

## Travel

Greater Hyderabad is well connected by Air, Rail and Road with all parts of the country. Participants travelling by train should alight at Secunderabad or Hyderabad railway station. City transport service is available to reach the EEI. Bus route No.95R from Koti opposite to Osmania Medical College is the most convenient service as it plies through the EEI bus stop. Other routes 94R, 94H from Koti can be used to reach EEI bus stop. Details of bus routes are given below.

**Buses from various places to Extension Education Institute**  
Secunderabad Railway Station **7/94H, 7/94R, 7/95R, 5/92**, Hyderabad Railway Station, Nampally **92R**, Kachiguda Railway Station **2/94R**, Mahatma Gandhi Bus Station (Imlibun)(Reach Koti, Opp. Osmania Medical College gate by auto and catch bus)**94R, 94H, 95A, 95P, 94/95R**, Rajiv Gandhi International Airport, Shamshabad **Taxi / RTC Bus / AeroExpress**

**Land marks:** Extension bus stop located on the Rajendranagar road which is at a distance of 15 km. from Koti, 25 km from Secunderabad, 15 km from Nampally, 18 km from Kachiguda and 10 km from Rajiv Gandhi International Airport. The participants may also hire private taxi or cab or auto directly from the Railway Station. Drop Location for Private cabs or Taxis: Extension Education Institute, Rajendranagar road. Participants are advised to make their return journey reservations at their end before leaving to Hyderabad.

## Further Information can be obtained from

**Dr. P. Vijayalakshmi**, Professor and Officer- in-charge  
(Training)  
Phone: 040 24015368 (o), +918121668586  
Email: pvlagr98@gmail.com

**Dr. R. Vasantha**, Professor and Course Coordinator  
Phone: 040 24015368 (o), +91 9059905350  
Email: vasanthasakkhari@yahoo.co.in

**Dr. S. Chandra Shekar**, Professor and Course Coordinator  
Phone: 040 24015368 (o), +91 78 93 33 20 39  
Email: saka6186@gmail.com  
Warden : **Dr. S. Chandra Shekar** : +91 78 93 33 20 39  
Care Taker : **O. Bhasker Rao** : +91 90 00 52 06 87

# TRAINING PROGRAMME ON Documentation and Writing skills for Extension professionals

**JUNE 19 – 23, 2018 (5 days)**



## Course Coordinators

**Dr. R. Vasantha**  
**Dr. S. Chandra Shekar**  
EEI, Hyderabad



## **EXTENSION EDUCATION INSTITUTE** (Southern Region)

**Dept. of Agriculture, Cooperation & Farmers Welfare,  
Ministry of Agriculture & Farmers Welfare, Govt. of India**

Professor Jayashankar Telangana State Agricultural University  
Rajendranagar, Hyderabad-500 030

Phone No: 040-24015368; Fax No: 040-24016367  
e-mail: ee1962@yahoo.in; Web: www.eeihyd.org

## **BACKGROUND**

Documentation is a written record of a persons actions, discussion, contributions, recognition and performance evaluation. If we want someone to do something the most efficient way possible, then the best thing to do is write it down. Through good documentation, a new entrant is able to learn procedures quickly. Documentation helps to retrieve the important information easily rather than stored in the repository of someone's mind. Likewise documentation of important information means less time is wasted trying to locate it. Employees with proficient skills in documenting job-related activities are essential for any organization. Persons who are skillful in writing are an asset to an organization as these skills are an important part of communication. Good writing skills allow one to communicate message with clarity and ease to a far larger audience than through face-to-face or telephone conversations. Such kind of employees can be produced only through trainings that uses proven techniques of documentation and writing.

### **Objectives of training:**

At the end of the training the participants will be able to

1. Identify and apply relevant reading, listening and e-documentation skills in their job roles.
2. Exhibit skills in documenting success stories and case studies both in on and offline.
3. Overcome the gaps in knowledge & skills on documentation.

Course contents: An overview of need for documentation in Extension and Development activities, Writing - An essential component of communication skills; Types of documents – their purpose and specific characteristics; Cornell system of note taking, Value of documentation and its usability in development programmes and projects; Process of documentation; Documentation skills and their enhancement; Documentation tools and techniques; Documentation and writing process; Report writing; Writing Success stories, case studies, news articles, research articles; Hands-on-experience on writing and Gender Mainstreaming.

## **Who can attend?**

Officials from departments of Agriculture, Horticulture, Animal husbandry, Fisheries, Soil conservation and soil survey, Forestry and industries department of Andaman and Nicobar islands, Sericulture and allied sectors, all development professionals from client states of EEI, Assistant Professors / Scientists / KVK professionals / DAATT centre, Professionals, personnel from Non Government Organisations and any others who want to build or improve their skills related to documentation and writing activities.

### **Duration:**

June 19-23, 2018 (both days inclusive). Participants are expected to arrive atleast by 8 am on the morning of June 19, 2018 and can leave after 1600 hrs. on June 23, 2018.

### **Boarding and Lodging:**

The programme is fully residential. Participants will be accommodated in the Hostels at EEI campus and will be provided free board and lodge. With regards to travel expenses, for all the client department officials as per their eligibility shall be met by EEI, Hyderabad except for officials from NGOs.

### **Benefits of attending Training:**

1. The participants will be able to thoroughly learn, practice and apply skills in documentation of success stories and case studies both in online and offline modes for the benefit of farmer community.
2. Documentation helps an organization by standardization of procedures which subsequently reduces wastage of time, efforts and resources
3. An organization having employees who are professionally trained in documentation skills can run smoothly even in case of exigencies like employees transfer or new recruitments.
4. The participants will be developed as master trainers who can in turn train other officers.

### **Pedagogy**

Lectures, group interactions and discussions, case studies, presentations and assignments, besides experience sharing by experts invited from relevant fields and other stake holders. They will also be taken to exposure visits and given hands on exercises to develop sound documentation and writing skills.