



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Extension Programme Plan Development and Implementation

Agriculture and Nature Conservation / Primary Agriculture

Unit Standard 252476 · NQF Level 5 · 10 Credits · 7 Days

COURSE OVERVIEW

This course equips learners with the knowledge and skills to develop and implement an extension programme plan. It covers the processes of planning, executing, monitoring, and evaluating extension programmes within agricultural or community development contexts. Learners will be able to design programmes that address identified needs and ensure effective implementation and impact assessment.

Category	Agriculture and Nature Conservation
Subfield	Primary Agriculture
Unit Standard	252476
Accreditation	SAQA Accredited · NQF Level 5 · 10 Credits
Duration	7 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Analyse the context and needs of the target group to inform programme planning.
- Design an extension programme plan with clear objectives, activities, and resources.
- Implement the extension programme plan using appropriate facilitation and communication techniques.
- Monitor and evaluate the programme to measure progress and impact.
- Adjust the programme plan based on feedback and evaluation findings.
- Demonstrate ethical and professional conduct in programme implementation.

WHO SHOULD ATTEND

- This course is designed for extension officers, agricultural advisors, community development practitioners, and programme coordinators involved in planning and implementing extension programmes.
- It is ideal for professionals seeking to enhance their programme management skills in a development context.

COURSE OUTLINE

Day 1: Introduction to Extension Programme Planning

- Overview of agricultural extension and its importance
- Principles of participatory programme planning
- Stakeholder analysis and engagement
- Introduction to the programme planning cycle
- Roles and responsibilities of extension practitioners
- Ethical considerations in extension work

Day 2: Needs Assessment and Situational Analysis

- Methods for conducting needs assessments
- Data collection techniques: surveys, focus groups, interviews
- Analysing and interpreting data
- Identifying root causes and priority areas
- Involving communities in the analysis process
- Documenting findings for planning

Day 3: Setting Programme Goals and Objectives

- Writing SMART objectives
- Hierarchy of objectives: goal, purpose, outputs, activities
- Logical framework matrix
- Linking objectives to needs assessment findings
- Ensuring objectives are realistic and achievable
- Examples of well-defined objectives

Day 4: Designing Programme Activities and Resources

- Activity planning and sequencing
- Resource identification and budgeting
- Work breakdown structure
- Gantt charts and scheduling
- Risk assessment and mitigation strategies
- Monitoring and evaluation indicators

Day 5: Implementation Strategies and Stakeholder Engagement

- Phased implementation approaches
- Communication strategies for stakeholders
- Partnership management and MOUs
- Adaptive management and flexibility
- Documenting implementation processes
- Case studies of successful implementation

Day 6: Monitoring, Evaluation, and Reporting

- M&E; plan components: indicators, data sources, frequency
- Data collection methods for monitoring
- Analysing and interpreting M&E; data
- Reporting formats and frequency
- Using findings for decision-making

- Participatory evaluation techniques

Day 7: Review, Sustainability, and Final Integration

- Sustainability planning: financial, social, environmental
- Exit strategies and phase-over plans
- Integrating lessons learned
- Peer review and feedback sessions
- Finalising the programme plan
- Presentation of plans and reflection

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **10 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 29,600.00	R 29,600.00
1	In-House	R 38,500.00	R 38,500.00
1	On-Campus (Pretoria)	R 44,400.00	R 44,400.00

UPCOMING SESSIONS

Start	End	Method	Venue
31 Jul 2026	10 Aug 2026	On-Campus	Mauritius
03 Aug 2026	11 Aug 2026	On-Campus	Dubai, UAE
04 Aug 2026	12 Aug 2026	On-Campus	Pretoria, South Africa
04 Aug 2026	12 Aug 2026	On-Campus	Lagos, Nigeria
05 Aug 2026	13 Aug 2026	On-Campus	Johannesburg, South Africa
06 Aug 2026	14 Aug 2026	On-Campus	Mauritius
07 Aug 2026	17 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	18 Aug 2026	On-Campus	Pretoria, South Africa

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 252476) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call +27 12 004 8389 or WhatsApp +27 65 077 6310 and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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