management among users of natural resources.

**TRAINING METHODS:** Lecturettes, brainstorming, group discussions, case studies and practical exercises.

**WHO SHOULD ATTEND?** Project facilitators, management committee members of CDA in IFAD-CASP, Fadama III AF, CSDP, VCDP, community development officers, supervisors and heads of agriculture department in local government councils, facilitators of NGOs/CBOs and coordinators of public and private-sector organizations involved in grassroots development.

**DURATION:** One week.  
**DATE:** June 3 – 7, 2024 (1<sup>st</sup> Run)  
**VENUE:** Ilorin  
**CHARGES:** ₦75,000.00 (VAT Inclusive)

### **GENDER DEVELOPMENT AND EMPOWERMENT (ARM 308)**

**PREMISE:** Gender development and empowerment is germane in enhancing sustainable programmes. Development Practitioners have realized that their efforts have not been yielding the desired results in terms of sustaining developmental efforts and programmes. This is partly due to inadequate consideration given to gender issues in development. In order to promote and ensure sustainable development in our various communities, the needs, problems and concerns of women and men must be harnessed for optimum results to be achieved.

**OBJECTIVES:** This programme, therefore, is aimed at equipping men and women with the skills needed to understand and manage gender issues in the context of social and economic development. At the end of the course, participants should be able to:

- ♦ explain the concept and principles of gender development;
- ♦ identify gender issues in Agricultural and Rural Development sector;
- ♦ collect and analyse gender disaggregated data; and
- ♦ develop strategies for the empowerment of disadvantaged group.

**CONTENT:**

- ♦ Overview of Gender and Development.
- ♦ Addressing Gender Issues in Management.
- ♦ Gender Analysis Tools.
- ♦ Gender, population and development.
- ♦ Gender and Sustainable development.
- ♦ Gender and ICT
- ♦ Interpersonal Skills.
- ♦ Gender, Vulnerable Groups and Advocacy.

**TRAINING METHODS:** Lecturettes, exercises, case studies and group discussions.

**WHO SHOULD ATTEND?** Development Officers/ Practitioners in the Federal and State Ministries, Local Government, Research Institutes, Universities, Polytechnics, Colleges of Education, NDDC, NGOs, CBOs and Faith-Based Organisations.

**DURATION:** One week  
**DATE:** June 3 - 7, 2024  
**VENUE:** Ilorin  
**CHARGES:** ₦75,000.00 (VAT Inclusive)

### **TRAINING WORKSHOP ON RURAL ENTERPRISE DEVELOPMENT AND MANAGEMENT (ARM 201)**

**PREMISE:** Rural enterprise development is an intervention aimed at stimulating investment for sustainable agribusiness enterprise. Rural enterprise development improves livelihoods, increase incomes of the poor and enhance opportunities for decent employment

generation. However, the present situation in our rural communities, epitomizes – poverty, poor entrepreneurial skills, underdeveloped market, and poor institutional support. The need therefore arises to identify the various rural potentials and investment opportunities in order to transform the agro-ecological zones (in Nigeria) and the livelihood of the rural community.

**OBJECTIVES:** This training workshop is designed to enhance the knowledge and skills of participants in the development and management of various rural enterprises for employment generation and poverty reduction. At the end of the training programme, participants should be able to:

- ♦ explain the concept of rural enterprise development;
- ♦ formulate and implement enterprise plans;
- ♦ identify financial linkages; and
- ♦ identify, source and optimize use of funds.

**CONTENT:**

- ♦ Potentials of rural enterprise development and management.
- ♦ Enterprise identification and selection.
- ♦ Record keeping for enterprise development.
- ♦ Enterprise product marketing.
- ♦ Micro-finance institutions and development of rural enterprise.
- ♦ Group formation, mobilization and management.
- ♦ Fund mobilization and management for rural enterprise.
- ♦ Participatory monitoring & evaluation for rural enterprise management.

**TRAINING METHODS:** Lecturettes, exercises, case studies, group discussions etc.

**WHO SHOULD ATTEND?** Business and Enterprise development officers in agricultural and rural development programmes, Commercial Agricultural Development Programmes, Poverty alleviation/eradication programmes, National Directorate of Employment, Finance Institutions, NGOs/CBOs, Cooperatives and private organizations.

**DURATION:** One week

**DATE:** June 3 - 7, 2024

**VENUE:** Ilorin

**CHARGES:** ₦75,000.00 (VAT Inclusive)

**ADVANCED TRAINING ON INCLUSIVE CONTRACT FARMING FOR SUSTAINABLE  
AGRIBUSINESS DEVELOPMENT  
(ARM 348)**

**PREMISE:** Contract farming (CF) is a forward agreement specifying the obligations of farmers and buyers as partners in business. The agreement entails the sellers' (farmers') obligation to supply volumes and qualities as specified by the buyers' (processors/traders) obligation to off-take the commodities as agreed. However, field experiences of some ARMTI's faculty staff on contract farming schemes revealed that both farmers and buyers venture into contract farming without weighing the risks and cost implications in developing a sustainable contract farming scheme that is win-win for both parties. Although contract farming is costly and could be risky if not well planned and managed, but with the support of a contract Farming coach/ facilitator, the CF scheme will generate income for contract parties and partners, create employment opportunities in the localities where the CF scheme is stationed and ensure the supply of raw material to the off-taker. Premised on the foregoing, there is need to enhance the capacity of potential Coaches/ facilitators and value



chain developers to aid on the development of a viable and sustainable CF schemes in Nigeria.

**OBJECTIVES:** This workshop is aimed at the development of pool of potential CF facilitators that can aid in the upgrade or development new CF schemes. The workshop will equip participants with the requisite CF knowledge and coaching skills to improve existing CF scheme, initiate/ develop new CF schemes, monitor and manage CF schemes. At the end of the course, participants should be able to:

- ♦ understand the concept of Contract farming as an inclusive business model
- ♦ appreciate the criteria for sustainable CF in Nigeria and success factors for communication and monitoring of CF schemes;
- ♦ develop Inclusive Contract Farming schemes; and
- ♦ facilitate contract farming arrangements between partners and smallholder farmers, and other relevant stakeholders based on trust and mutual understanding.

**CONTENTS:**

- ♦ Review of basic concept of contract farming as inclusive business model
- ♦ Review of CF business model canvas
- ♦ Introduction to CF field management
- ♦ CF stakeholder analysis
- ♦ CF development process and structure
- ♦ Coaching CF development
- ♦ Contract farming economics and finance
- ♦ CF negotiation
- ♦ ICT for CF
- ♦ Business Enabling Environment
- ♦ Contract specification (practical presentation)

**TRAINING METHODS:** Interactive presentations of theory, reflection and discussions application of learning through group discussions and exercises, case studies, role-play and study visit.

**WHO SHOULD ATTEND?** Officers in Federal Ministry of Agriculture and Rural Development, and State Ministry of Agriculture, Planning and Research Officers in the ADPs. Value chain Directors and Planning Specialists in NGOs, Managers of private agricultural development agencies, Farmers and farmers' organizations, Financial institutions, Oil companies, Extension and service delivery companies, Graduates, NGOs, CBOs, BOI, BOA, NAIC, Agricultural estates managers, supply chain managers etc.

<b>DURATION:</b>	One week
<b>DATE:</b>	June 3 - 7, 2024 (1 <sup>st</sup> Run)
<b>VENUE:</b>	Ilorin
<b>CHARGES:</b>	₦100,000 (VAT Inclusive)

## **FINANCIAL MANAGEMENT FOR HEADS OF ACCOUNT DEPARTMENT AND UNITS (ARM 349)**

**PREMISE:** Public and private sector organizations face acute shortage of funds and this result in unpaid claims, salaries, increasing debts on overhead expenses and poorly maintained infrastructure. Therefore, the heads of accounts require special skills to manage better with less.

**OBJECTIVES:** This course is, designed to enhance the skills and knowledge of participants in managing financial resources effectively. At the end of the course, participants should be able to:

- ♦ design appropriate cost control measures for their organizations;
- ♦ apply due process in budget implementation;
- ♦ design internally generated revenue strategies; and
- ♦ apply electronic payment system.

### **CONTENT:**

- ♦ Overview of financial management.
- ♦ Constraints to the implementation of IFRSs and IPSASs.
- ♦ Cost control and cost reduction techniques.
- ♦ Auditing and financial monitoring.
- ♦ Value for money contract management.
- ♦ Due process in Budget implementation and contract management.
- ♦ Accountability and transparencies.
- ♦ Strategies for internally generated revenue.
- ♦ Managing interpersonal relationships.
- ♦ Electronic payment system (e-payment).

**TRAINING METHODS:** Lecturettes, group discussions, case studies and exercises.

**WHO SHOULD ATTEND?** Heads of Finance and Accounts, Administration and Supplies departments and Internal Audit units in public and private sector organizations.

**DURATION:** One week  
**DATE:** June 3 – 7, 2024  
**VENUE:** Ilorin  
**CHARGES:** ₦105,000.00 (VAT Inclusive)

## **MANAGEMENT SKILLS DEVELOPMENT FOR WOMEN IN LEADERSHIP POSITIONS (ARM 402)**

**PREMISE:** Some women in Nigeria are in leadership positions. More of them are currently entering into the leadership cadres while more are expected to take up leadership roles in various spheres of life. Studies have however shown that some of the factors which inhibit women from performing creditably well as leaders arise from their inability to assert themselves and interact effectively with others. There is therefore, the need to equip women with the required skills that will enable them to effectively cope with the challenges of leading and performing as leaders.

**OBJECTIVES:** This workshop is designed to provide necessary training that can develop women for effective leadership. At the end of this workshop, participants should be able to:

- ♦ acquire skills for leading and staying in control;
- ♦ exhibit confidence in decision-making;
- ♦ engage in effective communication; and

- ♦ cope better with challenges at work place and home.

**CONTENT:**

- ♦ Basic Gender Concepts and Issues.
- ♦ Leadership styles and Skills.
- ♦ Building Alliances in Advocacy.
- ♦ Assertiveness Skills for Women Leaders.
- ♦ Gender Consideration in Management.
- ♦ Creating a Positive Self-image.
- ♦ Managing Conflict between Work and Home.
- ♦ ICT Skills Development.

Effective Time Management Skills for Women.

**TRAINING METHODS:** Lecturettes, exercises, group discussion, role plays and case studies.

**WHO SHOULD ATTEND?** Women Leaders, Managers and Supervisors, Ministries of Women Affairs at the Federal, State and LGA levels, Universities, Polytechnics, Colleges of Education, and other higher institutions, NGOs, CBOs and Faith-Based Organizations.

**DURATION:** One week

**DATE:** June 24 – 28, 2024

**VENUE:** Abuja

**CHARGES:** ₦75,000.00 (VAT Inclusive)

### **TRAINING WORKSHOP ON FARMERS BUSINESS SCHOOL (FBS) (ARM 273)**

**PREMISE:** Agricultural development over the years has focused mainly on a number of activities in order to improve farm productivity. In the same vein, farmers are seen as mainly producers and not entrepreneurs. Farmers Business school concept focuses on improving farmers' business skills as an important prerequisite for the adoption of improved technology and investment in Agricultural production. However, ARMTI'S experience reveals that focusing on productivity alone may not translate to significant income for the farmers. Hence, a comprehensive adult learning approaches that target changing the mindset of smallholder farmers in the aspect of market opportunities, improved productivity, family income and nutrition is germane towards sustaining farmers' businesses, which is the goal of farmers' business school (FBS). It is therefore germane to enhance farmers' entrepreneurial skills in order to benefit from the numerous opportunities in Agriculture.

**OBJECTIVES:** This workshop is therefore, designed to build the capacities of extension agents, grassroots development workers and smallholder farmers on the concept of farmers' business school (FBS). At the end of this workshop, participants will be able to:

- explain the concept of the farmers' business school;
- state principles of farming as a business;
- explore market opportunities; and
- use FBS concept in Agricultural production.

**CONTENT:**

- Concept of farmers Business School (FBS)
- Linking farmers to market
- Basic financial management
- Group dynamics
- Nutrition and Family Income
- Strategies in income diversification
- Farmers Organization Business Models

- Good Agricultural Practices (GAP)
- Gender Mainstreaming in FBS

**TRAINING METHODS:** Lecturettes, Case studies, group exercises and study visit.

**WHO SHOULD ATTEND?** Public and private sector extension agents, NGOs, Commodity groups with advisory services providers, Farmers associations and cooperatives, planning Officers and Farm Managers in Teaching, Research and Commercial farms in Universities, Officers in the ADPs, CADP and Fadama, Farm Managers / Specialists in Ministry of Agriculture, Breweries, Private Sector Agricultural and Agro – based establishments, Graduates of Agriculture, etc.

**DURATION:** One week

**DATE:** June 24 – 28, 2024

**VENUE:** Ilorin

**CHARGES:** ₦85, 000.00 (VAT Inclusive)

### **TRAINING WORKSHOP ON MANAGING THE EFFECT OF CLIMATE CHANGE IN AGRICULTURE AND RURAL DEVELOPMENT (ARM 408)**

**PREMISE:** In recent decades, it has been observed that there is a rapid change in climatic conditions and this has resulted to several negative effects on human activities and development especially in agriculture and the environment. There is little awareness and understanding of the changing world in the rural areas where majority of agriculture and rural development activities are carried out. Officers involved in agricultural and rural development activities do not have adequate capacity to inform and manage issues resulting from climate change. Thus, there is need to equip them with the necessary knowledge and skills in managing the effect of climate change for the development of agriculture and the environment.

**OBJECTIVES:** This training workshop is aimed at equipping participants with the relevant knowledge and skills to create awareness as well as manage the effects of climate change in ARD. At the end of this training, participants should be able to:

- ♦ explain the concept and effect of climate change in ARD;
- ♦ identify factors responsible for climate change;
- ♦ identify mitigation and adaptation strategies for managing the effects of climate change; and
- ♦ identify and make use of best practices in managing the effects of climate change.

**CONTENT:**

- ♦ Overview of climate change.
- ♦ Causes and effects of climate change in agricultural and environmental development.
- ♦ Mitigation and adaptation strategies to climate change.
- ♦ Environmental disaster risk management in agriculture and rural development.
- ♦ Natural resources management and biodiversity conservation.
- ♦ Appropriate methods in climate change management.
- ♦ Climate change and sustainable development.
- ♦ Gender issues in climate change.
- ♦ Geographical Information System (GIS) and climate change.

**TRAINING METHODS:** Lecturettes, group discussions, case studies, exercises etc.

**WHO SHOULD ATTEND?** Agricultural Development Officers, Environmental Protection Agencies, Agro-industrial Companies, Emergency Response Officers, Officers in National

Parks and Gardens, Extension Officers, Finance Institutions, Insurance, Cooperatives, Community Development Officers, NGOs, NSREA and CBOs.

**DURATION:** One week  
**DATE:** June 24 – 28, 2024 (1<sup>st</sup> Run)  
**VENUE:** Ilorin  
**CHARGES:** ₦95,000.00 (VAT Inclusive)

### **EFFECTIVE STORES MANAGEMENT (ARM 106)**

**PREMISE:** Efficient stock flow as well as good record keeping and stock accounting are indispensable activities for good organizational performance. Essentially, effective stores operations help to reduce wastages and costs as well as ensure uninterrupted flow of activities. However, most store officers and supervisors are not adequately equipped to perform stores functions.

**OBJECTIVES:** This course is designed to equip participants with knowledge, skills and attitude for store keeping and operations of the stores. At the end the course, participants should be able to:

- ♦ organize stores to ensure smooth supply of materials;
- ♦ account accurately for stocks;
- ♦ identify redundant and obsolete stocks; and
- ♦ identify coping strategies for challenges in storekeeping functions.

**CONTENT:**

- ♦ Overview of stores management.
- ♦ Inventory control techniques.
- ♦ Stores accounting and records.
- ♦ Stock taking procedures.
- ♦ Safety and security of stores.
- ♦ Receipt, issue, return and handover stores.
- ♦ Computer applications to stores management.

**TRAINING METHODS:** Lecturettes, case studies, field visit, practical exercises and group discussions.

**WHO SHOULD ATTEND?** Store Officers and Supervisors, Procurement Officers in both public and private sector organizations.

**DURATION:** One week  
**DATE:** June 24 - 28, 2024  
**VENUE:** Ilorin  
**CHARGES:** ₦75,000.00 (VAT Inclusive)

### **TRAINING NEEDS ANALYSIS AND TRAINING PROGRAMME DESIGN (ARM 206)**

**PREMISE:** Interactions with organizations in the agricultural sector show that most of them have little returns from their investments in training. Two major reasons account for the low returns, first is the failure to analyse training needs as a basis for giving training while the second is the faulty design and inappropriate material development. These situations are traceable to low capability in identifying training needs and developing content and materials that facilitate effective learning.

**OBJECTIVES:** This course aims at developing and/or strengthening the skills which training and human resource development officers require to analyse training needs as well as

develop training programmes and instructional materials. At the end of the course, participants should be able to:

- ♦ identify and clarify training needs;
- ♦ prepare human resource development plans;
- ♦ apply adult learning principles to training programme design; and
- ♦ design training.

**CONTENT:**

- ♦ Overview of training needs analysis and programme design.
- ♦ Training concept and its importance in ARD.
- ♦ Procedures and methods for conducting training needs.
- ♦ Adult learning principles and experiential approach to training.
- ♦ Programme and content development.
- ♦ Training Materials development.
- ♦ Preparation of training budget.

**TRAINING METHODS:** Lecturettes, discussions, case studies and practical exercises.

**WHO SHOULD ATTEND?** Training officers; human resource development officers; subject-matter specialists engaged in training functions; extension officers in public, private sectors and NGO's.

**DURATION:** One week

**DATE:** June 24 – 28, 2024

**VENUE:** Ilorin

**CHARGES:** ₦75,000.00 (VAT Inclusive)

**INFORMATION AND WEB SEARCH TECHNIQUES FOR AGRICULTURAL RESEARCH  
SCIENTISTS AND DEVELOPMENT OFFICERS  
(ARM 347)**

**PREMISE:** The Web can be likened to a very big library or a worldwide library of books. However, locating the correct information can be very challenging. In addition the process is time consuming and expensive unless one has the appropriate skills for searching the web. The most important issue in Internet search is to be able to obtain as many best matches (accurate results) to a query as possible.

**OBJECTIVES:** This workshop is therefore, designed to equip the participants with the knowledge and skills for surfing the web. At the end of the workshop, the participants should be able to:

- ♦ appreciate the role of the Internet in developing programmes;
- ♦ use search engines; and
- ♦ access relevant information from the web.

**CONTENT:**

- ♦ Overview of Communication and Information Technology (ICT).
- ♦ Principles of web searching.
- ♦ Web browsers.
- ♦ Searching techniques.

**TRAINING METHODS:** Lecturettes, demonstrations and hands-on practical exercises on computers.

**WHO SHOULD ATTEND?** Research Scientists, Extension Officers, Officers of PRSD from both the Federal and State Ministries of Agriculture and Rural Development, Technical Editors and other Information professionals in NGOs/CBOs, and Librarians/Library Officers. Basic knowledge of computer is essential.

**DURATION:** One week  
**DATE:** June 24 - 28, 2024 (1<sup>st</sup> Run)  
**VENUE:** Ilorin  
**CHARGES:** ₦115,000.00 (VAT Inclusive)

### **FEASIBILITY STUDY AND PROPOSAL WRITING IN AGRI-BUSINESS MANAGEMENT (ARM 244)**

**PREMISE:** An area of focus of governments and NGOs in Nigeria is the promotion of agricultural projects and small/medium enterprises (SMEs), as vehicle for sustainable development. Consequently, SMEs Facilitators/Business Advisors, Agricultural Officers and Extension Officers are required to prepare and/or appraise projects. In addition, they are also expected to write proposals for financial/technical assistance. ARMTI's interactions with some SME facilitators have shown that many of the officers are not sufficiently equipped to prepare and appraise feasibility reports and proposals.

**OBJECTIVES:** This course is designed to improve the knowledge and skills of participants in preparing feasibility study and proposals. At the end of the course, participants should be able to:

- ♦ identify steps in conducting feasibility study;
- ♦ write appropriate feasibility report and proposal; and
- ♦ appraise feasibility report and proposals.

**CONTENT:**

- ♦ Overview of SMEs in Nigeria.
- ♦ Project cycle/sequence.
- ♦ Project identification techniques.
- ♦ Operational feasibility analysis for projects.
- ♦ Project design logical framework.
- ♦ Cash/resource flow projection.
- ♦ Measures of project worth and viability.
- ♦ Feasibility report/proposal writing.
- ♦ Computer application to project feasibility analysis.

**TRAINING METHODS:** Lecturettes, group discussions, case studies and exercises.

**WHO SHOULD ATTEND?** Agricultural and extension officers as well as business advisors in commercial and community banks, Central Bank of Nigeria, ADPs, IFAD sponsored projects, Ministries of Agriculture and Rural Development (MARD), at Federal and State levels, Research Institutes, Niger Delta Development Commission (NDDC), state credit and property development corporations, NDE, NGOs, CBOs, Graduates of Agriculture, etc.

**DURATION:** One week  
**DATE:** July 1 - 5, 2024  
**VENUE:** Ilorin  
**CHARGES:** ₦85,000.00 (VAT Inclusive)

### **MANAGING GRASSROOTS DEVELOPMENT (ARM 242)**

**PREMISE:** In Nigeria, the local government and other grassroots organs are the closest to the grassroots people in terms of affecting their wellbeing. This situation makes them the most likely to facilitate development efforts that can lead to sustainable improvement in the lives of the rural dwellers. However, most of the operatives at the local levels are not fully

equipped with the enabling skills and attitudes to engender sustainable development at the grassroots.

**OBJECTIVES:** This course is designed to strengthen the capacity of grassroots development operatives to undertake participatory development. Specifically, at the end of course, participants should be able to:

- ♦ identify community needs and priorities using participatory approaches;
- ♦ plan and implement people oriented projects;
- ♦ mobilize people for self-help; and
- ♦ effectively monitor and evaluate development programmes.

**CONTENT:**

- ♦ Overview of rural development in Nigeria.
- ♦ Participatory learning and action: concepts and principles.
- ♦ Situation analysis at community level.
- ♦ Community needs identification.
- ♦ Community programme planning process.
- ♦ Establishment of community project implementation committees.
- ♦ Gender issues in grassroots development.
- ♦ Participatory monitoring and evaluation at the grassroots.

**TRAINING METHODS:** Lecturettes, discussions, group exercises and role-play.

**WHO SHOULD ATTEND?** Community Development Officers and Animators, Agricultural Officers, Staff of Ministry of Local Government and Local Government Service Commission, Engineers and other development workers at the Local Government and Area Councils, the River Basin Development Authorities, Oil companies, NGOs and CBOs.

**DURATION:** One week

**DATE:** July 1 - 5, 2024

**VENUE:** Ilorin

**CHARGES:** ₦75,000.00 (VAT Inclusive)

**SMALL AND MEDIUM ENTERPRISES CREATION FOR EMPLOYMENT GENERATION  
(ARM 313)**

**PREMISE:** Poverty is increasing due to the high rate of unemployment especially among the youths in Nigeria. This has continued to pose difficult socio-economic problems. Small and medium enterprises play a critical role in the growth and development in the economy of a developing country. The eradication of absolute poverty could be addressed through creation of small and medium enterprises to generate employment opportunities, thereby increasing the income level of the productive sector. However, there is inadequate entrepreneurial skills which had often contributed to low enterprise development.

**OBJECTIVES:** This course is designed to develop the knowledge and skills of potential and existing entrepreneurs to generate employment opportunities. At the end of the course, participants should be able to:

- ♦ describe the process of enterprise development;
- ♦ identify various small-scale investment options available in the rural/urban sectors;
- ♦ formulate, design and develop business plan;
- ♦ identify, source and optimize use of funds; and
- ♦ manage business enterprise effectively.

**CONTENT:**

- ♦ Concept of small and medium enterprises.
- ♦ Potential contribution of SMEs to economy.
- ♦ Feasibility study and business plan for sustainable enterprises.



- ♦ Sourcing for, gaining access to and utilizing funds.
- ♦ Marketing Development Strategies.
- ♦ Evaluating and mapping out the sustainability potentials.
- ♦ Human resource management in SMEs.

**TRAINING METHODS:** Lecturettes, exercises, case studies, group discussions and study visit.

**WHO SHOULD ATTEND?** Beneficiaries/participants of Poverty Alleviation/Eradication Programmes, National Directorate of Employment, Income generating programmes in the Ministry of Women Affairs at Federal and State levels, NGOs, CBOs, Entrepreneurs, young graduates and those about to retire from public and private sectors.

**DURATION:** One week

**DATE:** July 1 - 5, 2024

**VENUE:** Ilorin

**CHARGES:** ₦75,000.00 (VAT Inclusive)

### **TRAINING ON MULTI – MEDIA PRODUCTION AND DIGITAL TECHNOLOGY FOR CONTENT DEVELOPMENT (ARM 202)**

**PREMISE:** The Significance of digital multi-media productions in human endeavors cannot be over emphasized. Globally, multi- media application in training delivery, product demonstration, education, advertisement, public relations, sensitization and research evidence production has increasingly become inevitable in various aspects of life and business. It has been observed that multi – media produce a stronger impact to the sensual appeal of individuals than reading during learning process, especially, in this digitally transiting world. However, general examination of field practices revealed that while learning and media resources officers may possess adequate knowledge of media technology and digital media platforms; there exist skill gaps in their applications for effective communication. Consequently, there is need to train capacity developers, content developers and change agents to acquire the required skill set towards the development and deployment of digital multimedia to various target sectors.

**OBJECTIVES:** This course is designed to improve participants’ skills in media design, content development design, production and applications for training and development.

At the end of this course, participants should be able to:

- ♦ identify appropriate digital multimedia learning resources.
- ♦ produce multi-media content and digital presentations.
- ♦ apply digital devices and platforms for appropriate use, and
- ♦ develop skills in managing multimedia facility and audience.

#### **CONTENT:**

- ♦ Introduction to Multimedia Technology
- ♦ Concept of Communications and General Digital Theatre Practice.
- ♦ Multi-media Types, Language and Use of Equipment.
- ♦ Basic Videography and Computer Based Post Production.
- ♦ Script Writing and Digital content development
- ♦ Multimedia storage devices and data capturing/conversions.
- ♦ Digital Photography and Printing.
- ♦ Info graphics design.
- ♦ Multi-Media Equipment Maintenance and Management.

**TRAINING METHODS:** Lecturettes, Discussions, Practical, Exercises, Field Tests and Group Project.

**WHO SHOULD ATTEND?** Learning Resource Personnel, Media officers, Trainers, Public Relations Officers, Extension workers, Officers of Training Institutes, Producers of information/ educational video programmes in Local Government Areas, and Multimedia technical staff in health, education, social welfare institutions, web developers and content creators, media personnel in federal and state ministries and agencies, NGOs information and communications officers, government media and information aids, as well as centers for peace and crises management; etc.

**DURATION:** One week

**DATE:** July 1 – 5, 2024

**VENUE:** Ilorin

**CHARGES:** ₦115,000.00 (VAT Inclusive)

### **EFFECTIVE RECORDS AND INFORMATION MANAGEMENT (ARM 108)**

**PREMISE:** The importance of records and information management in organizations cannot be over-emphasized. This is particularly so in the face of wider use of the modern information and communication technology. In spite of its importance, records and information management in most public and private sector organizations are poor and ineffective in keeping pace with modern organizational practices.

**OBJECTIVES:** This course is therefore, designed to equip relevant officers with the knowledge and skills of effective records and information management. At the end of the course, participants should be able to:

- ♦ explain the principles and practice of records and information management;
- ♦ establish and manage a paper-less; and
- ♦ use computer to organize and manage information.

**CONTENT:**

- ♦ Overview of information and communication technology.
- ♦ Management of paper-less office.
- ♦ Records management.
- ♦ Management of interpersonal relationships.
- ♦ ICT application to information management using appropriate software packages for:
  - Information storages and retrieval system.
  - Spreadsheet.
  - Database.S

**TRAINING METHODS:** Lecturettes, group discussions, case studies and hands-on exercises on computer.

**WHO SHOULD ATTEND?** Heads, supervisors and staff of records office and registry, administrative and executive officers; personal assistants and secretaries, and all other officers in charge of records and information management in both the public and private sectors.

**DURATION:** One week

**DATE:** July 1 - 5, 2024 (2<sup>nd</sup> Run)

**VENUE:** Kaduna

**CHARGES:** ₦115,000.00 (VAT Inclusive)

## **ICT APPLICATIONS IN HUMAN RESOURCE MANAGEMENT (ARM 426)**

**PREMISE:** Human Resource Managers need to develop a wide range of Information Communication Technology (ICT) skills and knowledge to drive performance and help their organizations achieve success especially in an increasingly dynamic and challenging global environment. It has been observed that most human resource managers are not effectively utilizing ICT potentials to achieve best global practices in management. Unfortunately, most managers in both private and public sectors are not adequately, equipped with the requisite ICT skills to enable them cope with emerging trends and perform effectively.

**OBJECTIVES:** This course therefore, will equip participants with the knowledge and skills on ICT required of human resource managers for effective decisions making. At the end of this course, participants will be able to use ICT to:

- ♦ carry out human resources planning using ICT;
- ♦ generate and establish human resource data bank;
- ♦ monitor human resource utilization; and
- ♦ evaluate workers performance.

### **CONTENT:**

- ♦ An overview of ICT and human resource management.
- ♦ Human resource data management.
- ♦ Performance management.
- ♦ Human Resource Acquisition.
- ♦ ICT application in report writing and presentation.
- ♦ Effective use of E-mail and internet services.
- ♦ Managing interpersonal relationship.

**TRAINING METHODS:** Lecturettes, exercises, case studies, group discussion, and hands on exercises.

**WHO SHOULD ATTEND?** Human resource managers and officers, staff welfare officers, employee development officers, training officers and administrative officers.

**DURATION:** One week

**DATE:** July 15 - 19, 2024

**VENUE:** Ilorin

**CHARGES:** ₦115,000.00 (VAT Inclusive)

## **TRAINING WORKSHOP ON MANAGEMENT SKILLS ACQUISITION FOR SELF EMPLOYMENT (ARM 212)**

**PREMISE:** Acquisition of appropriate management skills in small and medium enterprise (SME) management enhances self-employment and reduces poverty through the effective use of available resources to produce various products for markets. Most developing countries adopt technical and vocational education and training to equip people with skills that will enable them engage in self-employment for productive livelihoods. However, technical and vocational skills alone are inadequate for a successful career in SME. There is a need to complement such acquired skills with management and entrepreneurial skills to make self-employment in SME a viable career option.

**OBJECTIVES:** This training workshop is designed to enhance the capacity of participants for self-employment generation. At the end of the course, participants should be able to:

- ♦ identify and explain skills that contribute to successful entrepreneurship;

- ♦ identify available resources and market potentials of SMEs;
- ♦ identify backstopping and support services for SMEs management; and
- ♦ manage business enterprises for sustainability

#### **CONTENTS:**

- ♦ Overview of management skill training programmes in developing countries.
- ♦ Basic managerial principles.
- ♦ Basic entrepreneurial skills.
- ♦ Business plan development.
- ♦ Application of ICT in business management.
- ♦ Mobilization of resources for enterprise development.
- ♦ Market analysis and marketing concepts in SMEs.
- ♦ Strategies for managing risks and uncertainties in SMEs.
- ♦ Backstopping and support services needs of SMEs management.
- ♦ Gender issues in SMEs

**TRAINING METHODS:** Lecturettes, exercises, case studies, group discussions, field visit etc.

**WHO SHOULD ATTEND?** Youths, women and retirees (military and para-military) desiring self employment, trainers and managers of skill acquisition centres, training officers from Bank of Industry (BOI), Bank of Agriculture (BOA), National Directorate of Employment (NDE), NYSC, NDDC, Oil companies, NGOs, CBOs, FBOs etc.

**DURATION:** One week

**DATE:** July 15 - 19, 2024

**VENUE:** Ilorin

**CHARGES:** ₦75,000.00 (VAT Inclusive)

### **TRAINING ON UTILIZATION OF INDIGENOUS KNOWLEDGE FOR AGRICULTURAL AND RURAL DEVELOPMENT SECTOR (ARM 274)**

**PREMISE:** The wealth of indigenous knowledge and technologies in rural areas of Nigeria present unique and inimitable opportunities for innovation to occur and significant avenues for growth. Several attempts have been made by the government to address poverty through development interventions, which often failed to utilize beneficial indigenous knowledge. Consequently, modern technologies have been used in situations where indigenous knowledge could have provided better response. Nigeria is greatly blessed with various indigenous knowledge, which provides the basis for decision-making. Thus, developing nations need to properly harness and build all available and acceptable beneficial indigenous knowledge in the rural areas for sustainable development. However, there is the need to enhance capacity of stakeholders with the necessary knowledge and skills on the uses of beneficial indigenous knowledge in agricultural and rural development.

**OBJECTIVES:** This course is, therefore, designed to provide the requisite knowledge and skills for stakeholders in agricultural and rural development sector with beneficial indigenous knowledge utilization. At the end of the course, participants will be able to:

- identify beneficial indigenous knowledge in ARD sector;
- utilize appropriate communication methods for effective transfer of innovation using beneficial indigenous knowledge; and
- apply indigenous knowledge farm management practices.

#### **CONTENT:**

- Concept of indigenous knowledge in ARD sector.
- Indigenous knowledge in crop production management.
- Indigenous knowledge in livestock production management.
- Gender issues in the application of indigenous knowledge.

- Indigenous knowledge in postharvest management.
- Conflict resolution in rural communities using indigenous knowledge.
- Approaches and method for promoting indigenous knowledge in ARD

**TRAINING METHODS:** Lecturette, exercises, study visit and group discussions.

**WHO SHOULD ATTEND?** Development Officers from the Federal and State Ministries, Local Government, Research Institutes, extension officers, agricultural institutions, NGOs, CBOs and Faith-Based Organisations.

**DURATION:** One week

**DATE:** July 15 – 19, 2024

**VENUE:** Ilorin

**CHARGES:** ₦85,000.00 (VAT Inclusive)

### **EFFECTIVE INTERNAL AUDITING for ARD SECTOR and FINANCIAL INSTITUTIONS (ARM 248)**

**PREMISE:** Generally, formal trainings often do not focus on internal auditing. Hence, most Internal Auditors are not sufficiently exposed to internal auditing techniques. In addition, computerization of accounts by organizations further demands specialized skills in carrying out internal audit functions. There is therefore, the need to enhance the knowledge and skills of Internal Auditors in both internal auditing and computer application.

**OBJECTIVES:** This course is designed to improve the computer knowledge and skills of participants in performing internal auditing functions. At the end of the course, participants should be able to:

- ♦ describe the role of internal auditors in an organization;
- ♦ plan, organize, implement and control audit programmes more effectively; and
- ♦ use computers in internal auditing functions.

**CONTENT:**

- ♦ Overview of internal audit.
- ♦ Auditing and financial monitoring.
- ♦ Internal audit reporting system and report writing.
- ♦ Stores and Asset verification methods.
- ♦ Frauds prevention and detection.
- ♦ Accountability and transparency.
- ♦ Managing interpersonal relationship in auditing processes.
- ♦ Due process in Budget implementation and contract management.
- ♦ Application of computers to internal auditing.

**TRAINING METHODS:** Lecturettes, group discussions and hands-on computer sessions.

**WHO SHOULD ATTEND?** Audit and Accounting Staff from public and private sector organizations including the ADPs, IFAD sponsored projects, Fadama III, RTEP, CBARDP, CSDP, NACRDB, NPFS and NGOs, Ministries of Agriculture and Rural Development (MARD) at Federal, and State levels, Research Institutes, Niger Delta Development Commission (NDDC), National Parks, Commercial and Micro-Finance Banks, and Audit firms.

**DURATION:** One week

**DATE:** July 15 - 19, 2024

**VENUE:** Ilorin

**CHARGES:** ₦85,000.00 (VAT Inclusive)

## **RISK ANALYSIS AND MANAGEMENT IN AGRIBUSINESS (ARM 249)**

**PREMISE:** Risk remains a potential hindrance to agribusiness investment and growth in developing economies. The importance of risk analysis and management in agribusiness cannot be undermined. Risk analysis and management empower agripreneurs to identify the types of risks business are exposed to, how to plan and manage them. It averts low yield, low quality, loss of market, low profit and increased unemployment; thereby ensuring sustainability of the business. However, there exist inadequate knowledge and skills in risk analysis and management amongst agripreneurs. Therefore, there is need to equip participants with appropriate knowledge and skills in risk analysis and management of agribusiness.

**OBJECTIVES:** This training workshop is designed to improve the knowledge and skills of participants in risk analysis and management of agribusiness. At the end of the workshop, participants should be able to:

- ♦ explain the concept of risk in agribusiness;
- ♦ identify and analyze agribusiness risks; and
- ♦ explain strategies for managing agribusiness risks.

### **CONTENT:**

- ♦ Overview of agribusiness risks.
- ♦ Data gathering for agribusiness risk analysis.
- ♦ Assessment of agribusiness environment.
- ♦ Identification and analysis of risks in agribusiness.
- ♦ Strategies for agribusiness risk management.
- ♦ Contingency planning for risk management.
- ♦ ICT application in risk management.

**TRAINING METHODS:** Lecturettes, group discussions, case studies, exercises etc.

**WHO SHOULD ATTEND?** Agripreneurs, Farm Managers, Business Advisors, Extension Officers, Farm Project Officers, Agric. Finance Institutions, Officers from Bank of Industry (BOI), Bank of Agriculture (BOA), NAIC, NEMA, NDDC, Oil Companies and NGOs etc.

**DURATION:** One week  
**DATE:** July 15 – 19, 2024 (2<sup>nd</sup> Run)  
**VENUE:** Ilorin  
**CHARGES:** ₦85,000.00 (VAT Inclusive)

## **BASIC CONTRACT FARMING PRINCIPLE FOR SUSTAINABLE AGRIBUSINESS DEVELOPMENT (ARM 281)**

**PREMISE:** In Nigeria, the demand of locally processed products is growing however raw material is a major challenge for processing companies and this translates in processing inefficiency and, subsequently, higher unit costs. Smallholder farmers in Nigeria, on the other hand often suffer low yield, limited market access and unstable price, all of which prevent beneficial investments. These factors contribute to low standard of living and increased poverty in many rural areas of Nigeria. One of the viable and sustainable approaches to address the aforementioned challenges is the adoption of contract farming as an inclusive business model. Inclusive Contract Farming (ICF) is an inclusive business model

and market system approach that links farmers to market through the development of business relationship between the agro-industries and smallholder farmers. The approach supports off-takers and smallholder farmers to become more competitive through increased productivity, reduced costs, improved turnover and regular supply of raw materials in the required quality and quantity. This course is therefore, aimed at building the capacity of agripreneurs on inclusive contract farming as a business model.

**OBJECTIVES:** This workshop/course aims to equipping participants with the basic knowledge of inclusive contract farming and its relevance in sustainable agribusiness development. At the end of the course, participants will be able to:

- ♦ explain inclusive contract farming (ICF) planning, implementation and management;
- ♦ develop an inclusive contract farming business model;
- ♦ identify opportunities to integrate youths, women and producers' organisations in contract farming; and
- ♦ analyse the business relationship between buyers/off-takers and smallholder farmers and provide recommendations to both parties to improve arrangement.

## **CONTENT**

- ♦ Basic concept of contract farming as an inclusive business model.
- ♦ Condition for success and risk of failure in contract farming
- ♦ Different models of contract farming.
- ♦ Youths and women inclusiveness in contract farming scheme.
- ♦ Farmers' group development.
- ♦ Typical contract specification and design.
- ♦ The role of producers' organisations in contract farming.
- ♦ CF Business model canvas
- ♦ Contract farming risk management
- ♦ Contract farming economics and finance
- ♦ CF negotiation
- ♦ ICT FOR CF
- ♦ Business Enabling Environment
- ♦ Contract specification (Practical presentation)

**TRAINING METHODS:** Interactive presentations of theory, reflection and discussions application of learning through group discussions and exercises, case studies, role-play and study visit.

**WHO SHOULD ATTEND?** Officers in Federal Ministry of Agriculture and Rural Development, and State Ministry of Agriculture, Planning and Research Officers in the ADPs. Value chain Directors and Planning Specialists in NGOs, Managers of private agricultural development agencies, Farmers and farmers' organizations, Financial institutions, Oil companies, Extension and service delivery companies, Graduates, NGOs, CBOs, BOI, BOA, NAIC, Agricultural estates managers, supply chain managers etc.

**DURATION:** One week  
**DATE:** July 22 - 26, 2024(2<sup>nd</sup> Run)  
**VENUE:** Abuja  
**CHARGES:** ₦100,000 (VAT Inclusive)

**PARTICIPATORY MANAGEMENT OF COMMUNITY DEVELOPMENT  
GROUPS/COMMUNITY BASED ORGANIZATIONS IN ARD PROJECTS  
(ARM 350)**

**PREMISE:** Over the years, government and development agencies have been promoting groups (either as Community-Based Organizations or Community Development Associations) in order to strengthen the collective self-help capacity of rural dwellers especially the vulnerable groups. These groups/associations have been accepted as a reliable vehicle for sustainable rural development. Hence group approach has been adopted in implementing grassroots programmes such as Fadama, CBARDP, CSDP and other projects adopting CDD approach for implementation. However, these groups/ associations, if not well managed, can mar delivery of development services provided through the projects and financial institutions.

**OBJECTIVES:** This course is designed to strengthen rural institutions by facilitating the establishment and management of functional groups/associations in project communities to drive development process at community level. At the end of the course, participants should be able to:

- ♦ identify the potentials of groups/CDAs in ARD programme implementation;
- ♦ increase people's participation in service delivery at local level;
- ♦ form viable and sustainable community project implementation committees; &
- ♦ develop capacity of group members to manage group effectively.

**CONTENT:**

- ♦ Roles and responsibilities of community-groups in ARD Projects.
- ♦ Empowering community socio-economic institutions.
- ♦ Formation and management of community project implementation committee.
- ♦ Team Building.
- ♦ Conflict Management and Negotiation Skills.
- ♦ Participatory leadership skills.
- ♦ Planning of community projects.
- ♦ Financial record keeping.
- ♦ Organization and administration of CBOs/Associations.

**TRAINING METHODS:** Lecturettes, brainstorming, group discussions and case studies.

**WHO SHOULD ATTEND?** Community-based project facilitators, CDD team members, CBOs/CDAs leaders, community animators, and staff of ARD agencies, Fadama III AF, VCDP, CSDP, IFAD-CASP, NDDC), Ministry of Niger Delta including community development Units of Oil and Gas companies.

**DURATION:** One week  
**DATE:** July 22 – 26, 2024  
**VENUE:** Ilorin  
**CHARGES:** ₦75,000.00 (VAT Inclusive)



## **WORKSHOP ON AGRO-BASED ENTERPRISE PROMOTION AND DEVELOPMENT (ARM 315)**

**PREMISE:** Enormous agricultural and agro-based opportunities abound in the rural areas of Nigeria to generate income and rural employment. However, most of these opportunities are not fully tapped. Hence, the widespread and severity of poverty among rural inhabitants. Against this background, agro-based and off-farm employment opportunities present a viable and formidable option to alleviate poverty in Nigeria. Incidentally, these opportunities have not been fully exploited due to lack of awareness.

**OBJECTIVES:** This workshop is, designed to expose participants to various agro-based investment opportunities in the rural sector. At the end of the workshop, participants should be able to:

- ♦ identify and develop agro-based investment opportunities in the rural areas;
- ♦ determine economically feasible and sustainable enterprises; and
- ♦ facilitate the planning and operation of agro-based enterprises.

### **CONTENT:**

- ♦ Role of agro-based enterprises in poverty alleviation/ eradication.
- ♦ Enterprise identification and selection.
- ♦ Assessment of enterprise viability and feasibility.
- ♦ Sourcing and managing investment funds.
- ♦ Management of agro-based enterprises.
- ♦ Enterprise sustainability.
- ♦ Gender consideration in enterprises promotion and development.

**TRAINING METHODS:** Lecturettes, exercises, case studies, group discussions, and study visit.

**WHO SHOULD ATTEND?** Business and Enterprise development officers in Community Development Programmes, Poverty Eradication Programmes, National Directorate of Employment, Financial Institutions, NGOs/CBOs, Cooperative and Private organizations that wish to exploit poverty eradication opportunities through agro-based enterprises.

**DURATION:** One week

**DATE:** July 22 – 26, 2024

**VENUE:** Ilorin

**CHARGES:** ₦85,000.00 (VAT Inclusive)

## **PARTICIPATORY METHODOLOGIES IN AGRICULTURAL EXTENSION MANAGEMENT (ARM 241)**

**PREMISE:** Participatory approach in agricultural extension services delivery has long been recognized by all stake- holders in the country's agricultural system. The actors involved in the process - farmers, extension staff, researchers and input providers - have unique roles to play and tasks to perform. However, there is need to harmonize these roles and tasks through participatory planning and decision making processes. ARMTI's observation shows that participatory skills and tools required by different actors in the field are still inadequate, hence the need to mount this training programme.

**OBJECTIVES:** The workshop is designed to equip agricultural extension officers, input providers, planners and research scientists with techniques to ensure active participation of all stakeholders in agricultural programmes. At the end of the workshop, participants should be able to:

- ♦ apply participatory methodologies in identifying technology needs of

- ♦ farm families;
- ♦ involve all stakeholders in agricultural technology development process; and
- ♦ apply acquired skills to facilitate learning and action among grassroots community members.

**CONTENT:**

- ♦ Overview of Research Extension Farmer Input Linkage System (REFILS).
- ♦ Concept of participation in development process.
- ♦ Participatory extension methods and tools.
- ♦ Stakeholders' analysis for extension programme.
- ♦ Facilitation skills for extension activities.
- ♦ Participatory farmers' group formation and management.
- ♦ Gender consideration in participatory extension programming.
- ♦ Participatory methodologies in technology development process.
- ♦ Participatory monitoring and evaluation of extension services.

**TRAINING METHODS:** Lectures, brainstorming, group discussions, exercises, role-plays, case studies and study visit.

**WHO SHOULD ATTEND?** Facilitators, Extension and Development Officers in Fadama, CBARDP, NPFS, CSDP, Planners, Input providers and Research Scientists in both public and private sector organizations, including the NGOs, CBOs, Community Development Units of NDDC and Oil and Gas Companies.

**DURATION:** One week

**DATE:** July 29 – Aug. 2, 2024

**VENUE:** Ilorin

**CHARGES:** ₦75,000.00 (VAT Inclusive)

### **TRAINING WORKSHOP ON POST-HARVEST MANAGEMENT OF AGRICULTURAL PRODUCE (ARM 322)**

**PREMISE:** Postharvest activities are important components of agricultural commodity value chains. They reduce waste, promote import substitution, food security, employment generation, wealth creation, human capital development as well as security of human life and property. However, studies have reported that there is high rate of post-harvest loss (60%) for perishable crops in Nigeria (APP, 2016). This may be attributed to inadequate knowledge and skills required for post-harvest handling of agricultural produce. Therefore, there is need to enhance the capacity of value chain actors in post-harvest management of agricultural produce.

**OBJECTIVES:** This training workshop is designed to equip participants with relevant knowledge and skills required in post-harvest management of agricultural produce. At the end of the workshop, participants should be able to:

- ♦ explain the concept of post-harvest management;
- ♦ identify strategies for post-harvest management;
- ♦ highlight quality control measures for post-harvest management; and
- ♦ Optimize use of resource for agro-processing.

**CONTENT**

- ♦ Concept of post-harvest management of agricultural produce.
- ♦ Appropriate and adaptive processing technology at small-scale level.
- ♦ Strategies for Post-harvest Handling.
- ♦ Agricultural Produce Marketing.
- ♦ Food safety Management System (GAP, GHP etc.)
- ♦ Agricultural Post-harvest Waste Management.

- ♦ Sourcing and Management of Fund for Agro-processing.
- ♦ Gender Roles in Post-harvest Management

**TRAINING METHODS:** Lecturettes, exercises, case studies, group discussions and study visit.

**WHO SHOULD ATTEND?** Business / Enterprise development officer in agricultural rural development programmes, Agripreneurs, Commercial Agricultural Development, Quality Control Officers in private and public organisations, Poverty alleviation/eradication programmes, Agricultural extension officers, NGOs/CBOs, and Cooperative society.

**DURATION:** One week

**DATE** July 29 – Aug. 2, 2024. (1<sup>st</sup> Run)

**VENUE:** Kaduna

**CHARGES:** ₦90,000.00 (VAT Inclusive)

### **APPLICATION OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) FOR AGRICULTURE AND RURAL DEVELOPMENT PROGRAMMES (ARM 246)**

**PREMISE:** Information and Communication Technology (ICT) involves the use of computers and communication facilities which enable the processing and storage of vast amount of information, along with rapid distribution. However, most agricultural and rural development managers have inadequate knowledge and skills required for making effective use of the modern ICT.

**OBJECTIVES:** This course therefore is designed to enhance the knowledge and skills of senior/middle managers to effectively apply ICT tools for managing information. At the end of the course, participants should be able to:

- ♦ discuss the role of modern ICT in agricultural and rural development;
- ♦ explain fundamental principles in ICT.
- ♦ use of modern ICT facilities; and
- ♦ use of Multi-Media data operating equipment.

**CONTENT:**

- ♦ Elements of Information and Communication Technology (ICT).
- ♦ Role of modern ICT in agricultural and rural development.
- ♦ Use of Personal computer software applications:
- ♦ Use of ICT facilities: Internet, World Wide Web, E-mail and Webpage development tools.
- ♦ Use of Multi-Media data projector.

**TRAINING METHODS:** Lecturettes, demonstrations and practical exercise.

**WHO SHOULD ATTEND?** Senior/Middle Managers from the public and private organizations including Research Scientists, Extension Officers, Officers of PRSD (from both the Federal and State Ministries of Agriculture and Rural Development), LG, NGOs, CBOs, Librarians, Technical Editors and other Information professionals.

Basic knowledge of computer is essential.

**DURATION:** One week

**DATE:** July 29 – Aug. 2, 2024 (1<sup>st</sup> Run)

**VENUE:** Ilorin

**CHARGES:** ₦115,000.00 (VAT Inclusive)

## **EFFECTIVE MANAGEMENT OF MICRO-CREDIT AND FINANCE SCHEMES (ARM 334)**

**PREMISE:** ARMTI's studies on Micro-Finance Institutions (MFIs) in Nigeria revealed deficiencies in savings mobilization, funds management and general management practices. Experiences from these studies show that a sizeable amount of funds could be pooled through effective mobilization and management of thrift and loan organizations as well as grassroots finance and credit schemes. With appropriate management skills, such pooled funds can be efficiently employed to establish income-generating activities for poverty eradication

**OBJECTIVES:** This course aims at improving the knowledge and skills of participants in funds mobilization and management of rural credit schemes. At the end of the course, participants should be able to:

- explain current development concepts in micro-credit and finance schemes;
- identify problems and constraints in the appraisal and administration of micro-credit and savings schemes;
- proffer solutions to identified problems and constraints; and
- apply improved skills and techniques in managing credit and savings schemes.

### **CONTENT:**

- The role of micro-credit and financial institutions in rural development.
- Comparative review of Nigeria, and other countries' experiences in rural credit management.
- Group mobilization and management for effective savings and credit delivery.
- Project appraisal for credit approval.
- Gender considerations in micro-credit management.
- Participatory strategies in credit delivery.

**TRAINING METHODS:** Lecturettes, case studies, study visit, group discussions and exercises.

**WHO SHOULD ATTEND?** Relevant officers from CBN, NACRDB, Micro-finance Banks, NGOs, Poverty Eradication Programmes/Agencies, Rural-based small-scale lending agencies and institutions, Commercial/Extension Departments of ADPs, IFAD-supported projects, Federal and State Ministries of Agriculture, Leaders of cooperative groups and cooperative officers in Federal and States Ministries of Finance and Cooperatives, Finance Institutions and Community Development outfits of the Oil Companies, NDDC etc.

**DURATION:** One week

**DATE:** August 5 - 9, 2024

**VENUE:** Ilorin

**CHARGES:** ₦75,000.00 (VAT Inclusive)

## **MANAGEMENT SKILLS DEVELOPMENT PROGRAMME FOR BUSINESS ADVISORS ON SMALL AND MEDIUM SCALE ENTERPRISES (ARM 269)**

**PREMISE:** Small and Medium-Scale Enterprises (SMEs) contribute significantly to improving socio-economic well-being by increasing the productivity and income of the people. These also provide excellent opportunity for maximizing the use of local resources and minimizing problems of unemployment by stimulating economic activities. However, most of existing enterprises run into problems partly due to inadequate management skills. This has placed

enormous challenges on business advisors/extension officers who are being called upon to assist in strengthening the capability of the entrepreneurs.

**OBJECTIVES:** This course will improve the knowledge and skills of small and medium-scale business advisors to provide advisory services for assisting SMEs perform optimally. At the end of the course, participants should be able to:

- ♦ identify viable small and medium-scale enterprises;
- ♦ diagnose and proffer solutions to enterprise problems;
- ♦ keep and use business records; and
- ♦ manage enterprise operation.

**CONTENT:**

- ♦ Generating business ideas for enterprise development.
- ♦ Diagnosing enterprise problem.
- ♦ Sourcing and managing enterprise funds.
- ♦ Managing marketing operations.
- ♦ Record keeping for small business.
- ♦ Assets management.
- ♦ Human resource management.
- ♦ Communication and facilitation skills.

**TRAINING METHODS:** Lecturettes, exercises, case studies, group discussions and study visit.

**WHO SHOULD ATTEND?** Business Advisors/Project Officers on SMEs entrepreneurs, Non-Governmental Organizations (NGOs), Local Governments, Donor Assisted Projects, Leaders of Cooperative groups and Cooperative officers.

**DURATION:** One week

**DATE:** August 5 - 9, 2024 (1<sup>st</sup> Run)

**VENUE:** Ilorin

**CHARGES:** ₦75,000.00 (VAT Inclusive)

### **EXTENSION MANAGEMENT FOR FISHERIES DEVELOPMENT (ARM 352)**

**PREMISE:** Nigeria requires about 2.3 million metric tonnes of fish and fisheries product for good of food security of this opportunity has led to a huge gap between present production and harvest. Fish and Fisheries still remain the most affordable and major sources health at the recommended 19 kg/capital consumption/year by FAO to enhance the attainment of animal protein, contributing about 40% of animal protein intake of Nigerians, especially the rural poor. The under-utilization of potentials in fisheries, a situation which is partly attributable to weak extension management systems in the fisheries subsector.

**OBJECTIVES:** This course therefore is designed to equip participants with relevant knowledge and skills necessary for facilitating fishery farmers to boost production with a view to ensuring food security and enhanced livelihood. At the end of the course, participants should be able to:

- ♦ identify the role of extension in fisheries management;
- ♦ identify and use the appropriate extension methods for fishing systems;
- ♦ determine appropriate fisheries technologies that can boost production; and
- ♦ provide advisory services on fisheries activities.

**CONTENT:**

- ♦ An overview of the performance of the fishery sub-sector.
- ♦ Problems facing fishery development in Nigeria.
- ♦ Planning fisheries extension programs.
- ♦ Management of fishponds.

- ♦ Group mobilization and formation in fisheries management.
- ♦ Gender issues in fisheries management.
- ♦ Measuring fisheries extension performance.
- ♦ Environmental issues in fisheries development.

**TRAINING METHODS:** Lecturettes, group discussions, case studies and study visit.

**WHO SHOULD ATTEND?** Extension Officers and Managers from Federal and State Ministries, ADPs, CADPs, Fadama, Research Institutes, NGOs, CBOs, FBOs, oil and gas companies, NDDC, NAPEP, NDE and officers of fisheries cooperative societies and private organizations.

**DURATION:** One week

**DATE:** August 5 - 9, 2024

**VENUE:** Ilorin

**CHARGES:** ₦75,000.00 (VAT Inclusive)

## **ORGANIZATION AND MANAGEMENT OF RURAL COOPERATIVES FOR POVERTY ALLEVIATION PROGRAMMES (ARM 216)**

**PREMISE:** Revitalizing agriculture and bringing it back to its past glory has been at the center of various government programs aimed at improving the living condition of the rural populace. Recent studies at ARMTI have revealed that rural cooperative members do not optimize the use of resources through economy of scale. Consequently, the cooperative societies have not been able to acquire assets and expand enterprise base to ensure employment generation and wealth creation. Therefore, the capacity of extension staff, grassroots facilitators and change agents should be strengthened in order to provide advisory services and equip cooperators with necessary skills to achieve their development goals.

**OBJECTIVES:** This course is designed to improve the knowledge and skills of participants in the organization and management of rural cooperative societies. Specifically, at the end of the course, participants should be able to:

- ♦ identify constraints militating against effective management of rural cooperative societies in Nigeria;
- ♦ list the benefits of organizing rural communities into cooperative societies;
- ♦ facilitate access to external support for their various projects; and
- ♦ Plan and manage cooperative enterprises.

### **CONTENT:**

- ♦ Cooperatives and Community Development.
- ♦ Determining and analyzing cooperative needs.
- ♦ Developing and managing cooperative enterprises.
- ♦ Negotiation skills in cooperative development.
- ♦ Organizing Gender and Vulnerable groups into Cooperative Societies.
- ♦ Planning and Executing Rural Group Projects.
- ♦ Sourcing and managing cooperative funds.
- ♦ Conflict management.
- ♦ Effective skills in record keeping.

**TRAINING METHODS:** Lecturettes, discussions, group exercises, role-play and study visit.

**WHO SHOULD ATTEND?** Cooperative Officers from Federal and State Ministries of Agriculture, Commerce, Women Affairs and Local Government Service Commissions, Community Development Officers, ADPs, FADAMA III AF, Agricultural Officers, Development

Workers at the Local Government and Area Councils, Coordinators of Public and Private Sector Organizations involved in grassroots development, Oil Companies, NGOs, CBOs and CSOs

**DURATION:** One week  
**DATE:** August 5 - 9, 2024  
**VENUE:** Ilorin  
**CHARGES:** ₦75,000.00 (VAT Inclusive)

### **MANAGEMENT OF AGRICULTURAL COMMODITY VALUE CHAIN FOR AGRIBUSINESS (ARM 255)**

**PREMISE:** The enormity of varieties of agricultural commodities in Nigeria cannot be overemphasized. Agricultural commodities such as oil palm, cocoa, groundnut, rice, maize, wheat, soybean, cassava, sweet potato, cattle, fish, poultry, etc. have potentials that could be developed into value chains. Agricultural Commodity Value Chain Development (AVCD) enhances local and foreign investments into inputs, agricultural commodity production, transportation, processing, warehousing and marketing. This provides agribusiness opportunities for wealth creation, employment generation, income generation, poverty reduction and food security amongst others. However, the National Baseline Study of ARMTI on AVCD in 2012/13 shows that there is no established agricultural value chains in Nigeria and that various agro-ecological zones are endowed with different agricultural commodities that could be developed into value chains. Hence, there is the need to fully utilize these opportunities.

**OBJECTIVES:** This course is designed to enhance the participants with various AVCD knowledge and skills that will enable them utilize, develop and manage various agribusiness opportunities along the value chains. At the end of the course, participants should be able to:

- ♦ explain the concept of AVCD for agribusiness;
- ♦ identify various agricultural commodity value chains and agribusiness opportunities in different agro-ecological zones;
- ♦ describe the roles and responsibilities of different AVCD stakeholders in the chains; and
- ♦ acquire knowledge and skills for chain empowerment and development.

**CONTENT:**

- ♦ Overview of AVCD for agribusiness opportunities.
- ♦ Agricultural commodity value chains and agribusiness opportunities in different agro-ecological zones.
- ♦ Mapping and Analyzing the economic sustainability of a value chain.
- ♦ Prioritizing value chain.
- ♦ Strategies for chain empowerment.
- ♦ Gender and vulnerable group issues in AVCD.
- ♦ Linking stakeholders to market.
- ♦ Agricultural commodity value chain financing.
- ♦ Monitoring and evaluation in AVCD.

**TRAINING METHODS:** Lecturettes, exercises, case studies and group discussions.

**WHO SHOULD ATTEND?** Extension Agents, Business and Enterprise Development Officers in Agricultural and Rural Development Programme, Facilitators of Commercial Agricultural Development Programme (CADP), Value Chain Development Programme (VCDP), FADAMA, National Directorate of Employment and other jobs/employment creation organizations, RUFIN, Poverty Alleviation/Eradication Programmes such as NAPEP, Financial Institutions, NGOs/CBOs, Cooperative Societies and private organizations and NAPEP.

**DURATION:** One week  
**DATE:** August 12 – 16, 2024 (2<sup>nd</sup> Run)  
**VENUE:** Ilorin  
**CHARGES:** ₦95,000.00 (VAT Inclusive)

**AGRICULTURAL VALUE CHAIN FINANCING FOR MANAGERS IN THE ARD SECTOR  
AND FINANCIAL INSTITUTIONS  
(ARM 205)**

**PREMISE:** Agriculture remains one of the most viable and sustainable means of alleviating poverty, but shortage of finance is a major constraint to its contribution to economic development. Indeed, most agricultural activities are excluded from formal source of funding. However, efforts by government and NGOs to fund agriculture have not yielded the desired results because the funds to the sector are not properly focused and directed. Value chain financing in agriculture offers an opportunity to increase the scope, and reduce the cost and risk of financing to agriculture. It also helps agricultural financing to be more inclusive, by making resources available to smallholders and for agriculture to be integrated into higher value market opportunities. However, managers in ARD and other finance institutions have inadequate skills in agricultural value chain financing.

**OBJECTIVES:** This course is designed to improve knowledge and skills of the participants in agricultural value chain financing. At the end of the course, participants should be able to:

- ♦ define value chain financing concepts;
- ♦ identify financial opportunities to strengthen value chains;
- ♦ identify innovations for commodity value chain financing; facilitate risk reduction and access to finance/credit in commodity value chain development; and
- ♦ apply value chain principles to design financial products to meet the needs of various actors in the value chain.

**CONTENT:**

- ♦ Overview of value chain development in agriculture.
- ♦ Needs and challenges for value chain finance.
- ♦ Improving value chain financing through innovation.
- ♦ Agricultural value chain financing risk management.
- ♦ Development of financial products in commodity value chain.
- ♦ Value chain financing for smallholder commercialization using the commercial village model.
- ♦ Sourcing and mobilization of funds for agricultural financing.
- ♦ Gender and vulnerable group issues in agricultural value chain financing.
- ♦ The role of ICT in agricultural value chain financing.
- ♦ Client's credit needs analysis.
- ♦ Enterprise implementation, monitoring and evaluation of value chain finance.

**TRAINING METHODS:** Lecturettes, group discussions, case studies, exercises etc.

**WHO SHOULD ATTEND?** Farm Managers and Finance Managers in the ARD sector; Operation Managers, Accountants, Credit Officers, Risk Managers, Internal Auditors, Relationship Officers, other professionals in Bank of Agriculture and other financial Institutions; Extension/Field officers of Community Development Units of Oil companies, etc.

**DURATION:** One week  
**DATE:** August 12- 16, 2024  
**VENUE:** Ilorin  
**CHARGES:** ₦95,000.00 (VAT Inclusive)



## **AGRICULTURAL BUSINESS PLANNING AND IMPLEMENTATION MANAGEMENT (ARM 211)**

**PREMISE:** Agricultural business need to put in place a system for effective planning and implementation. For the achievement of poverty reduction strategies, all new projects for agricultural and rural development require identification and planning skills. On-going ARD projects on their part require the requisite skills for effective implementation to ensure project sustainability. The success of ARD projects demands emphasis on the capacity building of managers in this sector of the economy.

**OBJECTIVES:** The main objective of this course is to increase and enhance participants' understanding of the concepts and techniques employed in modern planning and implementation of agricultural businesses. At the end of the course, participants should be able to:

- ♦ identify appropriate agribusiness for formulation;
- ♦ design feasible and viable projects/business;
- ♦ schedule project activities, (sequentially), for effective implementation;
- ♦ use project resources effectively and efficiently; and
- ♦ write appropriate business plan reports.

### **CONTENT:**

- ♦ Overview of management principles.
- ♦ The project sequence/cycle.
- ♦ Data gathering for project design.
- ♦ Project logical framework design.
- ♦ Projection of projects cash/resource flow.
- ♦ Measure of project/business worth/viability.
- ♦ Network analysis for project implementation (with microcomputer application).
- ♦ Sustainability monitoring and evaluation for projects.
- ♦ Project/Business plan report writing.

**TRAINING METHODS:** Lecturettes, group discussions and exercises, study visit and case studies.

**WHO SHOULD ATTEND?** Officers responsible for planning in PRSD of the Federal Ministry of Agriculture and Rural Development, and State Ministry of Agriculture, Planning and Research Officers in the ADPs. Project Directors and Planning Specialists in NGOs, and agricultural desk officers in Banks, Managers of private agricultural development agencies, etc.

**DURATION:** One week

**DATE:** August 12 - 16, 2024

**VENUE:** Ilorin

**CHARGES:** ₦85,000.00 (VAT Inclusive)

## **APPLICATION OF STATISTICAL TOOLS FOR RESEARCH IN AGRICULTURE AND RURAL DEVELOPMENT ARM 258**

**PREMISE:** Effective use of statistical tools have been identified as an imperative for successful research work. However, it has been observed that researchers have inadequate knowledge and skills to analyse the data on an acceptable format and are also not able to provide analysis that will meet the needs of its users.

**OBJECTIVES:** This course, therefore, is designed to equip research, related officers and planners on the use of various statistical tools for analysis and interpretation of result generated from data. At the end of the course, participants should be able to:

- ♦ identify the appropriate statistical technique to use for various forms of research data; and
- ♦ use appropriate statistical application package for analysis and interpretation

**CONTENT:**

- ♦ Overview of research methods
- ♦ Introduction to statistical tools.
- ♦ Selection of appropriate statistical tools
- ♦ Creating a data file and data entry
- ♦ Data screening and cleaning
- ♦ Data Analysis using various packages:
  - Excel;
  - Statistical package for Social Scientist (SPSS); and
  - STATA
- ♦ Interpretation of Analysis
- ♦ Writing research report

**TRAINING METHODS:** Lecturettes, group discussions and hands on exercises.

**WHO SHOULD ATTEND?** Research Managers/Officers in research institutes, Universities, Polytechnics, Colleges of Agriculture, Officers of Planning Research and Statistical Department in Federal/State Ministries and Agencies as well as NGOs, CBOs and CBN and Private Organizations.

**DURATION:** One week

**DATE:** August 12 - 16, 2024

**VENUE:** Ilorin

**CHARGES:** ₦115,000.00 (VAT Inclusive)

## **MANAGEMENT SKILLS DEVELOPMENT FOR YOUTH LEADERS (ARM 302)**

**PREMISE:** Effective management of youth is crucial in making them productive members of their communities. Youth are usually filled with bright ideas, initiatives and energy, which can contribute significantly to the development of their communities, if properly harnessed. Unfortunately, these attributes are often not tapped due to the inadequate mobilization and participatory skills of the youth leaders, development officers and practitioners. These skills are necessary for managing youth and mainstreaming them into community and national development.

**OBJECTIVES:** This course, therefore, is designed to enhance the participants' knowledge and skills to effectively manage the youth. At the end of the course, participants should be able to:

- ♦ mobilize and organize youths for community development programmes and initiatives;

- ♦ apply participatory approaches in managing the youth; and
- ♦ use a variety of management skills/techniques to effectively manage the youth

**CONTENT:**

- ♦ Youth and community development.
- ♦ Organizing and motivating youth for community development.
- ♦ Participatory approaches for managing the youths.
- ♦ Leadership skills for managing the youth.
- ♦ Entrepreneurial skills for youth.
- ♦ Team building.
- ♦ ICT skills for youth development.
- ♦ Conflict management.
- ♦ Developing and delivery advocacy messages.

**TRAINING METHODS:** Lecturettes, exercises, role-plays, case studies and group discussions.

**WHO SHOULD ATTEND?** Youth leaders, Manager of youths' organizations, staff in the Ministries of Women and Social Development, Youth and sports Development in Federal and States, Women and Youth Workers at LGA, Staff of Students' Affairs in the Universities, Polytechnics, Colleges of Education and other higher institutions, NGOs and CBOs etc.

**DURATION:** One week

**DATE:** August 12 - 16, 2024

**VENUE:** Ilorin

**CHARGES:** ₦75,000.00 (VAT Inclusive)

### **COMPUTER-BASED OFFICE MANAGEMENT SKILLS DEVELOPMENT PROGRAMME FOR PERSONAL ASSISTANTS AND SECRETARIES (ARM 105)**

**PREMISE:** All organizations are required to maximize the productivity of their workforce. Modern office management practices required that Personal Assistants and Secretaries be skilled in using computers and other information management technologies to enhance their efficiency. In addition, various management reforms and reduction in the office workforce continue to place higher demand on them. Such officers should acquire modern office management skills to enable them attain optimum efficiency.

**OBJECTIVES:** This course is designed to enhance participants' capabilities. In office management skills using modern management tools. At the end of the course, participants should be able to:

- ♦ identify their role and responsibilities in their respective organizations;
- ♦ use appropriate computer software to manage records; and
- ♦ Communicate more effectively at work

**CONTENT:**

- ♦ Role of Personal Assistants and Secretaries in organizations.
- ♦ Basic management skills
- ♦ Communication methods
- ♦ Office records management
- ♦ Time management
- ♦ Interpersonal skills.
- ♦ Computer software applications
- ♦ Computer Networking.

**TRAINING METHODS:** Lecturettes, discussions, and hands-on exercises on computer.

**WHO SHOULD ATTEND?** Personal Assistants, Secretaries, and other Administrative staff in both public and private sector organizations.

**DURATION:** One week

**DATE:** August 19 - 23, 2024 (2<sup>nd</sup> Run)

**VENUE:** Ilorin

**CHARGES:** ₦115,000.00 (VAT Inclusive)

## **MANAGEMENT OF PUBLIC RELATIONS IN THE AGRICULTURAL AND RURAL SECTOR (ARM 237)**

**PREMISE:** The poor perception of the role and problems of the Agricultural and Rural Sector is due to low awareness of the sector by the general public. The low awareness persists partly because of the limited understanding of the sector by Public Relations Officers, hence their inability to effectively sensitize the public about the policies and programmes of the sector.

**OBJECTIVES:** The workshop is therefore, designed to provide Public Relations Officers with the requisite knowledge and skills to enhance Public Relations practice in the context of the ARD sector. At the end of the workshop, participants should be able to:

- ♦ demonstrate better understanding of the peculiarities of the sector;
- ♦ formulate appropriate public relations strategies to enhance the image of their organizations' public; and
- ♦ disseminate information for the mutual benefits of their organizations and the public.

### **CONTENT:**

- ♦ Overview of agricultural and rural transformation in Nigeria.
- ♦ Peculiarities of the agricultural and rural sector.
- ♦ The role of public relations in the agricultural and rural development sector.
- ♦ Understanding the agricultural and rural development public.
- ♦ Managing the boss and organization.
- ♦ Corporate social responsibilities.
- ♦ Developing communication skills.
- ♦ Managing interpersonal relationships.
- ♦ The use of internet facilities for public relations function.
- ♦ SERVICOM: Toward providing high quality goods and services.

**TRAINING METHODS:** Lecturettes, role-play, group discussions, case studies and exercises.

**WHO SHOULD ATTEND?** Public Relations/Press Officers in agro-allied establishments, Local Government Information/ Extension Officers as well as others who are in the business of representing their organizations at exhibitions, fairs, public functions, and/or in a position to brief the press on the activities of their organizations in NNDC, CBOs, NGOs, etc..

**DURATION:** One week  
**DATE:** August 19 - 23, 2024 (2<sup>nd</sup> Run)  
**VENUE:** Ilorin  
**CHARGES:** ₦75,000.00 (VAT Inclusive)

### **TRAINING OF TRAINERS (TOT) FOR FACILITATORS OF VALUE CHAIN DEVELOPMENT (ARM 259)**

**PREMISE:** The importance of commodity value chain development in the current economic growth and development of the Federal Government cannot be overemphasized. Report shows that at post oil boom, Nigeria lost her agricultural commodity production position in cocoa, oil palm, cotton and groundnut to her competitors in South America, Asia and other African countries. These competitors took over from Nigeria because they have well developed value chain development strategies, which have considerably increased their productivity and linked their agricultural commodities with global markets. A well-developed commodity value chain will promote private investment, generate employment and income, and transform Nigeria into a net producer of value added agricultural commodities for local markets and exports. However, the existing and potential stakeholders in commodity value chain management in Nigeria need to be empowered with appropriate requisite skills and techniques for effective value chain development. There is therefore, the urgent need to equip development practitioners in agriculture and rural development with appropriate skills to effectively facilitate commodity value chain actors and all stakeholders to embrace agriculture as a business.

**OBJECTIVES:** This workshop is designed to enhance the capacity of the participants with appropriate VCD knowledge, skills and techniques to effectively facilitate agricultural commodity value chain development activities. At the end of the workshop, participants should be able to:

- ♦ explain the concept of value chain development;
- ♦ facilitate group formation amongst stakeholders;
- ♦ manage conflicts among VCD actors and stakeholders; and
- ♦ monitor and evaluate VCD activities.

#### **CONTENT:**

- ♦ Concept of value chain development.
- ♦ Skills, competencies and roles of VCD facilitators.
- ♦ Value chain mapping and analysis.
- ♦ Linking stakeholders to market.
- ♦ Strategies for value chain empowerment.
- ♦ Communication skills for value chain facilitators.
- ♦ Gender consideration in VCD facilitation.
- ♦ Group formation and governance/relationship in VCD.
- ♦ Conflict management among value chain actors and stakeholders.
- ♦ ICT applications in VCD facilitation.

- ♦ Participatory monitoring and evaluation in VCD.

**TRAINING METHODS:** Lecturettes, field/group exercises, role-plays, discussions and case studies.

**WHO SHOULD ATTEND?** Subject Matter Specialists, Extension Officers, Agricultural Business Advisors and Enterprise Managers including those in Multinationals, Oil

Companies, NDE, NGOs, CBOs, FBOs and other private sectors.

**DURATION:** One week  
**DATE:** August 19 - 23, 2024 (2<sup>nd</sup> Run)  
**VENUE:** Ilorin  
**CHARGES:** ₦95,000.00 (VAT Inclusive)

### **TRAINING ON COOPERATIVE BUSINESS SCHOOL (ARM 272)**

**PREMISE:** Cooperative business or venture is an inclusive business model, which strengthen cooperative societies' capacity to provide business services. However, enormous opportunities for business services available for cooperative societies are yet untapped especially in ARD. This is because of inadequate knowledge and skills for business services. In order to ensure cooperative businesses thrive in the face of various challenges stirring global economy to a stiff, it is essential to have skilled professionals who understand the unique challenges and opportunities associated with these ventures.

**OBJECTIVE:** This course is designed to equip participants with the requisite knowledge and skills to explore opportunities for business services in cooperative societies. At the end of this training, participants should be able to:

- ♦ identify business services in cooperative societies;
- ♦ discuss cooperative societies' legal framework in Nigeria;
- ♦ apply effective marketing, finance and accounting strategies for cooperative businesses; and
- ♦ develop business plan for cooperative businesses.

**CONTENT:**

- ♦ Concept of cooperative business school
- ♦ Cooperative business services
- ♦ Business plan development
- ♦ Accounting in cooperative businesses
- ♦ Leadership and team management
- ♦ Conflict management and negotiation skills in cooperative businesses
- ♦ Risk management in cooperative businesses
- ♦ Cooperative legal framework in Nigeria

**TRAINING METHODS:** Case studies, Role-play, Group discussions, Exercises and Lecturettes

**WHO SHOULD ATTEND?** NGOs, CBOs, APOs, Departmental Cooperative Staff (Universities, Polytechnics and Colleges), Provosts of Cooperative Colleges, Cooperative Officers of Federal and State Ministries, Cooperative Society Staff and Executives, Managers

of Cooperative Groups, Ministry of Commerce and Cooperatives Staff, MFBs, ADPs, Coordinators of Public and Private Sector Organizations involved in grassroots development and Oil Companies.

**DURATION:** One week  
**DATE:** August 19 – 23, 2024 (1<sup>st</sup> Run)  
**VENUE:** Ilorin  
**CHARGES:** ₦95,000.00 ( VAT Inclusive)

## **SUSTAINABLE FINANCE FOR CLIMATE SMART AGRICULTURE (CSA)**

### **ARM 326**

**PREMISE:** Sustainable finance is driving climate-smart agriculture (CSA) uniting financial solutions with agricultural resilience. Climate-smart interventions in agriculture require substantial investments and innovative types of financing to support the transformational changes that are needed to maintain or increase agricultural productivity while using less resources. As climate change threatens food security, climate smart practices which combines adaptation and mitigation, require substantial investment. However, the current levels of financing for climate change adaptation and mitigation in the agricultural sector in Nigeria are not sufficient. Therefore, it is pertinent to build the capacity of agricultural and finance stakeholders in global climate finance in agriculture as this would play a crucial catalytic role by encouraging the mainstreaming of climate change considerations into national sustainable development plans and programmes as well as developing an enabling environment conducive for scaling up climate-smart agriculture (CSA).

**OBJECTIVES:** This course therefore is designed to improve the knowledge and skills of participants on sustainable finance for climate smart agriculture. At the end of the course, participants should be able to:

- explain the concept of sustainable finance and CSA;
- describe climate smart Agriculture adaptations and mitigation strategies;
- discuss various climate smart agriculture financing strategies; and
- Carry out CSA programme and project monitoring and evaluation

### **CONTENT:**

- Climate Smart Agriculture for Sustainable food Security
- Introduction to Sustainable Finance
- Climate Change Adaptations and Mitigations
- Sustainable Investment Strategies
- Risk Management in Climate Smart Agriculture
- Financing Climate smart Agriculture
- Environmental and Social Impact Assessment
- Monitoring and Evaluation of Climate Smart Agriculture

**TRAINING METHODS:** Lecturette, discussions, case studies, exercises

**WHO SHOULD ATTEND?** Staff of CBN, Commercial banks, BOA, BOI, Micro-Finance Banks, Private and Public organizations, ARD Sector, NGOs, and CBOs as well as finance and credit Officers in development projects

**DURATION:** One week  
**DATE:** August 26 – 30, 2024 (2<sup>nd</sup> Run)  
**VENUE:** Abuja  
**CHARGES:** ₦90,000.00 (VAT Inclusive)

**WORKSHOP ON ENVIRONMENTAL AND SOCIO-ECONOMIC ISSUES IN  
AGRICULTURE/ AGRO-INDUSTRIAL AND RURAL DEVELOPMENT  
(ARM 421)**

**PREMISE:** The result of the sectoral planning and developmental efforts practiced in the past without considering environmental issues have been disappointing. This is due to lack of consideration of preventive and remedial measures in programme development. There is now a need for integrated physical, socio-economic and environmental planning to ensure sustainable agricultural and rural development (ARD).

**OBJECTIVES:** This workshop aims at creating awareness among the participants about the environmental concerns that may arise from agricultural and rural development projects and take preventive or remedial measures. Specifically, the workshop will assist participants to analyze the implications of these environmental concerns and proffer remedial measures on:

- ♦ changes in or disturbance to fauna and flora arising from agricultural and rural projects;
- ♦ pollution from application of agro-chemicals and agro-industrial by-products; land and water degradation; and
- ♦ changes in livelihood systems.

**CONTENT:**

- ♦ Environment and development.
- ♦ Concept, scope and processes of environmental degradation.
- ♦ Fertilizers, agro-chemicals and the environment.
- ♦ Management of agro-industrial by-products.
- ♦ Land and water degradation.
- ♦ Remote sensing and environmental management.
- ♦ Environmental screening of agricultural and agro-industrial projects.
- ♦ Action planning for prevention and remediation.

**TRAINING METHODS:** Discussions, lecturette, case studies, exercises, and study visits.

**WHO SHOULD ATTEND?** Middle and senior-level officers from the Federal and State Ministries of Environment; Environmental Protection Agencies, State Task Forces on Erosion Control, Ecological Disaster Committees, Federal and State Ministries of Agriculture and Water Resources, River Basin Development Authorities, Agricultural Development Programmes/Projects, Livestock, Fishery and Forestry Development Projects, Oil and Gas Companies, NGOs and CBOs, and Fadama III Environmental Officers.

**DURATION:** One week  
**DATE:** August 26 - 30, 2024  
**VENUE:** Ilorin  
**CHARGES:** ₦105,000.00 (VAT Inclusive)



## **AGRICULTURAL POLICY ANALYSIS (ARM 320)**

**PREMISE:** Over the years, agriculture has contributed significantly to the Nation's Gross Domestic Product (GDP). In spite of this achievement, a recent review of past agricultural policies in Nigeria has revealed that some gaps exist in the planning, analysis, implementation, monitoring and evaluation of these policies among those responsible for carrying out these key functions. ARMTI believes that the contribution of agriculture to the national economy could be further enhanced if these gaps were bridged.

**OBJECTIVES:** This workshop is therefore, designed to strengthen capacity of officers responsible for policy formulation and implementation with the appropriate analytical tools to do their jobs better. At the end of the workshop, participants should be able to:

- ♦ apply selected tools in analyzing agricultural policies;
- ♦ monitor and evaluate the implementation of on-going policies; and
- ♦ use computer for analyzing policies in the agricultural sector.

**CONTENT:**

- ♦ Overview of Nigerian Agricultural Policy.
- ♦ Selected tools for policy analysis.
- ♦ Data requirement and presentation for policy analysis.
- ♦ Problem tree analysis, development of objective trees and logframe.
- ♦ Policy analysis matrix.
- ♦ Agricultural policy report writing.
- ♦ Monitoring and evaluation system for policy analysis.

**TRAINING METHODS:** Lecturettes, case studies, exercises, group discussions and hands-on-computer sessions.

**WHO SHOULD ATTEND?** Officers responsible for policy analysis and research such as Planning, Monitoring and Evaluation officers, Research officers in both State and Federal Ministries of Agriculture and Rural Development, Central Bank of Nigeria, NDDC, NGOs and other relevant officers in both private and public organizations in Agricultural and Rural Development projects (crops, livestock, fisheries, and forestry)

**DURATION:** One week  
**DATE:** August 26 - 30, 2024  
**VENUE:** Ilorin  
**CHARGES:** ₦85,000.00 (VAT Inclusive)

## **TRAINING WORKSHOP OF AGRIBUSINESS DEVELOPMENT AND CUSTOMER SERVICE MANAGEMENT (ARM 256)**

**PREMISE:** Business development is an intervention for stimulating investment for improving livelihood, enhancing employment generation and increasing income in agribusiness. However, most existing enterprises run into problems partly due to poor business strategies in marketing and customer service relations. These place enormous challenges on business advisors/facilitators who may be called upon for strengthening the

capacities of entrepreneurs. Hence, it is pertinent to equip participants with appropriate knowledge and skills in agribusiness development and customer service management.

**OBJECTIVES:** This course is designed to enhance the knowledge and skills of the participants in business strategies and customer service management for sustainable growth. At the end of the workshop, the participants should be able to:

- ♦ explain the concept of business development;
- ♦ explain the concept of customer service management; and
- ♦ formulate, design and appraise business plan.

**CONTENT:**

- ♦ Agribusiness identification and selection.
- ♦ Feasibility study and agribusiness plan.
- ♦ Marketing of agribusiness products.
- ♦ Fund mobilization and management for sustainable business.
- ♦ Record keeping for business development.
- ♦ Management of small and medium enterprises.
- ♦ Customer service management in business development.

**TRAINING METHODS:** lecturettes, exercises, case studies and group discussions.

**WHO SHOULD ATTEND?** Agripreneurs, Farm Managers, Business Advisors, Extension Officers, Farm Project Officers, Agric. Finance Institutions, Officers from Bank of Industry (BOI), Bank of Agriculture (BOA), NDDC, Oil Companies, NGOs, NDE e.t.c.

**DURATION:** One week

**DATE:** August 26 - 30, 2024 (1<sup>st</sup> Run)

**VENUE:** Ilorin

**CHARGES:** ₦85,000.00 (VAT Inclusive)

## **TRAINING WORKSHOP ON AGRICULTURAL WASTE MANAGEMENT FOR SUSTAINABLE DEVELOPMENT**

### **(ARM 353)**

**PREMISE:** Agricultural activities are often accompanied with generation of huge amount of wastes. These wastes are either dumped indiscriminately in the environment or released into water bodies through drainages, thereby causing pollution and contributing to the spread of diseases. However, agricultural wastes are potential resources that can be harnessed for economic benefits. Hence, the need to develop the capacity of agripreneurs with requisite knowledge and skills required to manage agricultural waste.

**OBJECTIVES:** This training workshop is designed to develop the capacity of participants with requisites knowledge and skills in managing agricultural wastes for economic benefits. At the end of this training workshop, participants will be able to;

- explain the concept of wastes and waste management;
- identify economic potentials of agricultural wastes; and,
- enumerate strategies for managing agricultural wastes.

**CONTENT**

- Overview of Agricultural Wastes and Waste Management

- Potentials of Agricultural Wastes
- Strategies for Agricultural Waste Management
- Sourcing and Management of Fund for Agro-waste Processing
- Opportunities for Youth and Women in Agricultural Waste Management
- Market and Marketing Development for Agricultural Waste-Recycled-Product
- Monitoring and Evaluation in Agricultural Waste Management

**TRAINING METHODS:** Lecturettes, Exercises, Case studies, Group Discussions and Study Visit

**WHO SHOULD ATTEND?** Waste Management Companies, Business / Enterprise Development Officer in Agricultural Rural Development Programmes Officer, Agripreneurs, Commercial Agricultural Development Officers, Quality Control Officers in Private and Public Organisations, Poverty Alleviation/Eradication Programmes Officers, Agricultural Extension Officers, NGOs/CBOs, and Cooperative Society.

**DURATION:** One week  
**DATE:** August 26 - 30, 2024 (1<sup>st</sup> Run)  
**VENUE:** Ilorin  
**CHARGES:** ₦95,000.00 (VAT Inclusive)

### **TRAINING WORKSHOP ON SOILLESS FARMING (ARM 354)**

**PREMISE:** The advent of civilization has exposed soil-based agriculture to certain challenges such as urbanization, natural disaster, climate change, indiscriminate use of chemicals and pesticides, which fragment and deplete land fertility. These challenges are open threats to food production under conventional soil-based agriculture. Consequently, it will become impossible to feed the growing population using soil-based system of crop farming only. Therefore, it is important to develop the capacity of agripreneurs on soilless farming.

**OBJECTIVES:** This workshop aims at developing the capacity of agripreneurs in soilless crop farming. At the end of this training workshop, participants will be able to;

- ♦ explain the concept of soilless farming;
- ♦ design and manage different Soilless Systems;
- ♦ develop a workable and outstanding business model canvas for soilless farming; and,
- ♦ demonstrate best management practices in soilless farming.

**CONTENT:**

- ♦ Concepts of soilless agriculture
- ♦ System Designs and Management in Soilless Farming
- ♦ Best Management Practices in Soilless Farming
- ♦ Business Model Canvas Development for Soilless Farming Business
- ♦ Post-Harvest Handling of Soilless Farm Produce.
- ♦ Markets and Marketing of Soilless Farm Produce
- ♦ Opportunities for Youth and Women in Soilless Agriculture
- ♦ Monitoring and Evaluation in Soilless farming

**TRAINING METHODS:** Lecturettes, Group discussions, Experience sharing, Practical demonstration and Hands-on practical.

**WHO SHOULD ATTEND:** Agricultural Institution, Youth, Business and Enterprise Development Officers in Agricultural and Rural Development Programmes, Commercial

Farms, Poverty Alleviation/Eradication Programmes Officers, National Directorate of Employment, Finance Institutions, NGOs/CBOs, Cooperatives and Private Organizations and Investors.

**DURATION:** One week  
**DATE:** September 2 – 6, 2024  
**VENUE:** Ilorin  
**CHARGES:** ₦85,000.00 (VAT Inclusive)

### **AGRICULTURAL CREDIT ANALYSIS AND RISK MANAGEMENT (ARM 235)**

**PREMISE:** Agricultural credit officers are often required to analyze loan requests by farmers and other clients. This analysis is to ascertain the ability of the proposed project to operate at point level as well as determine the credit needs of the applicant, and the risk inherent in the loan. The inability of lending institutions to accurately analysis loan request leads to high default rate. Indeed, as organizations grow, building a strong credit analysis and risk management strategies becomes increasingly important. Therefore, for effective performance, agricultural credit managers need enhancement in their knowledge and skills in credit analysis and risk management.

**OBJECTIVES:** This course is designed to enhance the knowledge and skills of agricultural credit managers in credit analysis and risk management. At the end of the workshop, participants should be able to:

- ♦ appraise credit needs of clients;
- ♦ identify major risks in agricultural credit;
- ♦ identify strategies to mitigate risk; and
- ♦ measure portfolio quality.

#### **CONTENT:**

- ♦ Overview of credit management.
- ♦ Project appraisal for credit delivery.
- ♦ Client's credit needs analysis.
- ♦ Portfolio quality measures.
- ♦ Understanding risk in agricultural enterprises/projects.
- ♦ Assets and liability management.
- ♦ Credit scoring methodologies.
- ♦ Agricultural credit risk techniques
- ♦ Fraud prevention and internal control measures.
- ♦ Application of ICT to credit analysis and risk management.

**TRAINING METHODS:** Lecturettes, group discussions, case studies and exercises.

**WHO SHOULD ATTEND?** Operation Managers, Accountants, Credit Officers, Risk Managers, Internal Auditors and other professionals in the Agricultural and Rural Financial Institutions including Micro-finance Banks.

**DURATION:** One week  
**DATE:** September 2 - 6, 2024  
**VENUE:** Ilorin  
**CHARGES:** ₦75,000.00 (VAT Inclusive)

**WORKSHOP ON COMMUNITY-DRIVEN DEVELOPMENT APPROACH IN  
AGRICULTURE AND RURAL DEVELOPMENT  
(ARM 344)**

**PREMISE:** Paradigm shift in Agricultural and Rural Development emphasizes community-driven development approach, which gives control of decisions and resources to community groups. This enhances sustainability of development projects especially those with external support.

Available evidence shows that there exists limited capacity among the rural communities and development workers to rise up to the challenges of taking charge of their development agenda. One potent way of addressing the issues involved is by exposing organizers, facilitators and executive committee members of community-based associations and groups to the basic principles of community-driven development (CDD) and concepts of participatory development.

**OBJECTIVES:** This workshop is therefore, designed to enhance the participants' capacity in the application of the CDD approach to agricultural and rural development. At the end of the workshop, participants should be able to:

- ♦ describe the evolution of rural development strategies in Nigeria;
- ♦ discuss the key elements of the new Agricultural and Rural Development Policies;
- ♦ describe the pillars of community-driven development; and
- ♦ apply the concept of community-driven development to Nigeria's agricultural and rural development situation.

**CONTENT:**

- ♦ Review of selected on-going agricultural and rural development projects.
- ♦ Concept and principles of community-driven development.
- ♦ Empowering communities in the context of agricultural and rural development (ARD) projects.
- ♦ Empowering Local Government and re-aligning the centre.
- ♦ Social and public accountability in ARD projects.
- ♦ Conflict management among users of natural resources.
- ♦ Mainstreaming gender and vulnerable groups into community driven development.
- ♦ Disaster risk management in community driven development.

**TRAINING METHODS:** Lecturettes, discussions, group exercises, and case studies.

**WHO SHOULD ATTEND?** Project facilitators in Fadama III AF, VCDP, IFAD-CASP, CSDP and other poverty alleviation/eradication programmes, officers responsible for planning in Federal and State Ministries of Agriculture and Water Resources, Rural Development, Natural Resources and Environment, facilitators of NGOs/CBOs and community development officers in Local Government Councils, and Oil and Gas companies.

**DURATION:** One week  
**DATE** September 2 – 6, 2024  
**VENUE:** Ilorin  
**CHARGES:** ₦75,000.00 (VAT Inclusive)

### **TRAINING WORKSHOP ON AGRICULTURAL PRODUCE MARKETING EXTENSION (ARM 220)**

**PREMISE:** As a major step towards revitalizing agriculture and bringing it back to its past glory, the present near-collapse of marketing of agricultural produce must be addressed. Accordingly, a sustainable and decisive mechanism has been put in place by introducing marketing extension component into the National Programme for Food Security (NPFS). However, studies carried out have revealed that both the Nigerian farmers and the Extension Agents have little knowledge of modern marketing techniques of agricultural produce.

**OBJECTIVES:** This training workshop aims at equipping participants with the relevant knowledge, techniques and skills of marketing in order to add value to farm produce. At the end of the workshop, participants should be able to:

- ♦ provide requisite marketing information to the farming communities;
- ♦ train farmers to develop quality products for marketing; and
- ♦ link farmers with relevant stakeholders.

**CONTENT:**

- ♦ Overview of extension and advisory services.
- ♦ Concept of Value Chain Development in Agriculture.
- ♦ Concept and principles of participatory extension.
- ♦ Introduction to agricultural produce marketing.
- ♦ Drying and Storage of Grains and Root Crops
- ♦ Marketing of horticultural crops.
- ♦ Profitable livestock marketing.
- ♦ Improving Export Produce Marketing.
- ♦ Marketing channels for export produce.
- ♦ Agricultural Produce Marketing Cost.
- ♦ Cooperatives for produce marketing.
- ♦ Gender Issues in Agric. Produce Marketing.

**TRAINING METHODS:** Lecturettes, group exercises, plenary presentation sessions, case studies, role plays etc.

**WHO SHOULD ATTEND?** Extension Officers included in the NPFS, Marketing and Extension Officers of the Multi-Commodity Development and Marketing Companies (Arable Crops, Tree Crops, Livestock and Fisheries Development), Marketing Officers of public and private farms, practicing farmers etc.

**DURATION:** One week  
**DATE:** September 2 - 6, 2024  
**VENUE:** Ilorin  
**CHARGES:** ₦85,000.00 (VAT Inclusive)

## REPORT AND MEMO WRITING

### (ARM 219)

**PREMISE:** The importance of a well-written report and memo in an organization cannot be over-emphasized. The responsibilities of most managers and officers at all levels include providing feedback to management in the form of reports and memoranda. In spite of its importance, most officers have inadequate report writing skills to enable them to carry out their assignments effectively.

**OBJECTIVES:** This course is therefore, designed to provide the requisite knowledge and skills on report and memo writing. At the end of the course, participants should be able to:

- ♦ collect appropriate data for report and memo writing;
- ♦ prepare reports and memoranda;
- ♦ present clear and understandable reports;
- ♦ present information through charts and diagrams; and
- ♦ use ICT tools in preparing reports.

**CONTENT:**

- ♦ Overview of report and memo writing.
- ♦ Data collection for report and memo writing.
- ♦ Data processing and analysis.
- ♦ Writing short and long reports.
- ♦ Report presentation skills.
- ♦ Graphical aids to technical reports.
- ♦ ICT application to report and memo writing.

**TRAINING METHODS:** Lecturettes, group discussion, case studies and practical exercises.

**WHO SHOULD ATTEND?** Supervisory and Middle Level Managers, Executive Officers, PAs, Secretaries and all officers whose responsibilities involve report writing.

**DURATION:** One week

**DATE:** September 2 - 6, 2024 (2<sup>nd</sup> Run)

**VENUE:** Abuja

**CHARGES:** ₦75, 000.00 (VAT Inclusive)

## TRAINING PRESENTATION METHODS AND EVALUATION SKILLS

### (ARM 232)

**PREMISE:** Many trainers do not have adequate knowledge and skills in presentation methods and evaluation of training. The problems result in ineffective communication by such trainers in the training sessions. The situation is often exacerbated by the inability of the trainers to get adequate feedback from trainees through evaluation skills.

**OBJECTIVES:** This workshop is therefore, designed to equip participants with the requisite knowledge and skills in training presentation methods and training evaluation. At the end of the workshop, participants should be able to:

- ♦ use a variety of training methods to communicate effectively;

- ♦ manage difficult learners and situations;
- ♦ evaluate training; and
- ♦ assess their own strengths and weaknesses in training presentation.

**CONTENT:**

- ♦ Overview training presentation and evaluation methods.
- ♦ Adult learning principles.
- ♦ Presentation of session plans.
- ♦ Training delivery style.
- ♦ Presentation and use of learning aids.
- ♦ Managing special learners and situations.
- ♦ Concepts and importance of evaluation.
- ♦ Types and methods of evaluation.

**TRAINING METHODS:** Lecturettes, group discussions, exercises and playback of participants' video presentations.

**WHO SHOULD ATTEND?** Training officers; trainers, instructors, extension supervisors, subject-matter-specialists and others who perform training and/or NGOs and CBOs.

**DURATION:** One week

**DATE:** September 9 - 13, 2024

**VENUE:** Ilorin

**CHARGES:** ₦75,000.00 (VAT Inclusive)

## **ADVANCED TRAINING ON INCLUSIVE CONTRACT FARMING FOR SUSTAINABLE AGRIBUSINESS DEVELOPMENT**

### **(ARM 348)**

**PREMISE:** Contract farming (CF) is a forward agreement specifying the obligations of farmers and buyers as partners in business. The agreement entails the sellers' (farmers') obligation to supply volumes and qualities as specified by the buyers' (processors/traders) obligation to off-take the commodities as agreed. However, field experiences of some ARMTI's faculty staff on contract farming schemes revealed that both farmers and buyers venture into contract farming without weighing the risks and cost implications in developing a sustainable contract farming scheme that is win-win for both parties. Although contract farming is costly and could be risky if not well planned and managed, but with the support of a contract Farming coach/ facilitator, the CF scheme will generate income for contract parties and partners, create employment opportunities in the localities where the CF scheme is stationed and ensure the supply of raw material to the off-taker. Premised on the foregoing, there is need to enhance the capacity of potential Coaches/ facilitators and value chain developers to aid on the development of a viable and sustainable CF schemes in Nigeria.

**OBJECTIVES:** This workshop is aimed at the development of pool of potential CF facilitators that can aid in the upgrade or development new CF schemes. The workshop will equip participants with the requisite CF knowledge and coaching skills to improve existing CF scheme, initiate/ develop new CF schemes, monitor and manage CF schemes. At the end of the course, participants should be able to:

- ♦ understand the concept of Contract farming as an inclusive business model;
- ♦ appreciate the criteria for sustainable CF in Nigeria and success factors for communication and monitoring of CF schemes;
- ♦ develop Inclusive Contract Farming schemes; and



- ♦ facilitate contract farming arrangements between partners and smallholder farmers, and other relevant stakeholders based on trust and mutual understanding.

**CONTENT:**

- ♦ Review of basic concept of contract farming as inclusive business model
- ♦ Review of CF business model canvas
- ♦ Introduction to CF field management
- ♦ CF stakeholder analysis
- ♦ CF development process and structure
- ♦ Coaching CF development
- ♦ Contract farming economics and finance
- ♦ CF negotiation
- ♦ ICT for CF
- ♦ Business Enabling Environment
- ♦ Contract specification (practical presentation)

**TRAINING METHODS:** Interactive presentations of theory, reflection and discussions application of learning through group discussions and exercises, case studies, role-play and study visit.

**WHO SHOULD ATTEND?** Officers in Federal Ministry of Agriculture and Rural Development, and State Ministry of Agriculture, Planning and Research Officers in the ADPs. Value chain Directors and Planning Specialists in NGOs, Managers of private agricultural development agencies, Farmers and farmers' organizations, Financial institutions, Oil companies, Extension and service delivery companies, Graduates, NGOs, CBOs, BOI, BOA, NAIC, Agricultural estates managers, supply chain managers etc.

**DURATION:** One week  
**DATE:** September 9 - 13, 2024  
**VENUE:** Abuja  
**CHARGES:** ₦105,000.00 (VAT Inclusive)

## **MONITORING AND EVALUATION IN PROJECT MANAGEMENT (ARM 223)**

**PREMISE:** The wide gap between many development project targets and actual achievements has, in most cases, been caused by the failure of the projects to generate and disseminate information to the relevant project components during and even after the project life. The problem is often times traced to inadequacy and sometimes lack of requisite skills among project managers and officers performing monitoring and evaluation functions.

**OBJECTIVES:** This course, therefore, seeks to equip participants with the practical skills and techniques required for monitoring and evaluation of agriculture and rural/community development projects. At the end of the course, participants should be able to:

- ♦ apply appropriate skills and techniques of monitoring and evaluation in their organizations;
- ♦ write monitoring and evaluation (M & E) reports;
- ♦ disseminate monitoring and evaluation results in their organizations; and
- ♦ design appropriate monitoring and evaluation systems for their organizations.

**CONTENT:**

- ♦ Monitoring and evaluation in the project cycle.
- ♦ Monitoring and evaluation function.
- ♦ Objectives hierarchy in project monitoring and evaluation.
- ♦ Criteria for selection of M & E indicators.
- ♦ Logical framework design for project M & E.
- ♦ Introduction to survey design.

- ♦ Project Network Analysis.
- ♦ Questionnaire design for data gathering.
- ♦ Interview design and techniques.
- ♦ Concept of sustainability M & E.
- ♦ Reports in project M & E.

**TRAINING METHODS:** Lecturettes, group exercises and discussions, case studies and study visit.

**WHO SHOULD ATTEND?** Senior and Middle Level Professional staff with responsibilities for monitoring and evaluation in agricultural and rural development projects-crops, livestock, fisheries, forestry and other rural/community development projects - both in public and private sectors including financial institutions, etc.

**DURATION:** 3 days

**DATE:** June 4 - 6, 2024 (2<sup>nd</sup> Run)

**VENUE:** Ahoada

**CHARGES:** ₦105,000.00 (VAT Inclusive)

## **RISK ANALYSIS AND MANAGEMENT IN AGRIBUSINESS (ARM 249)**

**PREMISE:** Risk remains a potential hindrance to agribusiness investment and growth in developing economies. The importance of risk analysis and management in agribusiness cannot be undermined. Risk analysis and management empower agripreneurs to identify the types of risks business are exposed to, how to plan and manage them. It averts low yield, low quality, loss of market, low profit and increased unemployment; thereby ensuring sustainability of the business. However, there exist inadequate knowledge and skills in risk analysis and management amongst agripreneurs. Therefore, there is need to equip participants with appropriate knowledge and skills in risk analysis and management of agribusiness.

**OBJECTIVES:** This training workshop is designed to improve the knowledge and skills of participants in risk analysis and management of agribusiness. At the end of the workshop, participants should be able to:

- ♦ explain the concept of risk in agribusiness;
- ♦ identify and analyze agribusiness risks; and
- ♦ explain strategies for managing agribusiness risks.

### **CONTENT:**

- ♦ Overview of agribusiness risks.
- ♦ Data gathering for agribusiness risk analysis.
- ♦ Assessment of agribusiness environment.
- ♦ Identification and analysis of risks in agribusiness.
- ♦ Strategies for agribusiness risk management.
- ♦ Contingency planning for risk management.
- ♦ ICT application in risk management.

**TRAINING METHODS:** Lecturettes, group discussions, case studies, exercises etc.

**WHO SHOULD ATTEND?** Agripreneurs, Farm Managers, Business Advisors, Extension Officers, Farm Project Officers, Agric. Finance Institutions, Officers from Bank of Industry (BOI), Bank of Agriculture (BOA), NAIC, NEMA, NDDC, Oil Companies and NGOs etc.

**DURATION:** 3 days  
**DATE:** July 2 - 4, 2024 (1<sup>st</sup> Run)  
**VENUE:** Ahoada  
**CHARGES:** ₦85,000.00 (VAT Inclusive)

### **WORKSHOP ON PARTICIPATORY GENDER AUDIT (ARM 412)**

**PREMISE:** Participatory gender audit is a veritable tool for tracking gender mainstreaming. However, some gender experts and facilitators do not possess the ample skills needed carrying out gender audit. It is therefore imperative to equip gender facilitators and relevant stakeholders with requisite knowledge and skills for participatory gender audit.

**OBJECTIVES:** This course is designed to equip participants with requisite knowledge and skills for participatory gender audit. At the end of the course, participants should be able to:

- ♦ explain the concept of participatory gender audit;
- ♦ identify the components and indicators of gender audit; and
- ♦ explain the procedures for gender audit.

**CONTENT:**

- ♦ Overview of gender and development.
- ♦ Concept of participatory gender audit.
- ♦ Components and dimensions of participatory gender audit.
- ♦ Gender audit indicators.
- ♦ Participatory gender audit methodology.
- ♦ Interpersonal skills for participatory gender audit facilitators
- ♦ ICT skills for PGA facilitators.

**TRAINING METHODS:** Lecturettes, brainstorming, group discussions and exercises.

**WHO SHOULD ATTEND?** Gender Desk Officers in both Private and Public Sectors, Ministry of Women affairs, ARD Project Managers, Lecturers of Higher Institutions, NGOs, CBOs Gender Experts and Facilitators etc

**DURATION:** 3 days  
**DATE:** July 2 - 4, 2024 (2<sup>nd</sup> Run)  
**VENUE:** Ilorin  
**CHARGES:** ₦115,000.00 (VAT Inclusive)

### **INFORMATION AND WEB SEARCH TECHNIQUES FOR AGRICULTURAL RESEARCH SCIENTISTS AND DEVELOPMENT OFFICERS (ARM 347)**

**PREMISE:** The Web can be likened to a very big library or a worldwide library of books. However, locating the correct information can be very challenging. In addition, the process is time consuming and expensive unless one has the appropriate skills for searching the web. The most important issue in Internet search is to be able to obtain as many best matches (accurate results) to a query as possible.

**OBJECTIVES:** This workshop is therefore, designed to equip the participants with the knowledge and skills for surfing the web. At the end of the workshop, the participants should be able to:

- ♦ appreciate the role of the Internet in developing programmes;
- ♦ use search engines; and
- ♦ access relevant information from the web.

**CONTENT:**

- ♦ Overview of Communication and Information Technology (ICT).
- ♦ Principles of web searching.
- ♦ Web browsers.
- ♦ Searching techniques.

**TRAINING METHODS:** Lecturettes, demonstrations and hands-on practical exercises on computers.

**WHO SHOULD ATTEND?** Research Scientists, Extension Officers, Officers of PRSD from both the Federal and State Ministries of Agriculture and Rural Development, Technical Editors and other Information professionals in NGOs/CBOs, and Librarians/Library Officers.

Basic knowledge of computer is essential.

**DURATION:** 3 days  
**DATE:** July 2 - 4, 2024 (2<sup>nd</sup> Run)  
**VENUE:** Ilorin  
**CHARGES:** ₦115,000.00 (VAT Inclusive)

## **MANAGEMENT OF COOPERATIVE SOCIETY FOR SUSTAINABLE DEVELOPMENT (ARM 254)**

**PREMISE:** Cooperative societies have become alternatives to other financial institutions in Nigeria in the provisions of micro finance and rendering of other vital services that are germane to development. The importance of cooperative societies cannot be overemphasized; they are geared towards alleviating poverty and improving the standard of living of the people. However, most cooperative officers have inadequate skills in record keeping, loan management, and fraud prevention/detection among others. Consequently, they do not achieve their goals of existence. It is therefore imperative to build the capacity of cooperative societies on specific management skills that will position cooperatives to become key players in Nigeria's economy.

**OBJECTIVES:** This course therefore is designed to equip cooperators with the knowledge and skills necessary for effective management of cooperative for sustainable development. At the end of the course, participants should be able to:  
state the importance of networks in cooperative societies;

- ♦ list effective financial management techniques in cooperatives; and
- ♦ identify strategies for managing cooperative societies.

**CONTENT:**

- ♦ Overview of Cooperative Society Movement in Nigeria.
- ♦ Networking in Cooperative Societies.
- ♦ Developing and Managing Cooperative Enterprises.
- ♦ Effective Financial Management Techniques.
- ♦ Strategic Planning in Cooperative Society Management.
- ♦ Information Management in Cooperative Societies.
- ♦ Loan Management Skills.
- ♦ Record Keeping.
- ♦ Fraud Prevention, Detection and Control in Cooperative Societies.

- ♦ Management of Interpersonal Relationships in Cooperatives.
- ♦ Monitoring and Evaluation of Cooperative Projects.

**TRAINING METHODS:** Lecturettes, group discussions, exercises, role-play and case studies.

**WHO SHOULD ATTEND?** Cooperators, Cooperative Officers from Federal and State Ministries, Cooperative staff, Managers of Cooperative groups, Ministry of Commerce and cooperatives, Microfinance banks, ADPs, Community Development Officers, Coordinators of Public and Private Sector Organizations involved in grassroots development, Oil Companies, NGOs and CBOs.

**DURATION:** 3 days

**DATE:** July 2 - 4, 2024 (2<sup>nd</sup> Run)

**VENUE:** Ahoada

**CHARGES:** ₦75,000.00 (VAT Inclusive)

### **STRATEGIES FOR CONFLICT MANAGEMENT IN RURAL COMMUNITIES (ARM 214)**

**PREMISE:** Conflicts emanating from competition over access to resources, especially between pastoralist and crop farmers is causing destruction of lives and properties. The foregoing is a major impediment to agricultural activities thereby worsening the current food insecurity, unemployment and poverty level. It has also noticed that major stakeholders do not possess adequate conflict management skills. Therefore, it is pertinent to equip participants and relevant stakeholders with appropriate skills for conflict management in rural communities for sustainable agricultural production and rural development.

**OBJECTIVES:** This course is designed to equip the participants with requisite knowledge and skills for effective management of interpersonal relationship and conflict resolution. Specifically, at the end of this course participants should be able to:

- ♦ explain the concept of conflict in rural communities;
- ♦ describe various strategies for conflict resolution in rural communities; and
- ♦ identify constraints to effective management of conflicts.

**CONTENT:**

- ♦ Concept causes and effect of conflicts.
- ♦ Group dynamics for conflicts management.
- ♦ Participatory leadership skills.
- ♦ Stakeholder analysis.
- ♦ Effective communication methods.
- ♦ Conflict resolution strategies.
- ♦ Management of interpersonal relationships.
- ♦ Gender issues in conflict management.

**TRAINING METHODS:** Lecturettes, group discussions, group exercise and role-play, case studies and study visits.

**WHO SHOULD ATTEND?** Community leaders, Community development officers, Extension officers, Agricultural officers at Federal, State and Local Government Levels; National Emergency Management Authority (NEMA), State Emergency Management Authority (SEMA), SNGOs, CBOs, and law enforcement agencies etc.

**DURATION:** 3 days

**DATE:** July 23 - 25, 2024 (2<sup>nd</sup> Run)

**VENUE:** Ahoada

**CHARGES:** ₦75,000.00 (VAT Inclusive)

## **MONITORING AND EVALUATION IN PROJECT MANAGEMENT (ARM 223)**

**PREMISE:** The wide gap between many development project targets and actual achievements has, in most cases, been caused by the failure of the projects to generate and disseminate information to the relevant project components during and even after the project life. The problem is often times traced to inadequacy and sometimes lack of requisite skills among project managers and officers performing monitoring and evaluation functions.

**OBJECTIVES:** This course, therefore, seeks to equip participants with the practical skills and techniques required for monitoring and evaluation of agriculture and rural/community development projects. At the end of the course, participants should be able to:

- ♦ apply appropriate skills and techniques of monitoring and evaluation in their organizations;
- ♦ write monitoring and evaluation (M & E) reports;
- ♦ disseminate monitoring and evaluation results in their organizations; and
- ♦ design appropriate monitoring and evaluation systems for their organizations.

### **CONTENT:**

- ♦ Monitoring and evaluation in the project cycle.
- ♦ Monitoring and evaluation function.
- ♦ Objectives hierarchy in project monitoring and evaluation.
- ♦ Criteria for selection of M & E indicators.
- ♦ Logical framework design for project M & E.
- ♦ Introduction to survey design.
- ♦ Project Network Analysis.
- ♦ Questionnaire design for data gathering.
- ♦ Interview design and techniques.
- ♦ Concept of sustainability M & E.
- ♦ Reports in project M & E.

**TRAINING METHODS:** Lecturettes, group exercises and discussions, case studies and study visit.

**WHO SHOULD ATTEND?** Senior and Middle Level Professional staff with responsibilities for monitoring and evaluation in agricultural and rural development projects-crops, livestock, fisheries, forestry and other rural/community development projects - both in public and private sectors including financial institutions, etc.

**DURATION:** 3 days

**DATE:** July 30 – August 1, 2024 (3<sup>rd</sup> Run)

**VENUE:** Abuja

**CHARGES:** ₦105,000.00 (VAT Inclusive)

## **EFFECTIVE RECORDS AND INFORMATION MANAGEMENT (ARM 108)**

**PREMISE:** The importance of records and information management in organizations cannot be over-emphasized. This is particularly so in the face of wider use of the modern information and communication technology. In spite of its importance, records and

information management in most public and private sector organizations are poor and ineffective in keeping pace with modern organizational practices.

**OBJECTIVES:** This course is therefore, designed to equip relevant officers with the knowledge and skills of effective records and information management. At the end of the course, participants should be able to:

- ♦ explain the principles and practice of records and information management;
- ♦ establish and manage a paper-less; and
- ♦ use computer to organize and manage information.

**CONTENT:**

- ♦ Overview of information and communication technology.
- ♦ Management of paper-less office.
- ♦ Records management.
- ♦ Management of interpersonal relationships.
- ♦ ICT application to information management using appropriate software packages for:
  - Information storages and retrieval system.
  - Spreadsheet.
  - Database.

**TRAINING METHODS:** Lecturettes, group discussions, case studies and hands-on exercises on computer.

**WHO SHOULD ATTEND?** Heads, supervisors and staff of records office and registry, administrative and executive officers; personal assistants and secretaries, and all other officers in charge of records and information management in both the public and private sectors.

**DURATION:** 3 days

**DATE:** August 20 - 22, 2024 (3<sup>rd</sup> Run)

**VENUE:** Bauchi

**CHARGES:** ₦115,000.00 (VAT Inclusive)

### **STRATEGIES FOR CONFLICT MANAGEMENT IN RURAL COMMUNITIES (ARM 214)**

**PREMISE:** Conflicts emanating from competition over access to resources, especially between pastoralist and crop farmers is causing destruction of lives and properties. The foregoing is a major impediment to agricultural activities thereby worsening the current food insecurity, unemployment and poverty level. It has also noticed that major stakeholders do not possess adequate conflict management skills. Therefore, it is pertinent to equip participants and relevant stakeholders with appropriate skills for conflict management in rural communities for sustainable agricultural production and rural development.

**OBJECTIVES:** This course is designed to equip the participants with requisite knowledge and skills for effective management of interpersonal relationship and conflict resolution. Specifically, at the end of this course participants should be able to:

- ♦ explain the concept of conflict in rural communities;
- ♦ describe various strategies for conflict resolution in rural communities; and
- ♦ identify constraints to effective management of conflicts.

**CONTENT:**

- ♦ Concept causes and effect of conflicts.
- ♦ Group dynamics for conflicts management.
- ♦ Participatory leadership skills.
- ♦ Stakeholder analysis.
- ♦ Effective communication methods.

- ♦ Conflict resolution strategies.
- ♦ Management of interpersonal relationships.
- ♦ Gender issues in conflict management.

**TRAINING METHODS:** Lecturettes, group discussions, group exercise and role-play, case studies and study visits.

**WHO SHOULD ATTEND?** Community leaders, Community development officers, Extension officers, Agricultural officers at Federal, State and Local Government Levels; National Emergency Management Authority (NEMA), State Emergency Management Authority (SEMA), SNGOs, CBOs, and law enforcement agencies etc.

**DURATION:** 3 days

**DATE:** August 20 - 22, 2024 (3<sup>rd</sup> Run)

**VENUE:** Abuja

**CHARGES:** ₦75,000.00 (VAT Inclusive)

### **COMPUTER APPLICATIONS FOR PROJECT MANAGEMENT (ARM 251)**

**PREMISE:** The capability of Project Managers to improve their performance could depend on how much data they can generate, collate, analyse, interpret, store and disseminate, to enable the projects achieve their set objectives. Moreover, in a changing information technology environment, Project Managers' performance can therefore be improved if they can take advantage of the computer as an important tool for effective and efficient project management.

**OBJECTIVES:** This course is designed to introduce project managers to the use of the computer as an essential tool for effective and efficient project management. At the end of the course, participants should be able to:

- ♦ discuss the role of the computer in efficient project management; and
- ♦ operate and use computer for project design and management.

**CONTENT:**

- ♦ Overview of management principles.
- ♦ Project cycle/sequence in project management.
- ♦ Use of computers in project management.
- ♦ Project logical framework design.
- ♦ Project cash flow projection.
- ♦ Project financial analysis.
- ♦ Application of Ms-Project to project network analysis.

**TRAINING METHODS:** Lecturettes, demonstrations, individual and group exercises, hands-on computer exercises.

**WHO SHOULD ATTEND?** Project planners, analysts, accountants, farm managers and others responsible for managing projects in both the public and private sectors, including financial institutions, oil and gas companies, NDDC etc.

**DURATION:** 3 days

**DATE:** August 27 - 29, 2024 (2<sup>nd</sup> Run)

**VENUE:** Ilorin

**CHARGES:** ₦105,000.00 (VAT Inclusive)



## **TRAINING WORKSHOP ON AGRIBUSINESS DEVELOPMENT AND CUSTOMER SERVICE MANAGEMENT (ARM 256)**

**PREMISE:** Business development is an intervention for stimulating investment for improving livelihood, enhancing employment generation and increasing income in agribusiness. However, most existing enterprises run into problems partly due to poor business strategies in marketing and customer service relations. These place enormous challenges on business advisors/facilitators who may be called upon for strengthening the capacities of entrepreneurs. Hence, it is pertinent to equip participants with appropriate knowledge and skills in agribusiness development and customer service management.

**OBJECTIVES:** This course is designed to enhance the knowledge and skills of the participants in business strategies and customer service management for sustainable growth. At the end of the workshop, the participants should be able to:

- ♦ explain the concept of business development;
- ♦ explain the concept of customer service management; and
- ♦ formulate, design and appraise business plan.

### **CONTENT:**

- ♦ Agribusiness identification and selection.
- ♦ Feasibility study and agribusiness plan.
- ♦ Marketing of agribusiness products.
- ♦ Fund mobilization and management for sustainable business.
- ♦ Record keeping for business development.
- ♦ Management of small and medium enterprises.
- ♦ Customer service management in business development.

**TRAINING METHODS:** lecturettes, exercises, case studies and group discussions.

**WHO SHOULD ATTEND?** Agripreneurs, Farm Managers, Business Advisors, Extension Officers, Farm Project Officers, Agric. Finance Institutions, Officers from Bank of Industry (BOI), Bank of Agriculture (BOA), NDDC, Oil Companies, NGOs, NDE e.t.c.

**DURATION:** 3 days

**DATE:** September 3 - 5, 2024 (2<sup>nd</sup> Run)

**VENUE:** Ilorin

**CHARGES:** ₦85,000.00 (VAT Inclusive)

## **AGRICULTURAL BUSINESS AND FINANCIAL ANALYSIS FOR SUSTAINABLE ENTREPRENEURIAL DEVELOPMENT (ARM 312)**

**PREMISE:** In Nigeria, the rates at which enterprises are set up are very slow. Statistics show that only 25% of Micro, Small and Medium Enterprise (MSMEs) live to celebrate their fifth year anniversary. In the same vein, the Nigerian middle class shrinks, real wages per capita are speedily decreasing and consequently the economic lives of low and middle class are getting precarious and difficult. These phenomena are attributable in part to individuals, families and enterprises having poor financial knowledge and skills. This made hard earned money to be expended on ineffective items and programme(s). Consequently, there is high rate of unemployment and poor wealth creation in the country. Indeed, there is a general poor knowledge and skills in money and investment management. Hence, financial literacy

has become critical life skills for individual, families, entrepreneurs and organizations as well as governments.

**OBJECTIVES:** Therefore, this course is designed to sharpen the financial knowledge and skills of participants. At the end of this course, participants should be able to:

- ♦ develop the critical attitudes necessary for achieving a sustainable livelihood;
- ♦ identify reasons and processes for savings and investment;
- ♦ plan their financial resources; and
- ♦ apply the concepts of financial literacy to their operations.

**CONTENT:**

- Overview of Nigerian financial environments.
- Enterprise identification.
- Investment risk management.
- Financial record keeping.
- Financial planning and budgeting.
- Sourcing and Managing funds.
- Enterprise and personal assets and liabilities management.
- Savings and Investment culture.
- Personal retirement plans.

**TRAINING METHODS:** Lecturettes, group discussions, case studies and exercises.

**SHOULD ATTEND?** Entrepreneurs, Retiring Officers and Retirees from Public and Private Sector Organizations, Private Individuals, NGOs, Cooperative Societies, Credit Officers, Risk Managers, Relationship Officers and other professionals in Microfinance Banks (MFBs) and Institutions (MFIs) and their apex Organizations, and exercises.

**DURATION:** 3 days

**DATE:** September 10 – 12, 2024 (2<sup>nd</sup> Run)

**VENUE:** Ilorin

**CHARGES:** ₦75,000.00 (VAT Inclusive)

**TRAINING WORKSHOP ON FARMERS BUSINESS SCHOOL (FBS)  
(ARM 273)**

**PREMISE:** Agricultural development over the years has focused mainly on a number of activities in order to improve farm productivity. In the same vein, farmers are seen as mainly producers and not entrepreneurs. Farmers Business school concept focuses on improving farmers' business skills as an important prerequisite for the adoption of improved technology and investment in Agricultural production. However, ARMTI'S experience reveals that focusing on productivity alone may not translate to significant income for the farmers. Hence, a comprehensive adult learning approaches that target changing the mindset of smallholder farmers in the aspect of market opportunities, improved productivity, family income and nutrition is germane towards sustaining farmers' businesses, which is the goal of farmers' business school (FBS). It is therefore germane to enhance farmers' entrepreneurial skills in order to benefit from the numerous opportunities in Agriculture.

**OBJECTIVES:** This workshop is therefore, designed to build the capacities of extension agents, grassroots development workers and smallholder farmers on the concept of farmers' business school (FBS). At the end of this workshop, participants will be able to:

- ♦ explain the concept of the farmers' business school;

- ♦ state principles of farming as a business;
- ♦ explore market opportunities; and
- ♦ use FBS concept in Agricultural production.

**CONTENT:**

- ♦ Concept of farmers Business School (FBS)
- ♦ Linking farmers to market
- ♦ Basic financial management
- ♦ Group dynamics
- ♦ Nutrition and Family Income
- ♦ Strategies in income diversification
- ♦ Farmers Organization Business Models
- ♦ Good Agricultural Practices ( GAP)
- ♦ Gender Mainstreaming in FBS

**TRAINING METHODS:** Lecturettes, Case studies, group exercises and study visit.

**WHO SHOULD ATTEND?** Public and private sector extension agents , NGOs, Commodity groups with advisory services providers, Farmers associations and cooperatives, planning Officers and Farm Managers in Teaching, Research and Commercial farms in Universities, Officers in the ADPs, CADP and Fadama, Farm Managers / Specialists in Ministry of Agriculture, Breweries, Private Sector Agricultural and Agro – based establishments, Graduates of Agriculture, etc.

**DURATION:** One week

**DATE:** September 24 - 26, 2024 (2<sup>nd</sup> Run)

**VENUE:** Bauchi

**CHARGES:** ₦90, 000.00 (VAT Inclusive)

## **EFFECTIVE RECORDS AND INFORMATION MANAGEMENT**

### **(ARM 108)**

**PREMISE:** The importance of records and information management in organizations cannot be over-emphasized. This is particularly so in the face of wider use of the modern information and communication technology. In spite of its importance, records and information management in most public and private sector organizations are poor and ineffective in keeping pace with modern organizational practices.

**OBJECTIVES:** This course is therefore, designed to equip relevant officers with the knowledge and skills of effective records and information management. At the end of the course, participants should be able to:

- ♦ explain the principles and practice of records and information management;
- ♦ establish and manage a paper-less; and
- ♦ use computer to organize and manage information.

**CONTENT:**

- ♦ Overview of information and communication technology.
- ♦ Management of paper-less office.
- ♦ Records management.
- ♦ Management of interpersonal relationships.
- ♦ ICT application to information management using appropriate software packages for:
  - Information storages and retrieval system.
  - Spreadsheet.
  - Database.

**TRAINING METHODS:** Lecturettes, group discussions, case studies and hands-on exercises on computer.

**WHO SHOULD ATTEND?** Heads, supervisors and staff of records office and registry, administrative and executive officers; personal assistants and secretaries, and all other officers in charge of records and information management in both the public and private sectors.

**DURATION:** 3 days

**DATE:** September 24 - 26, 2024 (4<sup>th</sup> Run)

**VENUE:** Abuja

**CHARGES:** ₦115,000.00 (VAT Inclusive)

## **TRAINING WORKSHOP ON MANAGING THE EFFECT OF CLIMATE CHANGE IN AGRICULTURE AND RURAL DEVELOPMENT**

### **(ARM 408)**

**PREMISE:** In recent decades, it has been observed that there is a rapid change in climatic conditions and this has resulted to several negative effects on human activities and development especially in agriculture and the environment. There is little awareness and understanding of the changing world in the rural areas where majority of agriculture and rural development activities are carried out. Officers involved in agricultural and rural development activities do not have adequate capacity to inform and manage issues resulting from climate change. Thus, there is need to equip them with the necessary knowledge and skills in managing the effect of climate change for the development of agriculture and the environment.

**OBJECTIVES:** This training workshop aimed at equipping participants with the relevant knowledge and skills to create awareness as well as manage the effects of climate change in ARD. At the end of this training, participants should be able to:

- ♦ explain the concept and effect of climate change in ARD;
- ♦ identify factors responsible for climate change;
- ♦ identify mitigation and adaptation strategies for managing the effects of climate change; and
- ♦ identify and make use of best practices in managing the effects of climate change.

### **CONTENT:**

- ♦ Overview of climate change.
- ♦ Causes and effects of climate change in agricultural and environmental development.
- ♦ Mitigation and adaptation strategies to climate change.
- ♦ Environmental disaster risk management in agriculture and rural development.
- ♦ Natural resources management and biodiversity conservation.
- ♦ Appropriate methods in climate change management.
- ♦ Climate change and sustainable development.
- ♦ Gender issues in climate change.
- ♦ Geographical Information System (GIS) and climate change.

**TRAINING METHODS:** Lecturettes, group discussions, case studies, exercises etc.

**WHO SHOULD ATTEND?** Agricultural Development Officers, Environmental Protection Agencies, Agro-industrial Companies, Emergency Response Officers, Officers in National Parks and Gardens, Extension Officers, Finance Institutions, Insurance, Cooperatives, Community Development Officers, NGOs, NSREA and CBOs.

**DURATION:** 3 days  
**DATE:** September 24 - 26, 2024 (2<sup>nd</sup> Run)  
**VENUE:** Ilorin  
**CHARGES:** ₦95,000.00 (VAT Inclusive)

### **WORKSHOP ON PARTICIPATORY GENDER AUDIT (ARM 412)**

**PREMISE:** Participatory gender audit is a veritable tool for tracking gender mainstreaming. However, some gender experts and facilitators do not possess the ample skills needed carrying out gender audit. It is therefore imperative to equip gender facilitators and relevant stakeholders with requisite knowledge and skills for participatory gender audit.

**OBJECTIVES:** This course is designed to equip participants with requisite knowledge and skills for participatory gender audit. At the end of the course, participants should be able to:

- ♦ explain the concept of participatory gender audit;
- ♦ identify the components and indicators of gender audit; and
- ♦ explain the procedures for gender audit.

**CONTENT:**

- ♦ Overview of gender and development.
- ♦ Concept of participatory gender audit.
- ♦ Components and dimensions of participatory gender audit.
- ♦ Gender audit indicators.
- ♦ Participatory gender audit methodology.
- ♦ Interpersonal skills for participatory gender audit facilitators
- ♦ ICT skills for PGA facilitators.

**TRAINING METHODS:** Lecturettes, brainstorming, group discussions and exercises.

**WHO SHOULD ATTEND?** Gender Desk Officers in both Private and Public Sectors, Ministry of Women affairs, ARD Project Managers, Lecturers of Higher Institutions, NGOs, CBOs Gender Experts and Facilitators etc

**DURATION:** 3 days  
**DATE:** October 8 - 10, 2024 (3<sup>rd</sup> Run)  
**VENUE:** Abuja  
**CHARGES:** ₦115,000.00 (VAT Inclusive)

### **LOAN RECOVERY MANAGEMENT FOR AGRIC AND RURAL CREDIT MANAGERS (ARM 335)**

**PREMISE:** The importance of agricultural and rural credit schemes in poverty reduction in Nigeria cannot be over emphasized. Most of these schemes were short-lived because of poor loan recovery and funds depletion after a few rounds of loan disbursement. Hence, most of the credit schemes were not sustained. The reasons commonly adduced include: poor credit appraisal and loan collection mechanism; poor credit monitoring and supervision; deliberate loan default; and project failure.

**OBJECTIVES:** This course is designed to improve the knowledge and skills of Agricultural and Rural Credit Managers in loan recovery. At the end of the course, participants should be able to:

- ♦ identify risks associated with agricultural and rural credit;
- ♦ appraise micro-credit needs of clients;
- ♦ design agricultural and rural credit monitoring and supervision schedules; and
- ♦ adopt effective loan recovery mechanisms.

**CONTENT:**

- ♦ Overview of loan administration and management.
- ♦ Risk management in agricultural loan
- ♦ Project appraisal and re-financing techniques.
- ♦ Agricultural credit needs appraisal techniques.
- ♦ Group lending methods in credit administration and recovery.
- ♦ Loan monitoring and recovery mechanism.
- ♦ Gender issues in loan recovery.
- ♦ Legal issues in loan recovery.

**TRAINING METHODS:** Lecturettes, case studies, group discussions, exercises and study visits.

**WHO SHOULD ATTEND?** Agricultural Credit Managers in Central Bank of Nigeria (CBN), Commercial Banks, NGOs, NDE, NACRDB, National Board for Micro-Finance, Ministries of Agriculture, ADPs, IFAD Projects and other Agricultural and Rural Finance Institutions.

**DURATION:** 3 days  
**DATE:** October 8 - 10, 2024 (2<sup>nd</sup> Run)  
**VENUE:** Ahoada  
**CHARGES:** ₦75,000.00 (VAT Inclusive)

**MANAGEMENT SKILLS DEVELOPMENT PROGRAMME FOR BUSINESS ADVISORS  
ON SMALL AND MEDIUM SCALE ENTERPRISE  
(ARM 269)**

**PREMISE:** Small and Medium – Scale Enterprises (SMEs) contribute significantly to improving socio-economic well-being by increasing the productivity and income of the people. These also provide excellent opportunity for maximizing the use of local resources and minimizing problems of unemployment by stimulating economic activities. However, most existing enterprises run into problems partly due to inadequate management skills. This has placed enormous challenges on business advisors / extension officers who are being called upon to assist in strengthening the capability of the entrepreneurs.

**OBJECTIVES:** This course will improve the knowledge and skills of small and medium-scale business advisors to provide advisory services for assisting SMEs perform optimally. At the end of the course, participants should be able to:

- identify viable small and medium- scale enterprises;
- diagnose and proffer solutions to enterprise problems;
- keep and use business records; and
- manage enterprise operation.

**CONTENT:**

- Generating business ideas for enterprise development.
- Diagnosing enterprise problem.
- Sourcing and managing enterprise funds.
- Managing marketing operations.
- Record keeping for small business.
- Assets management.
- Human resource management.
- Communication and facilitation skills.

**TRAINING METHODS:** Lecturettes, exercises, case studies, group discussions and study visit.

**WHO SHOULD ATTEND?** Business Advisors/project Officers on SMEs, Entrepreneurs, Non-Governmental Organisations (NGOs), Local Governments, Donor Assisted Projects, Leaders of Cooperative groups and Cooperative officers.

**DURATION:** 3 days

**DATE:** October 8 – 10, 2024 (2<sup>nd</sup> Run)

**VENUE:** Ilorin

**CHARGES:** ₦75,000.00 (VAT Inclusive)

### **APPLICATION OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) FOR AGRICULTURE AND RURAL DEVELOPMENT PROGRAMMES (ARM 246)**

**PREMISE:** Information and Communication Technology (ICT) involves the use of computers and communication facilities which enable the processing and storage of vast amount of information, along with rapid distribution. However, most agricultural and rural development managers have inadequate knowledge and skills required for making effective use of the modern ICT.

**OBJECTIVES:** This course therefore is designed to enhance the knowledge and skills of senior/middle managers to effectively apply ICT tools for managing information. At the end of the course, participants should be able to:

- ♦ discuss the role of modern ICT in agricultural and rural development;
- ♦ explain fundamental principles in ICT.
- ♦ use of modern ICT facilities; and
- ♦ use of Multi-Media data operating equipment.

**CONTENT:**

- ♦ Elements of Information and Communication Technology (ICT).
- ♦ Role of modern ICT in agricultural and rural development.
- ♦ Use of Personal computer software applications:
- ♦ Use of ICT facilities: Internet, World Wide Web, E-mail and Webpage development tools.
- ♦ Use of Multi-Media data projector.

**TRAINING METHODS:** Lecturettes, demonstrations and practical exercise.

**WHO SHOULD ATTEND?** Senior/Middle Managers from the public and private organizations including Research Scientists, Extension Officers, Officers of PRSD (from both the Federal and State Ministries of Agriculture and Rural Development), LG, NGOs, CBOs, Librarians, Technical Editors and other Information professionals.

Basic knowledge of computer is essential.

**DURATION:** 3 days  
**DATE:** October 15- 17, 2024 (2<sup>nd</sup> Run)  
**VENUE:** Ilorin  
**CHARGES:** ₦115,000.00 (VAT Inclusive)

### **WORKSHOP ON CLIMATE SMART AGRICULTURE (CSA) FOR AGRIPRENUERS (ARM 263)**

**PREMISE:** Climate Smart Agriculture is an approach that is geared towards promoting sustainable agricultural development for food security by mitigating the effects of climate change. The approach is anchored on three pillars, which are; increasing agricultural productivity, building resilience to climate change and eliminating greenhouse gases emission. Agripreneurs, given their dynamism and innovativeness are critical resources that could be leverage upon for advancing climate smart agriculture. However, findings from interaction with some agripreneurs show that most of them have inadequate knowledge on climate smart agriculture. Therefore, there is need to build capacity of agripreneurs on climate smart agriculture.

**OBJECTIVES:** The course is therefore designed to equip participants with the requisite knowledge and skills on climate smart agriculture. At the end of the course, participant should be able to:

- ♦ explain the concept of climate smart agriculture
- ♦ Identify climate smart strategies for enhancing agricultural productivity;
- ♦ build resilience towards climate change; and
- ♦ manage agricultural activities that could fuel the emission of greenhouse gases.

#### **CONTENT:**

- ♦ Concept of climate smart agriculture.
- ♦ Strategies for enhancing agricultural productivity to mitigate the effect of climate change.
- ♦ Building resilience towards climate change in agriculture.
- ♦ Strategies for reducing the emission of greenhouse gases from agricultural activities Gender consideration of climate smart agriculture.

**TRAINING METHODS:** Lecturette, group discussions, brain storming, group exercise and case study.

**WHO SHOULD ATTEND:** Agripreneurs, Managers of farms, Farmer associations, Extension Agents, Climate Change Desk Officers in NDDC, Green wall project and other relevant stakeholders, etc.

**DURATION:** 3 days  
**DATE:** October 15 – 17, 2024  
**VENUE:** Ilorin  
**CHARGES:** ₦75,000.00

### **TRAINING ON COOPERATIVE BUSINESS SCHOOL (ARM 272)**

**PREMISE:** Cooperative business or venture is an inclusive business model, which strengthen cooperative societies' capacity to provide business services. However, enormous opportunities for business services available for cooperative societies are yet untapped especially in ARD. This is because of inadequate knowledge and skills for business services. In order to ensure cooperative businesses thrive in the face of various challenges stirring



global economy to a stiff, it is essential to have skilled professionals who understand the unique challenges and opportunities associated with these ventures.

**OBJECTIVE:** This course is designed to equip participants with the requisite knowledge and skills to explore opportunities for business services in cooperative societies. At the end of this training, participants should be able to:

- ♦ identify business services in cooperative societies;
- ♦ discuss cooperative societies' legal framework in Nigeria;
- ♦ apply effective marketing, finance and accounting strategies for cooperative businesses; and
- ♦ develop business plan for cooperative businesses.

**CONTENT:**

- ♦ Concept of cooperative business school
- ♦ Cooperative business services
- ♦ Business plan development
- ♦ Accounting in cooperative businesses
- ♦ Leadership and team management
- ♦ Conflict management and negotiation skills in cooperative businesses
- ♦ Risk management in cooperative businesses
- ♦ Cooperative legal framework in Nigeria

**TRAINING METHODS:** Case studies, Role-play, Group discussions, Exercises and Lecturettes

**WHO SHOULD ATTEND?** NGOs, CBOs, APOs, Departmental Cooperative Staff (Universities, Polytechnics and Colleges), Provosts of Cooperative Colleges, Cooperative Officers of Federal and State Ministries, Cooperative Society Staff and Executives, Managers of Cooperative Groups, Ministry of Commerce and Cooperatives Staff, MFBs, ADPs, Coordinators of Public and Private Sector Organizations involved in grassroots development and Oil Companies.

**DURATION:** 3 Days

**DATE:** October 15 – 17, 2024 (2<sup>nd</sup> Run)

**VENUE:** Abuja

**CHARGES:** ₦95,000.00( VAT Inclusive)

### **REPORT AND MEMO WRITING (ARM 219)**

**PREMISE:** The importance of a well-written report and memo in an organization cannot be over-emphasized. The responsibilities of most managers and officers at all levels include providing feedback to management in the form of reports and memoranda. In spite of its importance, most officers have inadequate report writing skills to enable them to carry out their assignments effectively.

**OBJECTIVES:** This course is therefore, designed to provide requisite knowledge and skills on report and memo writing. At the end of the workshop, participants should be able to:

- ♦ Collect appropriate data for report and memo writing;
- ♦ prepare reports and memoranda;
- ♦ present clear and understandable reports;
- ♦ Present information through charts and diagrams; and
- ♦ Use ICT tools in preparing reports.

**CONTENT:**

- ♦ Overview of report and memo writing.
- ♦ Data collection for report and memo writing.
- ♦ Data processing and analysis.
- ♦ Writing short and long reports.
- ♦ Report Presentation skills.
- ♦ Graphical aids to technical reports.
- ♦ ICT application to report and memo writing.

**TRAINING METHODS:** Lecturettes, group discussions, case studies and practical exercises.

**WHO SHOULD ATTEND?** Supervisory and Middle Level Managers, Executive Officers, Pas, Secretaries and all officers whose responsibilities involve report writing.

**DURATION:** 3 days

**DATE:** October 22- 24, 2024 (3<sup>rd</sup> Run)

**VENUE:** Kaduna

**CHARGES:** ₦75,000.00 (VAT Inclusive)

## **RISK ANALYSIS AND MANAGEMENT IN AGRIBUSINESS**

### **(ARM 249)**

**PREMISE:** Risk remains a potential hindrance to agribusiness investment and growth in developing economies. The importance of risk analysis and management in agribusiness cannot be undermined. Risk analysis and management empower agripreneurs to identify the types of risks business are exposed to, how to plan and manage them. It averts low yield, low quality, loss of market, low profit and increased unemployment; thereby ensuring sustainability of the business. However, there exist inadequate knowledge and skills in risk analysis and management amongst agripreneurs. Therefore, there is need to equip participants with appropriate knowledge and skills in risk analysis and management of agribusiness.

**OBJECTIVES:** This training workshop is designed to improve the knowledge and skills of participants in risk analysis and management of agribusiness. At the end of the workshop, participants should be able to:

- ♦ explain the concept of risk in agribusiness;
- ♦ identify and analyze agribusiness risks; and
- ♦ explain strategies for managing agribusiness risks.

**CONTENT:**

- ♦ Overview of agribusiness risks.
- ♦ Data gathering for agribusiness risk analysis.
- ♦ Assessment of agribusiness environment.

- ♦ Identification and analysis of risks in agribusiness.
- ♦ Strategies for agribusiness risk management.
- ♦ Contingency planning for risk management.
- ♦ ICT application in risk management.

**TRAINING METHODS:** Lecturettes, group discussions, case studies, exercises etc.

**WHO SHOULD ATTEND?** Agripreneurs, Farm Managers, Business Advisors, Extension Officers, Farm Project Officers, Agric. Finance Institutions, Officers from Bank of Industry (BOI), Bank of Agriculture (BOA), NAIC, NEMA, NDDC, Oil Companies and NGOs etc.

**DURATION:** 3 days

**DATE:** October 22 - 24, 2024 (3<sup>rd</sup> Run)

**VENUE:** Abuja

**CHARGES:** ₦85,000.00 (VAT Inclusive)

### **ICT FOR EFFECTIVE INFORMATION SHARING AND COMMUNICATION IN RURAL MANAGEMENT (ARM 268)**

**PREMISE:** The awareness on information and communication technology especially the internet is increasing day by day and new tools, approaches and standards are emerging. The change in the mode of communication of information with the advent of these new technologies, poses a challenge to rural managers in meeting their organizational objectives. Therefore, electronic networking can be used to build awareness to manage and disseminate information, communicate with personnel and strengthen partnership.

**OBJECTIVES:** This course is designed to equip ARD managers with necessary skills on emerging technologies for effective dissemination and utilization of information. At the end of the course, participants should be able to:

- ♦ discuss the role of internet technologies in rural development;
- ♦ explain the basic principles of network based information resources;
- ♦ organize an ICT-enabled "Common Service Centre"; and
- ♦ use modern ICTs tools.

**CONTENT:**

- ♦ Overview of web 2.0 tools.
- ♦ Elements and trends of Internet technologies.
- ♦ Electronic Publishing.
- ♦ Resource sharing in a networked environment.
- ♦ Network based information resources.
- ♦ Use and promotion of on-line resources and services.

**TRAINING METHODS:** Lecturettes, demonstration, hands-on practical exercises.

**WHO SHOULD ATTEND?** Community based project facilitators, Information officers of ARD agencies (CBARDP, Fadama, RUFIN and CSDP etc.), Extension officers and other Information professionals in NGOs/CBOs.

Basic knowledge of computer is essential.

**DURATION:** 3 days  
**DATE:** October 29 - 31, 2024 (2<sup>nd</sup> Run)  
**VENUE:** Abuja  
**CHARGES:** ₦115,000.00 (VAT Inclusive)

### **TRAINING WORKSHOP ON POST-HARVEST MANAGEMENT OF AGRICULTURAL PRODUCE (ARM 322)**

**PREMISE:** Postharvest activities are important components of agricultural commodity value chains. They reduce waste; promote import substitution, food security, employment generation, wealth creation, human capital development as well as security of human life and property. However, studies have reported that there is high rate of post-harvest loss (60%) for perishable crops in Nigeria (APP, 2016). This may be attributed to inadequate knowledge and skills required for post-harvest handling of agricultural produce. Therefore, there is need to enhance the capacity of value chain actors in post-harvest management of agricultural produce.

**OBJECTIVES:** This training workshop is designed to equip participants with relevant knowledge and skills required in post-harvest management of agricultural produce. At the end of the workshop, participants should be able to:

- ♦ explain the concept of post-harvest management;
- ♦ identify strategies for post-harvest management;
- ♦ highlight quality control measures for post-harvest management; and
- ♦ optimize use of resource for agro-processing.

#### **CONTENT**

- ♦ Concept of post-harvest management of agricultural produce.
- ♦ Appropriate and adaptive processing technology at small scale level.
- ♦ Strategies for Post-Harvest Handling.
- ♦ Agricultural Produce Marketing.
- ♦ Food safety Management System (GAP, GHP etc.)
- ♦ Agricultural Post-harvest Waste Management.
- ♦ Sourcing and Management of Fund for Agro-processing.
- ♦ Gender Roles in Post-harvest Management

**TRAINING METHODS:** Lecturettes, exercises, case studies, group discussions and study visit.

**WHO SHOULD ATTEND?** Business / Enterprise development officer in agricultural rural development programmes, Agripreneurs, Commercial Agricultural Development, Quality Control Officers in private and public organisations, Poverty alleviation/eradication programmes, Agricultural extension officers, NGOs/CBOs, and Cooperative society.

**DURATION:** 3 days  
**DATE** October 28 – 31, 2024 (2<sup>nd</sup> Run)  
**VENUE:** Ahoada  
**CHARGES:** ₦75,000.00 (VAT Inclusive)

### **TRAINING WORKSHOP ON SUSTAINABLE MANAGEMENT OF AGRIBUSINESS (ARM 253)**

**PREMISE:** Most interventions in the agricultural sector today, seek to increase productivity; and have therefore, introduced several management practices to achieve it. While these practices have many positive effects, they also come with significant costs. In an effort to forestall the devastating effects of the negative outcomes of modern agribusiness practices, there is the need to critically consider the social, cultural, economic; and environmental implications of agribusiness practices in order to adapt practical and ethical approaches

towards job creation, food security, improvement in nutrition and health, enhanced economic status of agribusiness stakeholders, good environmental best practices, and overall development of the agricultural commodity value chains.

**OBJECTIVES:** This course therefore, aims at equipping participants with relevant knowledge and skills required to manage agribusiness sustainably. At the end of the course, participants should be able to:

- ♦ discuss the various dimensions of sustainable management in agriculture;
- ♦ design a strategic agribusiness plan; and
- ♦ identify tools and strategies to monitor and evaluate agribusiness plan.

**CONTENT:**

- ♦ Overview of sustainable management of agribusiness.
- ♦ Project identification techniques.
- ♦ Stakeholder analysis and management in agribusiness.
- ♦ Concept of environmental sustainability in agribusiness management.
- ♦ Economic sustainability in agribusiness.
- ♦ Social consideration in agribusiness management.
- ♦ Sustainability monitoring and evaluation in agribusiness management.
- ♦ Gender consideration in sustainable agribusiness management.

**TRAINING METHODS:** Lecturettes, Group Discussions, Exercises, Case Studies and Study Visit

**WHO SHOULD ATTEND?** Managers of Agribusiness Advisors, Extension Officers at Federal, State, Local government levels, Subject Matter Specialists (SMSs) in ADPs Ministry of Environment and Water Resources, Ministry of Trade and Investment, NESREA, CADP,, NDDC, NGOs CBOs, Managers of Private Agribusiness Firms etc.

**DURATION:** 3 days  
**DATE:** November 5 - 7, 2024 (2<sup>nd</sup> Run)  
**VENUE:** Ilorin  
**CHARGES:** ₦75,000.00 (VAT Inclusive)

## **LOAN RECOVERY MANAGEMENT FOR AGRIC AND RURAL CREDIT MANAGERS (ARM 335)**

**PREMISE:** The importance of agricultural and rural credit schemes in poverty reduction in Nigeria cannot be over emphasized. Most of these schemes were short-lived because of poor loan recovery and funds depletion after a few rounds of loan disbursement. Hence, most of the credit schemes were not sustained. The reasons commonly adduced include: poor credit appraisal and loan collection mechanism; poor credit monitoring and supervision; deliberate loan default; and project failure.

**OBJECTIVES:** This course is designed to improve the knowledge and skills of Agricultural and Rural Credit Managers in loan recovery. At the end of the course, participants should be able to:

- ♦ identify risks associated with agricultural and rural credit;
- ♦ appraise micro-credit needs of clients;
- ♦ design agricultural and rural credit monitoring and supervision schedules; and
- ♦ adopt effective loan recovery mechanisms.

**CONTENT:**

- ♦ Overview of loan administration and management.
- ♦ Risk management in agricultural loan.
- ♦ Project appraisal and re-financing techniques.
- ♦ Agricultural credit needs appraisal techniques.
- ♦ Group lending methods in credit administration and recovery.
- ♦ Loan monitoring and recovery mechanism.
- ♦ Gender issues in loan recovery.
- ♦ Legal issues in loan recovery.

**TRAINING METHODS:** Lecturettes, case studies, group discussions, exercises and study visits.

**WHO SHOULD ATTEND?** Agricultural Credit Managers in Central Bank of Nigeria (CBN), Commercial Banks, NGOs, NDE, NACRDB, National Board for Micro-Finance, Ministries of Agriculture, ADPs, IFAD Projects and other Agricultural and Rural Finance Institutions.

**DURATION:** 3 days  
**DATE:** November 5 - 7, 2024 (3<sup>rd</sup> Run)  
**VENUE:** Abuja  
**CHARGES:** ₦75,000.00 (VAT Inclusive)

**TRAINING WORKSHOP ON AGRICULTURAL WASTE MANAGEMENT FOR  
SUSTAINABLE DEVELOPMENT**

**(ARM 353)**

**PREMISE:** Agricultural activities are often accompanied with generation of huge amount of wastes. These wastes are either dumped indiscriminately in the environment or released into water bodies through drainages, thereby causing pollution and contributing to the spread of diseases. However, agricultural wastes are potential resources that can be harnessed for economic benefits. Hence, the need to develop the capacity of agripreneurs with requisite knowledge and skills required to manage agricultural waste.

**OBJECTIVES:** This training workshop is designed to develop the capacity of participants with requisites knowledge and skills in managing agricultural wastes for economic benefits. At the end of this training workshop, participants will be able to;

- ♦ explain the concept of wastes and waste management;
- ♦ identify economic potentials of agricultural wastes; and,
- ♦ enumerate strategies for managing agricultural wastes.

**CONTENT**

- ♦ Overview of Agricultural Wastes and Waste Management
- ♦ Potentials of Agricultural Wastes
- ♦ Strategies for Agricultural Waste Management
- ♦ Sourcing and Management of Fund for Agro-waste Processing
- ♦ Opportunities for Youth and Women in Agricultural Waste Management
- ♦ Market and Marketing Development for Agricultural Waste-Recycled-Product

- ♦ Monitoring and Evaluation in Agricultural Waste Management

**TRAINING METHODS:** Lecturettes, Exercises, Case studies, Group Discussions and Study Visit

**WHO SHOULD ATTEND?** Waste Management Companies, Business / Enterprise Development Officer in Agricultural Rural Development Programmes Officer, Agripreneurs, Commercial Agricultural Development Officers, Quality Control Officers in Private and Public Organisations, Poverty Alleviation/Eradication Programmes Officers, Agricultural Extension Officers, NGOs/CBOs, and Cooperative Society.

**DURATION:** 3 days  
**DATE:** November 5 - 7, 2024 (2<sup>nd</sup> Run)  
**VENUE:** Bauchi  
**CHARGES:** ₦85,000.00 (VAT Inclusive)

# **ARMTI 2024 ONLINE TRAINING COURSES AVAILABLE**



## **ARMTI 2024 ONLINE TRAINING COURSES**

### **1. Title: Training Workshop on Export of Agricultural Produce**

#### **CONTENT:**

- ♦ Overview of Agribusiness Produce and Product Marketing in Nigeria
- ♦ Export Procedure for Agricultural Products
- ♦ Quality Control and Standard requirement for Agricultural Product Export
- ♦ Use of ICT in Export of Agricultural Products
- ♦ Product Registration and Certification Procedures

### **2. Title: Post-harvest Management of Agricultural Produce**

#### **CONTENT:**

- ♦ Concept of Post-Harvest management of Agricultural Produce
- ♦ Strategies for Post-harvest Handling
- ♦ Food safety Management System (GAP, GHP, etc.)
- ♦ Agricultural Post-harvest waste Management.

### **3. Title: Agribusiness Risk Analysis and Management**

#### **CONTENT:**

- ♦ Overview of Agribusiness risk
- ♦ Identification and analysis of risk in agribusiness
- ♦ Strategies for agribusiness management
- ♦ ICT application in risk management

### **4. Title: Agribusiness Development and Customer Service Management**

#### **CONTENT:**

- ♦ Agribusiness identification and Selection
- ♦ Feasible Study and Agribusiness Plan
- ♦ Marketing of Agribusiness Products
- ♦ Management of Small and Medium Enterprises
- ♦ Customer Service Management in Business Development

### **5. Title: Agricultural Credit Analysis and Risk Management**

#### **CONTENT:**

- ♦ Overview of credit management.
- ♦ Project appraisal for credit delivery.
- ♦ Portfolio quality measures.
- ♦ Credit Scoring Methodologies
- ♦ Agricultural Credit risk techniques

## **6. Title: Agricultural Value Chain Financing for Managers in the ARD Sector and Financial Institutions**

### **CONTENT:**

- ♦ Overview of Value Chain Finance (AVCF) in agriculture.
- ♦ Risk & Mitigation for AVCF
- ♦ Business Models for AVCF
- ♦ The role of ICT in agricultural value chain financing.
- ♦ Analysing cost margin and income distribution in AVCF

## **7. Title: Agricultural Business and Financial Analysis for Sustainable Entrepreneurial Development**

### **CONTENT:**

- ♦ Overview of Nigerian financial environments.
- ♦ Agri-business analysis (Using Excel-based Support Tool (EBST))
- ♦ Investment planning and budgeting.
- ♦ Sourcing for Agri-Business funds.
- ♦ Marketing and Networking skills

## **8. Title: Farm Business Planning and Management**

### **CONTENT:**

- ♦ Overview of Farm planning and management
- ♦ Farm Analysis
- ♦ Farm business record keeping
- ♦ Management of Post-harvest loss

## **9. Title: Monitoring and Evaluation in Project Management**

### **CONTENT:**

- ♦ Overview of monitoring and evaluation in project function
- ♦ Objective hierarchy in project monitoring and evaluation
- ♦ Criteria for selection of monitoring and evaluation indicators
- ♦ Logical Framework design for project monitoring and evaluation
- ♦ Report in project monitoring and evaluation

## **10. Title: Feasible Study and Proposal Writing in Agribusiness Management**

### **CONTENT:**

- ♦ Overview of SMEs in Nigeria
- ♦ Project cycle/sequence
- ♦ Project design logical framework
- ♦ Cashflow Projection
- ♦ Measure of Project worth and viability

## **11. Title: Training Workshop on Sustainable Management of Agribusiness**

### **CONTENT:**

- ♦ Overview of sustainable management of Agribusiness
- ♦ Stakeholder analysis and management in agribusiness
- ♦ Sustainability monitoring and evaluation in agribusiness management
- ♦ Gender consideration in sustainable agribusiness management

## **12. Title: Loan Recovery Mechanisms for Agricultural**

### **CONTENT:**

- ♦ Overview of loan administration and management.
- ♦ Risk management in agricultural loan.
- ♦ Agricultural credit needs appraisal techniques
- ♦ Loan monitoring and recovery mechanism.

## **13. Title: Multi-media Production Technology and Digital Content Creation**

### **CONTENT:**

- ♦ Introduction to Multimedia Technology
- ♦ Concept of Communications and General Digital Theatre Practice
- ♦ Multimedia Types, Language, and Use of Equipment
- ♦ Script Writing and Digital content development
- ♦ Basic Videography and Computer Based Post Production
- ♦ Concepts of Info graphics design

## **14. Title: Digital Multimedia for Development Practices**

### **CONTENT:**

- ♦ An Overview of Digital Multimedia Production
- ♦ Audio-Visual Report Presentation for Monitoring and Evaluation Processes
- ♦ Basic Visual Demonstration and Advert Production for Enterprise Development
- ♦ Audio-Visual Report for Project Planning, Tracking and Execution
- ♦ Infographics Content Creation for Presentation
- ♦ Significance of A-V Feed Back Collections for Projects

## **15. Title: Management of Public Relations in the Agricultural and Rural Sector**

### **CONTENT:**

- ♦ Overview of agricultural and rural transformation in Nigeria.
- ♦ The role of public relations in the agricultural and rural development sector.
- ♦ Understanding the agricultural and rural development public
- ♦ Corporate social responsibilities.
- ♦ Managing interpersonal relationships.
- ♦ The use of internet facilities for public relations function.

## **16. Title: Training Presentation Methods and Evaluation Skills**

### **CONTENT:**

- ♦ Overview training presentation and evaluation methods.
- ♦ Training delivery style.

- ♦ Presentation and use of learning aids.
- ♦ Managing special learners and situations.
- ♦ Concepts and importance of evaluation.
- ♦ Types and methods of evaluation.

### **17. Title: Report and Memo Writing**

#### **CONTENT:**

- ♦ Overview of report and memo writing.
- ♦ Data collection for report and memo writing.
- ♦ Writing short and long reports.
- ♦ Report presentation skills.
- ♦ Graphical aids to technical reports.
- ♦ ICT application to report and memo writing.

### **18. Title: Effective Records and Information Management**

#### **CONTENT:**

- ♦ Overview of information and communication technology.
- ♦ Management of paper-less office.
- ♦ Records management.
- ♦ ICT application to information management using appropriate software packages for:
- ♦ Information storages and retrieval system.
- ♦ Spreadsheet.

### **19. Title: Workshop on Participating Gender Audit**

#### **CONTENT:**

- Basic gender concepts
- Components of participating gender audit
- Participatory gender audit methodology

### **20. Title: Management Skills Development for Youth Leaders**

#### **CONTENT:**

- ♦ Youth and community development
- ♦ Organizing and monitoring youth for development programmes
- ♦ Leadership skills for managing youth
- ♦ Entrepreneurial skills for youth
- ♦ Team building

### **21. Title: Gender Development and Empowerment**

#### **CONTENT:**

- ♦ Overview of gender and development
- ♦ Addressing gender issues in development
- ♦ Gender analysis tools
- ♦ Gender and sustainable development

### **22. Title: Management Skills Development for Women in Leadership Position**

**CONTENT:**

- ♦ Leadership styles and skills
- ♦ Assertiveness skills for women leaders
- ♦ Managing conflict between work and home
- ♦ Effective time management skills for women

**23. Title: Management Skills Development for Facilitators of ARD Programmes****CONTENT:**

- ♦ Concepts and principles of Community-Driven Development.
- ♦ Grassroots facilitation skills.
- ♦ Social Inclusion in Agricultural and Rural Development Projects.
- ♦ Management of community project funds.
- ♦ Conflict management among users of natural resources.

**24. Title: Workshop on Community-Driven Development Approach in Agriculture and Rural Development****CONTENT:**

- ♦ Overview of New Agricultural and Rural Development policies.
- ♦ Concept and principles of community-driven development.
- ♦ Empowering Local Government and re-aligning the centre.
- ♦ Conflict management among users of natural resources.
- ♦ Mainstreaming gender and vulnerable groups into community driven development.

**25. Title: Management of Cooperative Society for Sustainable Development****CONTENT:**

- ♦ Overview of Cooperative Society Movement in Nigeria.
- ♦ Networking in Cooperative Societies.
- ♦ Developing and Managing Cooperative Enterprises.
- ♦ Effective Financial Management Techniques.
- ♦ Fraud Prevention, Detection and Control in Cooperative Societies.

**26. Title: Basic Contract Farming Principle Training for Sustainable Agribusiness Development****CONTENT:**

- ♦ Basic concept of contract farming as an inclusive business model.
- ♦ Condition for success and risk of failure in contract farming
- ♦ Typical contract specification and design.
- ♦ CF Business model canvas
- ♦ Contract farming risk management

***NOTE: DATE AND COST WILL BE COMMUNICATED VIA OUR ONLINE PLATFORMS***

**AGRICULTURAL AND RURAL MANAGEMENT TRAINING INSTITUTE**  
P.M.B. 1343, ILORIN, KWARA STATE, NIGERIA

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NOMINATION FORM

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Name of  
Course \_\_\_\_\_

Nominee: \_\_\_\_\_

Position: \_\_\_\_\_ Rank: \_\_\_\_\_  
GL: \_\_\_\_\_

Organization: \_\_\_\_\_

Business

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Education (Mark highest):  
*Certificate/Diploma/HND/Bachelors/Masters/Doctorate/Professional Certificate*

Previous job experience: \_\_\_\_\_

Position of officer nominating  
\_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Complete and return to:*

**The Course Registrar,  
ARMTI, Km 18, Ilorin-Ajase-Ipo Highway**

# **YEAR 2024 INTERNATIONAL TRAINING PROGRAMME**



**ARMTI**

**Agricultural and Rural Management Training Institute**



ARMTI Executive Director, Dr. Olufemi Oladunni presenting an award of recognition to the French Minister of State for Development, Francophone and International Partnerships. Chrysoula Zacharopoulou during her working visit to the Institute on Agricultural partnership



## YEAR 2024 INTERNATIONAL TRAINING PROGRAMME OUTLINE

CODE	COURSE Title	DATE	VENUE	FEE (USD)	DURATION	PAGE
IARM 503	Mainstreaming Gender and The vulnerable Development Programmes	June 3 – 14	ARMTI Ilorin	US\$3000	2 wks	
IARM 511	Participatory Monitoring and Evaluation for Development Projects	June 24 – July 5	ARMTI Ilorin	US\$3000	2 wks	
IARM 507	Participatory Management of Agricultural and Development Programmes	July 8 – July 19	ARMTI Ilorin	US\$3000	2wks	
IARM 514	Workshop on Managing the Effect of Climate in Agriculture and Rural Development	July 22- Aug. 2	ARMTI Ilorin	US\$3000	2wks	
IARM 515	International Course on Micro, Small and Medium Enterprises Development for Employment Generation	Aug. 5 – 16	ARMTI Ilorin	US\$3000	2 wks	
IARM 502	Participatory Management of Agricultural and Rural Extension Delivery	Aug.19 - 30	ARMTI Ilorin	US\$3000	2 Wks	

IARM 516	International Training Workshop on Management Skills Dev. for Business Advisors on Small and Medium Scale Enterprises	Sept. 2 - 13	ARMTI Ilorin	US\$3000	2 wks
IARM 512	Effective Networking of Information and Communication Technologies (ICTs) in Rural Management	Sept.16 - 27	ARMTI Ilorin	US\$3000	2 wks
IARM 506	Micro-Finance and Credit Management for SMEs in Developing Countries	Sept. 30 - Oct. 11	ARMTI Ilorin	US\$3000	2 wks
IARM 510	Human Resources Mgt. in Agric. & Rural Dev. Projects	Oct. 14 - 25	ARMTI Ilorin	US\$3000	2 wks
IARM 513	Leadership Skills Dev. for Rural Women Leaders	Oct. 28 - Nov.8	ARMTI Ilorin	US \$3000	2 wks

## **MAINSTREAMING GENDER AND THE VULNERABLE GROUPS INTO DEVELOPMENT PROGRAMMES**

### **(IARM 503)**

**PREMISE:** Development practitioners have recently realized that their efforts have not yielded the desired results partly due to non-involvement of women and the vulnerable groups in development programmes. Gender equality and empowerment for women and girls is not only basic to sustainable development but, it is required to achieve all the other sixteen (16) Sustainable Development Goals of the United Nations. Against this backdrop, there is a need for gender considerations and involvement of the vulnerable groups in all aspects of development programmes.

**OBJECTIVES:** This course, therefore, is designed to equip participants with the knowledge and skills necessary for gender considerations and involvement of the vulnerable groups in development programmes. At the end of the course, participants should be able to:

- ♦ describe basic gender and vulnerable groups concepts;
- ♦ identify gender issues in development planning;
- ♦ collect and analyze gender-disaggregated data; and
- ♦ incorporate gender and the vulnerable groups into development programmes.

#### **CONTENT:**

- ♦ Basic gender and vulnerable groups concept.
- ♦ Strategies for mainstreaming gender and the vulnerable groups into development programmes.
- ♦ Gender-awareness planning and control.
- ♦ Gender Issues in Management.
- ♦ Methods of collecting gender-disaggregated data.
- ♦ Analysis, reporting and presentation of gender statistics.
- ♦ Budgeting with Gender focus.
- ♦ Gender, vulnerable groups and advocacy.

**TRAINING METHODS:** Lecturettes, exercises, group discussions, role model and case studies. **WHO SHOULD ATTEND?** Development Officers from the Federal and State Ministries, Local Government, Research Institutes, NDDC, Universities, Polytechnics, Colleges of Education, NGOs, CBOs and Faith-Based Organisations.

**DURATION:** Two weeks  
**DATE:** June 3 – June 14, 2024  
**VENUE:** ARMTI, Ilorin, Nigeria  
**CHARGES:** US\$3000.00 (VAT Inclusive)

## **PARTICIPATORY MONITORING AND EVALUATION FOR DEVELOPMENT PROJECTS (IARM 511)**

**PREMISE:** Development agencies/organizations need to know how effective their efforts have been. Who should make those judgments, and what basis? Usually, it has been outside experts who take charge. Participatory Monitoring and Evaluation (PM&E) is a different

approach which involves the project beneficiaries, development agencies and policy makers deciding together how progress should be measured, and results acted on. It reveals lessons and improves accountability. Development Project Managers and Officers need to be trained to acquire the commensurate knowledge and attitude in participatory monitoring and evaluation for development project sustainability.

**OBJECTIVES:** The training programme seeks to equip participants with the practical skills and techniques required for participatory monitoring and evaluation of development projects. At the end of the course, participants should be able to:

- ♦ design a monitoring and evaluation system that allows participation;
- ♦ apply appropriate skills and techniques to facilitate participation in project monitoring and evaluation;
- ♦ disseminate monitoring and evaluation results to development projects management; and
- ♦ facilitate data collection, collation and interpretation in development projects.

**CONTENT:**

- ♦ Concept of participation in development project management.
- ♦ Overview participatory monitoring and evaluation (PM & E).
- ♦ Hierarchy of project objectives.
- ♦ Logical framework design for PM & E.
- ♦ Selection of indicators for PM & E.
- ♦ Questionnaire design techniques in PM & E.
- ♦ Gender/Vulnerable group monitoring and evaluation.
- ♦ Interview techniques in PM & E.
- ♦ Sequence of steps in project sustainability PM & E.
- ♦ Reporting formats for PM & E.

**TRAINING METHODS:** Lecturettes, group discussion, group exercises, field visits/study and plenary presentations.

**WHO SHOULD ATTEND?**

Professionals with responsibilities for monitoring and evaluation in agriculture and rural development projects – crops, livestock, fisheries, forestry and other community development activities – both in public and private sectors, including financial institutions.

**DURATION:** Two Weeks  
**DATE:** June 24 – July 5, 2024  
**VENUE:** ARMTI, Ilorin  
**CHARGES:** US\$3000.00 (VAT Inclusive)

**PARTICIPATORY MANAGEMENT OF AGRICULTURAL AND DEVELOPMENT  
PROGRAMMES TRAINING  
(IARM 507)**

**PREMISE:** In the developing countries, the local government authorities constitute the closest tie of government to the people at the grassroots. This situation makes the local government authorities the most likely to facilitate development efforts that can lead to sustainable improvement in the lives of the rural dwellers. In practice, this is not the case because most planners and managers of rural development projects are used to the top-down approach to planning and decision-making. Recent experiences have shown that rural development programmes planned and executed without the active involvement of the intended beneficiaries have not yielded the expected results. Consequently, most of these programmes are not usually sustained beyond the period of external assistance mainly because the beneficiaries neither believe the projects are their own nor have the capacity to manage them. The operatives at the local level need to be well-equipped with the skills and attitudes necessary to engender sustainable development at the grassroots.

**OBJECTIVES:** This course is, therefore, designed to enhance the capacity of development facilitators/managers to undertake participatory planning and management of grassroots development programmes. Specifically, at the end of the course, participants should be able to:

- ♦ utilize various participatory tools in planning and managing rural development programmes;
- ♦ identify community needs and priorities using participatory methods;
- ♦ plan and implement people-oriented projects;
- ♦ mobilize people for self-help; and
- ♦ monitor and evaluate development programmes.

**CONTENT:**

- ♦ Overview of rural development.
- ♦ Concepts and Principles of Participatory Development.
- ♦ Participatory Rural Appraisal (PRA) techniques and tools.
- ♦ Participatory planning process and techniques.
- ♦ Community mobilization for rural development programmes.
- ♦ Participatory community development plan formulation.
- ♦ Sourcing funds for rural development programmes.
- ♦ Gender issues in grassroots development.
- ♦ Participatory monitoring and evaluation.
- ♦ Sustainability plan development for community projects.
- ♦ Community-based procurement and contract management.

**TRAINING METHODS:**

Lecturettes, brainstorming, syndicate and plenary discussions, group exercises, role plays and study visits.

**WHO SHOULD ATTEND:** Officers responsible for planning and management of agricultural and rural development, water resources and poverty alleviation/eradication programmes and

facilitators of Community-Based Organizations (CBOs) and Donor funded development projects.

**DURATION:** Two Weeks  
**DATE:** July 8 – 19, 2024  
**VENUE:** ARMTI, Ilorin, Nigeria  
**CHARGES:** US\$3000.00 (VAT Inclusive)

## **WORKSHOP ON MANAGING THE EFFECT OF CLIMATE IN AGRICULTURE AND RURAL DEVELOPMENT**

### **(IARM 514)**

**PREMISE:** In recent decades, it has been observed that there is a rapid change in climatic conditions and this has resulted to several negative effects on human activities and development especially in agriculture and the environment. There is little awareness and understanding of the changing world in the rural areas where majority of agriculture and rural development activities are carried out. Officers involved in agricultural and rural development activities do not have adequate capacity to inform and manage issues resulting from climate change. Thus, there is need to equip them with the necessary knowledge and skills in managing the effect of climate change for the development of agriculture and the environment.

**OBJECTIVES:** This training workshop is aimed at equipping participants with the relevant knowledge and skills to create awareness as well as manage the effects of climate change in ARD. At the end of this training, participants should be able to:

- ♦ explain the concept and effect of climate change in ARD;
- ♦ identify factors responsible for climate change;
- ♦ identify mitigation and adaptation strategies for managing the effects of climate change; and
- ♦ identify and make use of best practices in managing the effects of climate change.

### **CONTENT:**

- ♦ Overview of climate change.
- ♦ Causes and effects of climate change in agricultural and environmental development
- ♦ Mitigation and adaptation strategies to climate change.
- ♦ Environmental disaster risk management in agriculture and rural development.
- ♦ Natural resources management and biodiversity conservation.
- ♦ Appropriate methods in climate change management.
- ♦ Climate change and sustainable development.
- ♦ Climate-smart agriculture.
- ♦ Gender issues in climate change.
- ♦ Geographical Information System (GIS) and climate change.
- ♦ Conflict management among users of natural resources.

**TRAINING METHODS:** Lecturettes, group discussions, case studies, exercises and study visits. **WHO SHOULD ATTEND?** Agricultural Development Officers, Environmental Protection Agencies, Agro-industrial Companies, Emergency Response Officers, Officers in

National Parks and Gardens, Extension Officers, Finance Institutions, Insurance, Cooperatives, Community Development Officers, NGOs, NSREA and CBOs.

**DURATION:** Two weeks  
**DATE:** July 22 – Aug. 2, 2024  
**VENUE:** ARMTI, Ilorin, Nigeria  
**CHARGES:** US\$3000.00 (VAT Inclusive)

**INTERNATIONAL COURSE ON MICRO, SMALL AND MEDIUM ENTERPRISES  
DEVELOPMENT FOR EMPLOYMENT GENERATION  
(IARM 515)**

**PREMISE:** The incidence of unemployment amongst the developing countries is alarming. Unemployment according to International Labour Organization (ILO, 2012) is among the biggest threats to social stability in many countries of the world, putting the global rate at 12.6%. Widespread poverty, youth restiveness, high rate of social vices and criminal activities are prevalent majorly because of joblessness. If this situation is left uncontrolled apathy, cynicism and revolution might become the consequences. The development of micro, small and medium enterprises (MSMEs) is a vital tool in enhancing employment generation and economic development leading to improved livelihood of the people. However, there are inadequate enterprise development and management skills among the managers of MSMEs programmes. Therefore, there is need to equip managers of MSMEs programmes with requisite knowledge and skills to develop and manage profitable and sustainable MSMEs programmes.

**OBJECTIVES:** This course is designed to equip the managers and operators of MSMEs programmes with requisite knowledge and skills to develop MSMEs for employment generation. At the end of the course, participants should be able to:

- ♦ describe the process of enterprise development;
- ♦ formulate, design and develop business plan;
- ♦ identify, source and optimize use of funds; and
- ♦ manage business enterprise effectively.

**CONTENT:**

- ♦ Concept of small and medium enterprises.
- ♦ Potentials of MSMEs in economic development.
- ♦ Enterprise idea generation and selection.
- ♦ Feasibility study and business plan for sustainable Enterprises.
- ♦ Sourcing and utilization of funds
- ♦ Enterprise products marketing.
- ♦ Human resource management in MSMEs.
- ♦ ICT applications in MSMEs development and management.
- ♦ Gender considerations in MSMEs.

**TRAINING METHODS:** Lecturettes, exercises, case studies, group discussions and study visit.

**WHO SHOULD ATTEND?** Managers/ Officers from public and private organizations including Extension Officers, Planning Officers of Agricultural and Rural Development Institutions, Research and Statistics establishments, Enterprise Development Consultants, Job Creation Managers/Desk Officers in MDAs, FBOs, NGOs, CBOs, Technical Editors and other information professionals.

**DURATION:** Two weeks  
**DATE:** August 5 – 16, 2024  
**VENUE:** ARMTI Campus, Ilorin, Nigeria  
**CHARGES:** US\$3000.00 (VAT Inclusive)

## **PARTICIPATORY MANAGEMENT OF AGRICULTURAL AND RURAL EXTENSION DELIVERY**

### **(IARM 502)**

**PREMISE:** The effectiveness of extension service delivery is largely dependent on the quality of managers of extension programmes. Participatory approach in extension service delivery has long been recognized by all stakeholders in the agricultural and rural sector. The actors involved in the process farmers, extension staff, researchers marketers and input providers have unique roles to play and tasks to perform. While the technical capability of managers of extension services is not in doubt, the same cannot be said about their managerial abilities using participatory techniques. There is, therefore, the need to equip them with the concepts and techniques of participatory management to enable them facilitate the process of extension service delivery.

**OBJECTIVES:** This course is designed to equip participants with techniques required for effective agricultural and rural extension service delivery. At the end of the course, participants should be able to:

- ♦ apply participatory methodologies in identifying technology needs of farm families;
- ♦ involve stakeholders (especially farmers) in agricultural technology development process;
- ♦ apply acquired skills to facilitate learning and action among grassroots community members;
- ♦ develop skills for participatory monitoring and evaluation of rural extension services; and
- ♦ manage problems of extension service delivery.

### **CONTENT:**

- ♦ Concepts and principles of extension management.
- ♦ Overview of research-extension-farmers-input-linkage system (REFILS).
- ♦ Extension programme planning.
- ♦ Communication methods including ICTs in extension.
- ♦ Managerial leadership styles.



- ♦ Coordination of extension programmes.
- ♦ Participatory rural appraisal tools.
- ♦ Facilitation skills for extension activities.
- ♦ Participatory farmer group management.
- ♦ Gender consideration in participatory extension programming process.
- ♦ Participatory monitoring and evaluation of extension services.
- ♦ Farmer to Farmer interactive extension (FARINEX)

**TRAINING METHODS:** Lecturettes, brainstorming, group discussions and exercises, role plays, case studies and study visits.

**WHO SHOULD ATTEND?** Extension officers, planners, service providers, research scientists, marketers and managers of Agricultural and Rural Development Programmes in both public and private sector organizations, including Community Development Units of Oil and Gas Companies.

**DURATION:** Two Weeks  
**DATE:** August 19 – 30, 2024  
**VENUE:** ARMTI, Ilorin, Nigeria  
**CHARGES:** ₦3000.00 (VAT Inclusive)

### **INTERNATIONAL TRAINING ILORIN WORKSHOP ON MANAGEMENT SKILLS DEVELOPMENT FOR BUSINESS ADVISORS ON SMALL AND MEDIUM SCALE ENTERPRISES**

**(IARM 516)**

**PREMISE:** Most enterprises in developing countries fall under SMEs. SMEs stimulate economic activities through adoption of innovations that optimize the use of local resources. Therefore, SMEs contribute significantly to the socioeconomic development of a country and the wellbeing of the people. However, most existing enterprises run into problems partly due to inadequate management skills. This has placed enormous challenges on business advisors/consultants who are being called upon to assist in strengthening the capacity of the entrepreneurs. Hence, there is need to improve the capacity of business advisors/consultants towards effective mentoring of SMEs owners.

**OBJECTIVES:** This course is developed to improve the knowledge and skills of small and medium-scale business advisors to provide advisory services in order to assist SMEs to perform optimally. At the end of the course, participants should be able to:

- ♦ identify viable small and medium scale enterprises;
- ♦ diagnose and proffer solutions to enterprise problems;
- ♦ identify and manage SMEs risks; and
- ♦ explain the concept of enterprise sustainability.

#### **CONTENT:**

- ♦ Overview of small and medium enterprises.
- ♦ Diagnosing enterprise problem.

- ♦ Sourcing and managing enterprise funds.
- ♦ Market and marketing development.
- ♦ Record keeping for small business.
- ♦ Assets management.
- ♦ Risk identification and management in SMEs.
- ♦ Human resource management.
- ♦ Communication and facilitation skills.
- ♦ Sustainability measures in SMEs
- ♦ Sustainable monitoring and evaluation in SMEs

**TRAINING METHODS:** Lecturettes, exercises, case studies, group discussions and study visit.

**WHO SHOULD ATTEND?** Business Advisors/Project Officers on SMEs enterprises, Business Development Officers, Enterprise Desk Officers, Managers of Empowerment Programmes, Non-Governmental Organizations (NGOs), Local Government, Donor Assisted Projects, Leaders of Cooperative groups and Cooperative officers, Entrepreneurs, Planning Officers of Research and Statistics establishments, Agricultural and Rural Institutes, FBOs, CBOs etc.

**DURATION:** Two weeks  
**DATE:** September 2 – 13, 2024  
**VENUE:** ARMTI Campus, Ilorin, Nigeria  
**CHARGES:** US\$3000.00 (VAT Inclusive)

## **EFFECTIVE NETWORKING OF INFORMATION AND COMMUNICATION TECHNOLOGIES (ICTs) IN RURAL MANAGEMENT**

### **(IARM 512)**

**PREMISE:** The awareness on information and communication technology especially the internet is increasing day by day and new tools, approaches and standards are emerging. The change in the mode of communication of information with the advent of these new technologies, poses a challenge to rural managers in meeting their organizational objectives. Therefore, electronic networking can be used to build awareness to manage and disseminate information, communicate with personnel and strengthen partnership.

**OBJECTIVES:** This course is designed to equip ARD managers with necessary skills on emerging technologies for effective dissemination and utilization of information. At the end of the course, participants should be able to:

- discuss the role of internet technologies in rural development;
- explain the basic principles of network based information resources;
- organize an ICT-enabled "Common Service Centre"; and
- use Web 2.0 and modern ICTs tools.

### **CONTENT:**

- ♦ Overview of Web 2.0 and Social Media Concepts and Principles.
- ♦ Elements and trends of Internet technologies.
- ♦ Role of an ICT based "Common Service Centre".
- ♦ Online and Electronic Publishing.

- ♦ Resource sharing in a networked environment.
- ♦ Network based information resources.
- ♦ Use and promotion of on-line resources and services.

**TRAINING METHODS:** Lecturettes, demonstration, hands-on practical exercises.

**WHO SHOULD ATTEND?** Community based project facilitators, Information officers of ARD agencies, Extension officers, Technical Editors and other Information professionals.

***Note: Basic knowledge of computer is essential.***

**DURATION:** Two Weeks  
**DATE:** September 16 – October 27, 2024  
**VENUE:** ARMTI, Ilorin, Nigeria  
**CHARGES:** US\$3000.00 (VAT Inclusive)

### **MICRO-FINANCE AND CREDIT MANAGEMENT FOR SMEs IN DEVELOPING COUNTRIES (IARM 506)**

**PREMISE:** Micro, Small and Medium Enterprises (MSMEs) play critical role as engine of growth in developed and fast growing economies. Unfortunately, (MSMEs) are unable to effectively play this role in many developing countries context because of shortage and poor management of available funds. Efforts made in the past to put in place some financing mechanisms including traditional finance schemes to address such problems have met with limited success.

**OBJECTIVES:** This course, therefore, is designed to improve the management skills of Managers of Micro-Finance and Credit Schemes in the developing countries. At the end of the course, participants should be able to:

- ♦ identify constraints to management of micro-finance and credit schemes;
- ♦ analyse strengths and weaknesses of micro-finance schemes;
- ♦ design improved strategies for managing micro-finance schemes in their countries;
- ♦ appraise micro-credit requests;
- ♦ design sellable micro-finance products to meet emerging needs; and
- ♦ adopt effective loan recovery mechanisms.

#### **CONTENT:**

- ♦ Overview of Micro-Finance Management.
- ♦ Comparative review of Nigeria and other countries' experience in Micro-Credit Management.
- ♦ Project Appraisal for Credit Approval.
- ♦ Participatory Strategies in Credit Management.
- ♦ Credit Needs Appraisal for Credit Approval.
- ♦ Loan Recovery Strategies.
- ♦ Gender Considerations in Credit Administration.
- ♦ Computer Applications to Micro-Finance Management.
- ♦ Role of Self-help groups in Credit Administration.
- ♦ Loan Monitoring and Evaluation.

- ♦ Concepts of Value Chain Development in the Developing Countries.
- ♦ Efficiency, Profitability Measures and Accounting for Outstanding Loans of MFIs.
- ♦ Group Mobilization and Management for Effective Savings and Credit Delivery.
- ♦ Managing Inter-Personal Relationship.

**TRAINING METHODS:** Lecturettes, group discussions and exercises as well as case studies, and study visits.

**WHO SHOULD ATTEND?** Middle level and Senior Managers employed by financial institutions and agencies in rural developments sectors, particularly professional staff working in:

- ♦ Agricultural Department of Commercial Banks;
- ♦ Agricultural or Development Finance Department of Central Banks;
- ♦ Agricultural and Cooperatives Banks;
- ♦ Loan/Credit Disbursement Units of Ministries of Agriculture and Rural Development;
- ♦ Managers and Officers of Cooperative Societies;
- ♦ Agricultural Development Corporations/Projects;
- ♦ Staff of NGOs involved in Income-Generating Activities for Rural Areas; and
- ♦ Officials of government, Non-Governmental or Private Institutions who are interested in promoting Micro-Credit Schemes.

**DURATION:** Two Weeks  
**DATE:** September 30 – Oct 11, 2024  
**VENUE:** ARMTI, Ilorin, Nigeria  
**CHARGES:** US\$3000.00 (VAT Inclusive)

**Note: Participants are to come with their countries' report in Micro-Finance**

## **HUMAN RESOURCE MANAGEMENT IN AGRICULTURAL AND RURAL DEVELOPMENT PROJECTS**

### **(IARM 510)**

**PREMISE:** Resources commonly used by Agricultural and Rural Development (ARD) Projects for effective service delivery, are land, finance, materials and human. Of these, human resource is about the most critical to manage due to rapidly changing environmental factors. Similarly, human resource management strategies adopted in ARD projects may vary with types of project, the size, time of implementation, the location and some other factors. Many ARD projects have failed because of poor knowledge and skills on human resource management. There is, therefore, the need to equip Project Managers with requisite knowledge and skills in human resource management in order to ensure the success of ARD projects.

**OBJECTIVES:** This course is, therefore, designed to equip participants with necessary knowledge and skills in human resource management strategies in the implementation of ARD projects. At the end of the course, participants should be able to:

- ♦ plan human resource needs in ARD projects; and
- ♦ apply human resource management strategies in ARD projects.

**CONTENT:**

- ♦ An overview of human resource in ARD projects.
- ♦ Human resource planning in ARD.

- ♦ Recruitment, selection and placement of human resource.
- ♦ Human resource development for project implementation.
- ♦ Management of Consultants in ARD projects.
- ♦ Participatory decision making in ARD projects.
- ♦ Performance appraisal in ARD projects.
- ♦ Leadership skills.
- ♦ Strategies for motivating human resource ARD projects.
- ♦ Succession planning in ARD projects.
- ♦ Managing industrial relations in ARD projects.
- ♦ Negotiation skills.
- ♦ Conflict management.
- ♦ Grievance handling and discipline.
- ♦ Social inclusion and vulnerable groups in ARD projects.
- ♦ ICT Application in ARD projects.
- ♦ Managing interpersonal relationships.

#### **TRAINING METHODS:**

Lecturettes, group discussions, case studies, field studies and exercises.

**WHO SHOULD ATTEND?** Human Resource Managers and Officers in ARD, Project Managers and Coordinators, Project Supervisors, Managers of Community-Based ARD Projects and NGOs; Administrative and Staff Welfare Officers in ARD Projects.

**DURATION:** Two Weeks  
**DATE:** October 14 - 25, 2024  
**VENUE:** ARMTI, Ilorin, Nigeria  
**CHARGES:** US\$3000.00 (VAT Inclusive)

### **LEADERSHIP SKILLS DEVELOPMENT FOR RURAL WOMEN LEADERS**

#### **(IARM 513)**

**PREMISE:** Overtime, the role of women in the rural areas has changed from just being members of the family to economic activators and leaders. Abundant human talent exists among women folk in the rural areas of developing economies. Women in the rural areas are as endowed physically, intellectually, entrepreneurial wise and in many other aspects of life as their counterparts in urban settlements. However, their huge potentials are largely unharnessed and fast wasting away due to a number of factors, chief among which is poor leadership quality of their leaders.

Given the innate capacity of women in the rural areas to adequately and profitably deploy their potentials to improve their living standard, transform their immediate environment and positively impact the economy, there is the urgent need to foster the full deployment of their natural potentials by giving them a sense of direction and an enabling environment which are both achievable by enhancing the leadership capability of their leaders.

**OBJECTIVES:** This workshop is designed to enhance leadership capability of rural women leaders. At the end of the course, participants should be able to:

- ♦ explain the concept of leadership;
- ♦ highlight the elements of effective communication;
- ♦ discuss the principles of decision-making; and
- ♦ illustrate conflict management strategies.

**CONTENT:**

- ♦ The concept of leadership.
- ♦ Basic functions of management.
- ♦ Organizational strategic development plan.
- ♦ Effective communication methods.
- ♦ Stakeholder analysis.
- ♦ Building alliances in advocacy.
- ♦ Decision-making principles.
- ♦ Assertiveness skills development
- ♦ ICT skills development.
- ♦ Time management skills.
- ♦ Enterprise identification, development and management.
- ♦ Team building and management of interpersonal relationships.
- ♦ Conflict resolution strategies.

**TRAINING METHODOLOGIES:** Lecturettes, group discussion, role play, case studies and study visits.

**WHO SHOULD ATTEND?** Rural Women Leaders.

**DURATION:** Two weeks

**DATE:** October 28 – Nov.8, 2024

**VENUE:** ARMTI, Ilorin, Nigeria.

**CHARGES:** US\$3000.00 (VAT Inclusive)

## LIST OF COURSES THAT CAN BE PACKAGED ON REQUEST

CODE	COURSE TITLE
ARM 209	Management of Women Cooperative Societies
ARM 317	Management of Fixed Assets in the Agric. & Rural Dev. Projects
ARM 409	Budgeting & Budgetary Control in the Nigerian Agric. Sector
ARM 309	Organisational Performance Improvement Planning (OPIP)
ARM 208	Promoting Sustainable Development in the Grassroots
ARM 228	Extension Communication for Subject-Matter Specialists
ARM 305	Management of Agricultural Research and Development Programme
ARM 319	Management of Agro Industrial Enterprises
ARM 225	Establishment and Management of Cooperative Societies
ARM 236	Effective Management of Micro/Small and Medium Scale Enterprises
ARM 305	Effective Personnel Management Techniques
ARM 401	Effective Planning and Management of Retirement
ARM 215	Management of Non-Governmental Organisations
ARM 204	Effective Management Skills for Women Managers
ARM 267	Financial Record Keeping for Small Scale Entrepreneurs
ARM 304	Advanced Financial Management Course for Senior Financial Managers
ARM 240	Financial Management for Small-Scale Entrepreneurs
ARM 411	Cost Control and Cost Reduction Techniques for Agro-Industrial Enterprises
ARM 310	Agric. Research Management for Research Scientists
ARM 407	Effective Strategies for Retiring into Agriculture and Agro-Business
ARM 340	Effective Extension Methods for Fisheries Sub-sector
ARM 306	Manpower Planning
ARM 229	Stress Management
ARM 224	Management of Interpersonal Relationships
ARM 318	Effective Extension Methods for Agro-forestry
ARM 234	Agricultural Risk Management and Insurance
ARM 222	Agricultural Credit Management
ARM 231	Accounting & Financial Management for Local Government Non-Financial Officers
ARM 230	Financial Management for Local Government Accounts Staff
ARM 103	Small Scale Entrepreneurial Development Skills for Women in the Food Processing Sector
ARM 311	Effective Management of Training
ARM 250	Workshop on Computer Graphics for Report Presentation
ARM 416	Computer Appreciation for Top Level and Policy Makers
ARM 336	Training Workshop on Basic Internet and E-mail for Agric. and Rural Sector
ARM 417	Advanced Management Development Programme for Middle and Top Level Managers
ARM 207	Management of Rural Infrastructure
ARM 218	Accounting and Finance for Non-Finance Managers
ARM 310	Workshop on Scientific Writing Skills for Agric. Research Scientists
ARM 403	Assertiveness Training Workshop for Women Managers
ARM 423	Planning & Mgt. of Poverty Alleviation Programmes
ARM 226	Computer Applications in Management Information System
ARM 405	Effective Management of Fadama Schemes
ARM 243	Effective Management of Family and Child Welfare Programme
ARM 210	Managing Social Needs of the Elderly

ARM 266	Management Skills Development Workshop for Managers of Disadvantaged Group
ARM 413	Advanced Management of Training
ARM 330	Workshop on Performance Management Instrument in Agriculture
ARM 247	General Management Skills for Managers of Commercial Poultry Farms
ARM 239	Human Resources Management for Rural Development
ARM 238	Training Workshop on use of Internet and E-mail Facilities for Development of Officers (Cyber Extension)
ARM 107	Basic Computer Training for Middle / Senior Officers and Managers
ARM 303	The Role of Agric. Project Managers in the Implementation of the Green Alternative Initiatives



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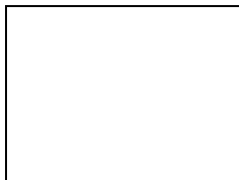
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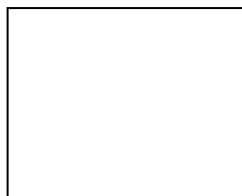
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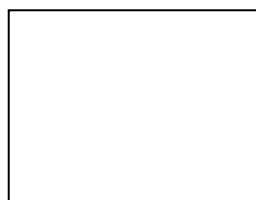
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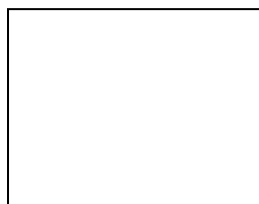
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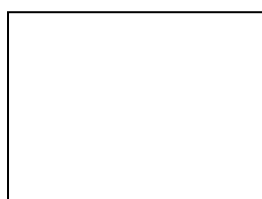
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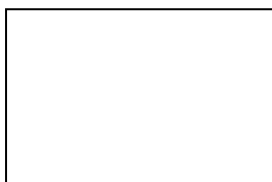
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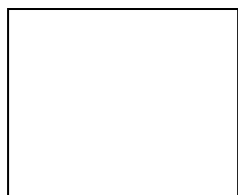
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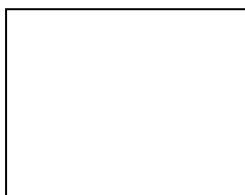
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