

## FARM MANAGEMENT PRINCIPLES

**UNIT CODE:** 0811 551 21A

**TVET CDACC UNIT CODE:** AGR/CU/EXT/CC/03/6/MA

**UNIT DURATION:** 80 HOURS

### Relationship to Occupational Standards

This unit addresses the Unit of Competency: Apply Farm Management Principles

### Unit Description

This unit specifies competencies required to apply farm management principles. It involves Apply farm Planning techniques, Control farm operations, manage farm resources and Organize farm operations

### Summary of Learning Outcomes

By the end of this unit, the learner should be able to:

S/No	Learning Outcomes	Duration (Hours)
1.	To apply farm Planning techniques	10
2.	To control farm operations	40
3.	To manage farm resources	20
4.	To organize farm operations	10
<b>Total</b>		<b>80</b>

### Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcomes	Content	Suggested Assessment Methods
1. Apply farm Planning	<b>Theory</b> 1.1 Farm planning 1.1.1 Definition of terms	<ul style="list-style-type: none"><li>Written tests</li><li>Third party report</li><li>Reflection papers</li></ul>

techniques	<p>1.1.2 Importance of farm planning</p> <p>1.1.3 Constraints affecting farm planning</p> <p>1.2 Identification of resources</p> <p>1.2.1 Human</p> <p>1.2.2 Financial</p> <p>1.2.3 Agricultural machines</p> <p>1.2.4 Agricultural inputs</p> <p>1.3 Establishment of Organization farm plans</p> <p>1.3.1 Strategic plan</p> <p>1.3.2 Tactical plan</p> <p>1.3.3 Operational plan</p> <p>1.3.4 Working plan</p>	<ul style="list-style-type: none"> <li>• Projects</li> <li>• Interviews/ Oral questions</li> <li>• Workshop reports</li> <li>• Individual/group assignments</li> <li>• Case Studies</li> <li>• Practicals</li> </ul>
2. Control farm operations	<p><b>Theory</b></p> <p>2.1 Motivation of employees</p> <p>2.1.1 Definition of terms</p> <p>2.1.2 Importance of motivation</p> <p>2.2 Leadership</p> <p>2.2.1 Definition of terms</p> <p>2.2.2 Importance of good leadership</p> <p>2.2.3 Qualities of good leadership</p> <p>2.2.4 Leadership style</p> <p>2.2.4.1 Authoritarian Leadership</p> <p>2.2.4.2 Democratic Leadership</p> <p>2.2.4.3 Transformational Leadership</p> <p>2.2.4.4 Laissez-Faire Leadership</p> <p>2.3 Performance appraisals</p> <p>2.3.1 Straight ranking appraisals</p> <p>2.3.2 Grading</p> <p>2.3.3 Management by objective appraisals</p> <p>2.3.4 Behavior-based appraisal</p> <p>2.3.5 Performance appraisal</p> <p>2.4 Resource adjustments</p> <p>2.4.1 Budget</p>	<ul style="list-style-type: none"> <li>• Written tests</li> <li>• Reflection papers</li> <li>• Projects</li> <li>• Interviews/ Oral questions</li> <li>• Workshop reports</li> <li>• Individual/group assignments</li> <li>• Practicals</li> </ul>

	2.4.2 Staff	
3. Manage farm resources	<p><b>Theory</b></p> <p>3.1 Corporate social responsibilities</p> <p>    3.1.1 Definition of terms</p> <p>    3.1.2 Importance of corporate social responsibilities</p> <p>    3.1.3 Types of corporate social responsibilities</p> <p>        3.1.3.1 Economic responsibilities</p> <p>        3.1.3.2 Legal responsibilities</p> <p>        3.1.3.3 Ethical responsibilities</p> <p>3.2 Conducting quality control and customer service</p>	<ul style="list-style-type: none"> <li>• Written tests</li> <li>• Third party report</li> <li>• Reflection papers</li> <li>• Projects</li> <li>• Interviews/ Oral questions</li> <li>• Workshop reports</li> <li>• Individual/group assignments</li> <li>• Case Studies</li> <li>• Practicals</li> </ul>
4. Organize farm operations	<p><b>Theory</b></p> <p>4.1 Budgeting</p> <p>    4.1.1 Definition of terms</p> <p>    4.1.2 Importance of budgeting</p> <p>    4.1.3 Types of budget</p> <p>        4.1.3.1 Partial budget</p> <p>        4.1.3.2 Complete budget</p> <p>        4.1.3.3 Cash flow budget</p> <p>4.2 Staffing of workers</p> <p>    4.2.1 Advertisement of vacant</p> <p>    4.2.2 Shortlisting</p> <p>    4.2.3 Interview</p> <p>    4.2.4 Recruitment</p> <p>    4.2.5 Training</p> <p>    4.2.6 Motivation</p>	<ul style="list-style-type: none"> <li>•</li> </ul>

### Suggested Methods of Instruction

- Role playing

- Group discussion
- Direct instruction

### **Recommended Resources for 25 Trainees**

S/No.	Category/Item	Description/Specifications	Quantity	Recommended Ratio (Item: Trainee)
<b>A</b>	<b>Learning Materials</b>			
17.	Business Journals		5 pcs	1:5
18.	writing materials		50	2:1
19.	Charts		1	1:25
20.	PowerPoint presentations	For trainer's use		
21.	Whiteboard		1	1:25
22.	Assorted color of whiteboard markers	For trainer's use		
23.	Printers		1	1:25
24.	Projector		1	1:25
<b>B</b>	<b>Learning Facilities &amp; infrastructure</b>			
6.	Lecture/theory room		1	1:25
7.	Agriculture lab		1	1:25
<b>C</b>	<b>Tools and Equipment</b>			
6.	Carbon filter		1	1:25
7.	Solid bowl centrifuge		1	1:25
8.	Pipe cutters		1	1:25
9.	Riser removal tool		1	1:25
10.	sprinklers		1	1:25