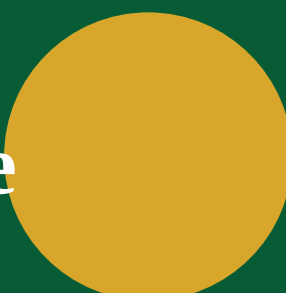


Field School Facilitator Guide



Participatory, demonstration-led seasonal learning for farmers and rural enterprises

GUIDE · TRAINERS

Plan inclusive field-school sessions that combine observation, practice, reflection, records, safety, and locally relevant decision-making.

How to use this resource

Adapt the sequence to the crop calendar, participant priorities, literacy, language, accessibility, weather and local technical guidance. Facilitation should help participants investigate—not merely receive lectures.

IMPORTANT PRACTICE NOTE

Facilitators must work within their competence, follow safeguarding and safety procedures, and refer specialized agronomic, veterinary, mechanical, financial, legal, health, or protection questions to qualified professionals.

The field school approach

A field school is a structured learning process in which participants observe real conditions, compare options, practice skills, discuss evidence, and decide how lessons apply to their farms or enterprises.

Facilitator posture

Ask purposeful questions, make participation safe, value local knowledge, introduce credible technical information, manage time, correct dangerous misinformation, and keep the group focused on observable evidence.

- Agree learning goals with participants.
- Use the field, machine, enterprise or processing activity as the primary learning environment.
- Ensure women, youth, persons with disabilities and quieter participants can contribute.
- Use demonstration and practice, not explanation alone.
- End each session with decisions, responsibilities and a follow-up date.

Before the season

Use the boxes for field verification. Record exceptions, actions, responsible persons, and completion dates in the notes area.

- ☐ Participant needs and learning objectives assessed
- ☐ Demonstration site and comparison options selected
- ☐ Technical advisers and referral pathways confirmed
- ☐ Safeguarding, consent, accessibility and grievance arrangements established
- ☐ Season calendar, session dates and communication method agreed
- ☐ Materials, tools, PPE, transport and weather contingencies planned
- ☐ Baseline knowledge and practice information collected proportionately

FIELD NOTES / CORRECTIVE ACTIONS

Recommended session cycle

Repeat a recognizable cycle so participants become confident investigators.

1. Welcome and review

Confirm attendance, revisit the previous action, surface observations, and state today's safe learning objective.

2. Field observation

Small groups examine crop, soil, water, pests, machinery, records, quality or market evidence using a clear observation task.

3. Analysis and comparison

Groups organize findings, compare treatments or practices, identify uncertainty, and prepare a concise report.

4. Technical connection

The facilitator links observations to sound principles, corrects critical errors, and invites qualified expertise when needed.

5. Practical exercise

Participants perform the skill with suitable tools, supervision and safety controls.

6. Decision and action

Participants decide what to test or do, by when, with what resources, and what evidence to collect.

7. Reflection

Use a short feedback method to improve inclusion, clarity, pace and future sessions.

Session plan

Complete this worksheet in pen or digitally. Use one copy per enterprise, service, season, group, or learning session.

SESSION TITLE AND LEARNING OBJECTIVE

PARTICIPANT CONTEXT AND PRIOR KNOWLEDGE

OBSERVATION OR DEMONSTRATION ACTIVITY

KEY QUESTIONS AND TECHNICAL MESSAGES

SAFETY, INCLUSION AND SAFEGUARDING CONTROLS

MATERIALS, TIMING AND FACILITATOR ROLES

ASSESSMENT AND FOLLOW-UP ACTION

Learning and adoption review

Complete this worksheet in pen or digitally. Use one copy per enterprise, service, season, group, or learning session.

WHAT PARTICIPANTS OBSERVED

SKILL PARTICIPANTS DEMONSTRATED

DECISION OR PRACTICE TESTED

RESULT AND PARTICIPANT INTERPRETATION

BARRIERS, UNINTENDED EFFECTS AND SUPPORT NEEDED

Evaluation without overclaiming

Track attendance, participation quality, demonstrated knowledge or skill, trials conducted, practices adopted with context, production or business indicators where credible, and participant-defined benefits. Distinguish contribution from proof of attribution.

Put knowledge into practice.

Use this resource alongside local knowledge, qualified technical advice, safe operating procedures, and verified market information.

ADECAT-MECHFARM

Agriculture · Mechanization · Training · Enterprise · Food Security

Website: adecat-mechfarm.org

Resource reference: AM-KH-006

For programme and partnership enquiries, use the official website contact channel.