



FINANCIAL MANAGEMENT  
TRAINING PROGRAMME ●●●●●

## TRAINING DESCRIPTION

Record-Keeping workshop





## TRAINING PROGRAMME ● ● ● ● ●

### **COURSE NAME**

Record-Keeping Workshop

### **DURATION**

Workshop Strategy on record-keeping: 2 days  
Training of Trainers record-keeping on farm level: 2 days  
Follow-up workshop: benchmarking & business plans: 2-3 days

### **FOR WHOM**

- Management
- Board members
- Extension Officers
- Lead Farmers



## *Cooperative business development & farmer entrepreneurship Advice – Training - Exchange*

Agriterra professionalises ambitious farmer cooperatives and organisations worldwide. Cooperative expertise and peer-to-peer advice from the Dutch agri- & food top sector are key principles; advice, training and exchange are the key methodologies.

Agriterra developed a range of practical training products for cooperatives and agricultural organisations in emerging economies.

# RECORD-KEEPING WORKSHOP

## Objective

The aim of the record-keeping training is to collect information at three levels. First, there is the level of the farmers. Record-keeping gives farmers insight in their production and production costs, their sales income and their profits. At the second level, the level of the primary cooperative, record-keeping gives insight in business operations and planning, and more transparency in member's prices. In addition, it gives insight in the cumulative costs of production and opportunities to lower costs by common purchase of seed, fertiliser etc. At the level of the apex organisation, record-keeping gives insight in the value chain and offers opportunities for a more conducive environment.

## Who is this programme for?

This training is designed to strengthen an organisation's and its members record-keeping. The objectives are to:

- Raise awareness among management, board members, extension officers and lead farmers about the importance of record-keeping, and to show gains of record-keeping at member level, primary cooperative level and at the level of the apex organisation;
- Improve data registration and analysis at farmer level;
- Improve data registration and analysis at cooperative level to improve services, business operation and planning;
- Improve data registration and analysis at apex organisation level to improve services and input for lobby and advocacy and positioning towards 3rd parties incl. banks.

## Selection of participants

The selection of attendees for any training course is essential for its success. Therefore, to obtain the best results from these sessions, the cooperatives invited to the training should keep in mind the following criteria when proposing the course to their members:

- Select those members who have (or may hold in the near future) a post of responsibility.
- Include lead farmers and staff who regularly meet and communicate with members and who can disseminate the information among membership.
- Try to respect a gender balance by promoting a balanced male-female representation. Also, try to involve young members if possible.



- Up to three cooperatives or associations can be invited to the workshop Strategy on record-keeping. These organisations must already work together in some form.

It is planned for one to three cooperative societies to participate. Each cooperative will be represented by at least six people:

- Board of Directors
- General manager/Key management staff
- Extension workers
- Active farmers / lead farmers

Number of individual participants depends on number of participating cooperatives.

## Training content

Agriterra's record-keeping workshop is part of its financial management training package. The record-keeping module focuses on Business Development for the cooperative and consists of three parts:

- A workshop to develop a strategy on record-keeping: why, what and how of a record-keeping system;
- A tool for actual implementation of this record-keeping system and a toolbox for data registration;
- A follow-up workshop on benchmarking & business plans.

Main components of the training are:

- The "why, what, and how" of record-keeping.
- practical examples of record-keeping on farm-level and data analysis on cooperative level.

## Methodology

Preparation is key. The following preparations are requested from each participating organisation:

- Existing records kept at farm and cooperative level
- Calculations based on these records special for the 3<sup>rd</sup> workshop Benchmarking and business plans

In preparation for the workshop, Agriterra's business advisor will meet the management of the cooperative and discuss what records are already kept and what they want to get out of it. In other words, what is the motivation of the cooperative to improve on record-keeping.

At the end of the 3-day workshop, the cooperative will elaborate a concise action plan with SMART goals for record-keeping.



## Training results

After the completion of the programme, the participants will:

- develop a strategy on record-keeping
- realise and understand the importance of record-keeping and are ready to keep and start record keeping at their own farm/cooperative.
- know the principles of motivation (awareness training) and the knowledge of how to keep records.
- Participants are trained / coached in enabling them to pass on the knowledge about recordkeeping to farmer group leaders and farmers and prepare realistic action plans at individual level of the participants.
- develop simple format of record keeping and know how to fill and use the data.
- Participants formulate actions per farmer for the start of the record keeping.
- Discuss actions for the follow-up / next phase: analysing the data/records.
- know the principles of benchmarking and how to learn form the best practices.
- develop simple templates for benchmarking
- Participants formulate actions plans based on the best practices to improve their own business.