



agra ProVision

AGRICULTURE & ENTERPRISE TRAINING

OVERVIEW OF SHORT COURSES



AGRA Provision



agra_provision



www.agra.com.na

ABOUT AGRA	P3
ABOUT AGRA PROVISION	P3
SECTION 1: AGRICULTURE TRAINING	
1. INTRODUCTION TO FARM MANAGEMENT	P4
2. ADVANCED FARM MANAGEMENT	P5
3. LIVESTOCK PRODUCTION SERIES	P6
3.1. Animal Nutrition (Licks & Feeds)	
3.2. Applied Animal Health	
3.3. Livestock Production	
4. SMALL STOCK PRODUCTION.....	P8
5. GOAT PRODUCTION	P9
6. PROFIT-DRIVEN CATTLE BREEDING	P10
7. POULTRY PRODUCTION SERIES	P11
7.1. Basic Poultry Production	
7.2. Advanced Poultry Production	
8. PIG PRODUCTION.....	P12
8.1. Commercial Pig Production	
9. RABBIT FARMING	P13
9.1. Introduction to Rabbit Farming	
10. FEEDS AND LICKS PRODUCT KNOWLEDGE	P14
11. HORTICULTURE SERIES	P15
11.1 Introduction to Horticulture	
11.2 Hydroponics	P16
12. COMPOST MAKING AND BIOCHAR	P17
13. WATER INFRASTRUCTURE.....	P18
14. AGRICHEMICALS	P19
15. BEEKEEPING SERIES	P20
15.1 Beginner Beekeeping	
15.2 Harvesting of Bee Products	
15.3 Advanced Beekeeping	
16. FARM WORKER TRAINING SERIES	P21
16.1 Animal Husbandry	P22
16.2 Farm Fencing.....	P23
16.3 Welding.....	P24
17. FEET ON THE FARM	P25
18. RANGELAND MANAGEMENT.....	P26

SECTION 2: ENTERPRISE TRAINING

1. ENTREPRENEURSHIP	P28
1.1 Introduction to Entrepreneurship	
2. BASIC COMPUTER SKILLS	P29
3. CUSTOMER SERVICE	P30
4. MERCHANDISING	P31
5. BUSINESS ACUMEN	P32
6. BASIC FINANCIAL LITERACY	P33
7. CORPORATE COMMUNICATION	P34



ABOUT AGRA

Agra has been a pillar of the Namibian farming sector since 1980, where our presence across the country provides access to knowledge, infrastructure and a stable hub for those who are dependent on agriculture. Not only in the form of products and services, but also through employment and skills development of Namibians at every level. Namibian producers are safe in the knowledge that Agra will always work tirelessly to provide value to the agricultural sector.

As Namibian agriculture continues to evolve, Agra is the link to which the sector will look for products, services and advice. We believe that through passion, commitment, and consistency, our legacy will be one of excellence.

ABOUT AGRA PROVISION

Agra ProVision exists primarily to empower agriculture in Namibia and to assist in the sustainable growth of the sector. Our expert team covers all relevant processes for successful business development, farming and production management. These processes are offered to our clients via mentorship programmes, training courses, specialised consultancy services, joint projects, capacity development initiatives, research projects and technological advice.

OUR CORE OBJECTIVES ARE:

- **Enhancing Competence:** We aim to enhance the knowledge, skills and competence of all stakeholders in Namibia's agricultural sector. This includes producers, service providers, development agencies and policy makers. We achieve this through the regular training courses that we offer, as well as customized training and mentoring services that we provide.
- **Addressing Needs:** We provide consultancy and advisory services to stakeholders in the industry, addressing various existing and development needs – including business planning; mapping; farm and rangeland assessments; feasibility studies; and specific infrastructure advisory services.
- **Improving Efficiency:** We strive to continuously improve the efficiency of agricultural production and the sustainability of Namibia's natural resources through research and development, as well as through strategic interactions with land users and policy makers.





1. INTRODUCTION TO FARM MANAGEMENT [3 DAYS]

This course provides an overview of the farming business and is the ideal first course for any existing or prospective farmer. All aspects of farming, including rangeland management; livestock requirements and costs; maintenance of farm infrastructure; and diversification opportunities are covered. Based on this information, participants develop their own business plans.

A SWOT analysis is conducted on the business. Then the vision, mission, goals and objectives for the farming enterprise are all drafted. Participants are equipped with the basic procedures and activities related to all aspects of farming, in order to develop detailed budgets of all the income generating activities of the farm, including financial and cash flow projections. When the budget and cash flow projections are finalised, the actuals are entered in order to have a working model for a farm management action plan.

This course will give you the benefit of having a master management plan for your farm in place. This is a fantastic foundation from which to build a successful business. Participants are able to start their journey with a business plan to ensure all predictable factors are catered for and are thoroughly thought through.

Included in this course is some marketing aspects of the farming enterprise, as well as options on how to maximise profits.

This course serves as a good basis for all the other training courses provided by Agra ProVision, which cover individual topics related to farming in more specific detail.



2. ADVANCED FARM MANAGEMENT [2 DAYS]

This course focuses on the financial management and economic component of farming, providing participants with the knowledge and tools for planning and decision making, in order to improve profitability. This includes evaluating different production options.

TOPICS COVERED:

- Possible challenges to farming as a business
- Quantifying cost on a farm
- Putting a dollar value on grass
- The cost of producing beef on grazing
- Marginal Revenue Products
- Break-Even Analysis
- Discounted Pay-Back Period Investments
- Net Present Value (NPV) & Internal Rate of Return (IRR)
- Loan amortizations
- Liquidity Ratios
- Cash Flow



3. LIVESTOCK PRODUCTION SERIES

The three main drivers for profitable livestock production are: animal nutrition; animal health; and herd management and wellbeing. Our “livestock production” training series focuses on providing participants with the knowledge and skills to optimize these three elements of managing their livestock herds, in a way that will increase productivity and profitability. Training is provided in the following three modules: Animal Nutrition; Applied Animal Health (offered in three parts); and Livestock Production.

3.1 ANIMAL NUTRITION (LICKS & FEEDS) [2 DAYS]

Good feeding and supplementation is essential to maintaining good nutritional balance for livestock. Feeding, however can become a major cost driver if not applied correctly. Our two-day course on lick and feed optimisation teaches participants the principles of animal nutrition; feeding and supplementation; and how to calculate nutrient requirements based on season, type of animal, environment and grazing conditions. This ensures that the correct supplementation is provided to keep animals healthy and productive and to ensure that no money is wasted on unnecessary inputs.

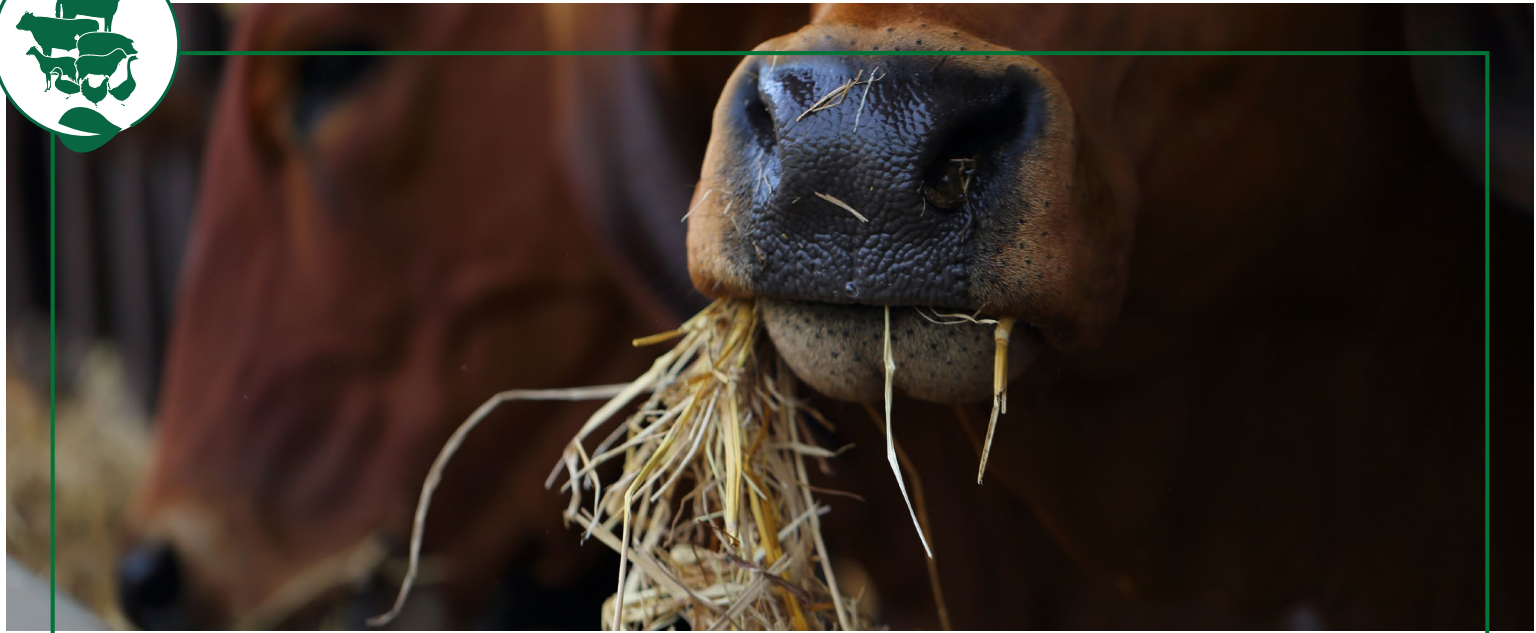
3.2 APPLIED ANIMAL HEALTH [2 DAYS PER SESSION]

Keeping animals healthy ensures maximum production and performance outcomes, as well as a good quality product. Several diseases that affect animal health also affect ours as humans. Disease and sub-standard health conditions can be devastating to productivity. It is therefore imperative that livestock owners have a sound knowledge of animal health, as well as the skills required to take preventative measures, and to identify diseases and health issues early on. This ensures that the farmer can act swiftly and take the necessary corrective measures to avoid major economic losses. The Animal Health training is offered by a qualified veterinarian, and is hosted in three sessions of two days per session. Session Three, which includes a practical component, can only be attended once Sessions One and Two have been completed.

SESSION ONE: Parasites internal and external

TOPICS COVERED:

- Requirements of healthy animals
- Five-point animal checks
- Most common internal parasites
- Internal parasite controls
- Internal parasite remedies
- Most common external parasites
- Impacts of external parasites
- External parasite remedies
- Dosage of parasite remedies
- Injection sites of livestock
- Cold chain of vaccines



SESSION TWO: Diseases in Namibia

TOPICS COVERED:

- Requirements of a healthy animal • Infectious diseases in Sheep and goats • Clostridium diseases in small stock
- Vaccines and vaccination of small stock • Infectious Diseases in Cattle • Compulsory diseases to vaccinate against
- Immunology • Vaccination types and vaccination programmes • Antibiotics and application of antibiotics

SESSION THREE: Diseases/vaccine management plans, poison plants and necropsy.

TOPICS COVERED:

- Revision on applied animal health session 1 • Revision on applied animal health session 2
- Chemical and plant poisoning • Natural toxins • Chemical toxins • Poisonous plant species in Namibia
- Prevention of poisonous plants • Treatment of poisonous plants • Necropsy (post mortem)

SESSION FOUR: A.A.H Product Knowledge

This course is designed for farmers to be able to acquire the 'right' products for their animals and administer the correct doses or quantities.

TOPICS COVERED:

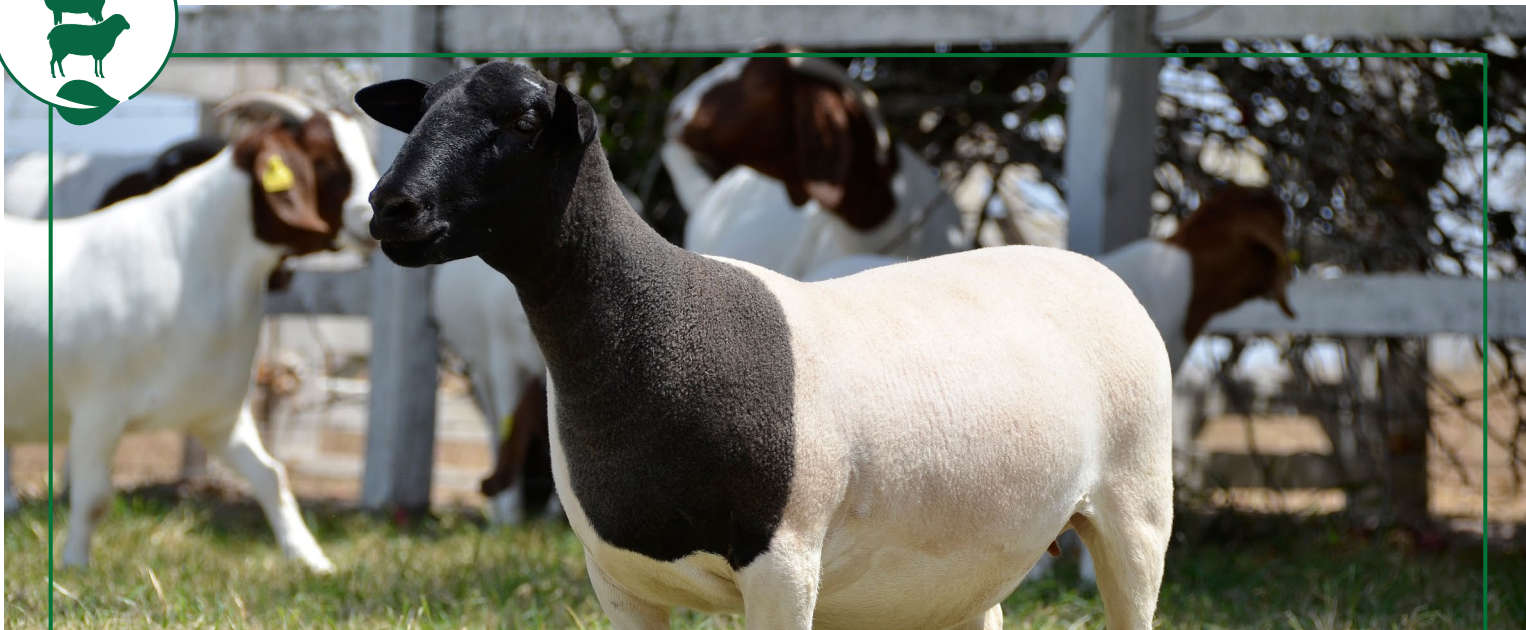
- Introduction • Internal parasites remedies • External parasites remedies • Injecting livestock
- Vaccinations and antibiotics • Pig Vaccines • Poultry vaccines and medicine • Mineral and vitamin supplements

3.3 LIVESTOCK PRODUCTION [2 DAYS]

This course deals with the correct handling, management and care of livestock animals and herds to ensure their physical well-being and optimal reproduction and growth. The training provides information and practical skills on routine management activities such as vaccinations, dosing, internal and external parasite control, castration, dehorning, docking and other components of the day-to-day care required to maintain healthy and productive animals.

TOPICS COVERED:

- Introduction • Importance of record keeping • Livestock production criteria • Background to Namibian agriculture
- Basic nutritional requirements of cattle • Introduction to cattle production • Animal husbandry equipment
- Small stock production criteria • Introduction to small stock production • Basic vaccination programme (guideline)



4. SMALL STOCK PRODUCTION [2 DAYS]

This course deals with the correct handling, management of small stock (goats and sheep) herds to ensure their physical wellbeing, as well as optimal reproduction and growth. The training provides information and practical skills on routine management activities such as vaccinations, dosing, internal and external parasite control, castration, tail docking and other components of the day-to-day care required to maintain a healthy herd and productive animals.

TOPICS COVERED:

- Importance of farm record keeping
- Small stock performance criteria
- Nutritional requirements
- Personal safety
- Body condition scoring
- Small stock dentition
- Tail docking sheep
- Castration of small stock
- Prevention and treatment of sicknesses
- Injecting small stock
- Husbandry tools and their use
- The production cycle
- Internal parasites
- External parasites
- Diseases and remedies
- Basic vaccination programme
- Injection sites for small stock



5. GOAT PRODUCTION [2 DAYS]

Goats are small prolific animals that can survive extreme climatic conditions. The course gives an overview of why one should consider farming profitably with goats. It covers important aspects such as nutrition and reproduction and kid management. The course explains welfare in relation to handling of goats during castration, ear tagging, tattooing and hoof trimming. Furthermore, common goat diseases and suggested vaccination calendars are also discussed. The course puts emphasis on marketing and factors to consider generating income from goats. Record keeping is also discussed in the course as a tool to assist farmers in flock management.

TOPICS COVERED:

- Goat breeds
- Reproduction and breeding
- Parturition and kid management
- Nutrition and feeding
- Equipment and facilities
- Husbandry techniques and animal welfare
- Diseases and health management
- Vaccination calendar and guide
- Marketing and Income
- Record keeping



6. PROFIT-DRIVEN CATTLE BREEDING [2 DAYS]

The main reason to attend this course is to select the best breeding genetics for your specific herd. The aim is to maintain your good qualities and traits whilst improving the poor qualities of your herd. The deciding requirements will differ from herd to herd, and farm to farm. By keeping your breeding goals in mind, you can select the correct animals to reach your goals.

THE FOLLOWING TOPICS WILL BE DISCUSSED IN DEPTH:

- Importance of record keeping
- Genetic variations
- Genetic correlations
- Heritability
- Estimated Breeding Values (EBVs) and Accuracy
- Repeatability of traits
- Selection for breeding
- Breeding options and Heterosis
- Economics of bull selection



7. POULTRY PRODUCTION SERIES

Poultry Farming is becoming more important to create sustainable livelihoods for many farmers and other stakeholders who are looking for new, innovative ways to earn a good income. Products derived from poultry are eggs and meat which are a rich source of protein and other kinds of vitamins and minerals. Their waste material i.e., faeces is used as a good source of manure which enhances the fertility of the soil. Two courses are offered, as follows:

7.1 BASIC POULTRY PRODUCTION [2 DAYS]

This is an introductory course that aims to lay a foundation for upcoming chicken farmers to profitably run a free-range poultry system. Participants in this training course will acquire knowledge on how to transition from the traditional way of keeping chickens to a small-scale poultry business.

TOPICS COVERED:

- Key drivers of the industry • Production systems • Housing and equipment • Flock management
- Common poultry breeds • Feeds and feeding • Handling of eggs • Incubation and hatching of eggs
- Handling young chicks • Biosecurity • Disease and health management • Marketing • Break-even analysis

7.2 ADVANCED POULTRY PRODUCTION [2 DAYS]

This course targets individuals or farmers with basic management and technical know-how in poultry farming who intend to upscale their business into intensive production systems, which have higher inputs and outputs.

TOPICS COVERED:

- Poultry industry structures • Key drivers • Poultry breeds • Housing and equipment for intensive systems
- Handling chicks • Broiler production • Layer production • Feeding and feeds • Biosecurity
- Disease and health management • Marketing • Break-even analysis



8. PIG PRODUCTION

Compared to other livestock that is produced within the primarily free-range environment in Namibia (cattle, sheep and goats), commercial pig farming requires extreme attention to detail and hands on management. However, if done properly, pig farming presents a good return on equity as a good and well managed sow (female pig) can farrow twice a year with an average of 10 piglets per litter.

8.1 COMMERCIAL PIG PRODUCTION [2 DAYS]

With more farmers looking into diversifying their farming practices, pig farming provides a solution as well as helping food security in Namibia. It is currently a growing sector within Namibia's agriculture industry. Compared to livestock produced in a primarily free-range environment in Namibia (cattle, sheep, and goats), farming with pigs commercially requires detailed attention and hands-on management. Therefore, if done properly, pig farming presents a good return on investment.

TOPICS COVERED:

- *Challenges and a key driver of the pig production industry*
- *Pig breeding industry structure*
- *Commercial pig breeds and selecting breeding stock*
- *Housing and equipment*
- *Breeding pigs*
- *Feeds and feeding*
- *Pig management and husbandry*
- *Bio-security*
- *Pig disease and health management*
- *Pig Slaughter*
- *Production targets and feed budgeting*
- *Marketing*
- *Break-even Analysis*



9. RABBIT FARMING

Rabbits can provide a good source of income and provides the market with a healthy alternative protein source. Rabbit meat is considered to have the lowest calorie meat per serving and a high protein concentration.

9.1 INTRODUCTION TO RABBIT FARMING [2 DAYS]

Rabbit farming takes up a small section of the Namibian agricultural sector. It is seen as a hobby, thus there are a few commercial rabbit farmers in Namibia. It is a lucrative business with many farmers diversifying into rabbit farming due to the little space required and the low setup costs involved for small-scale commercial production.

TOPICS COVERED:

- Introduction
- *Housing and equipment*
- *Rabbit management*
- *Rabbit types and breeds*
- *Breeding rabbits*
- *Feeds and feeding*
- *Rabbit health and disease*
- *Bio-security*
- *Marketing*
- *Rabbit slaughtering*



10. FEEDS AND LICKS PRODUCT KNOWLEDGE [1 DAY]

Basic feeds and licks training on the importance of supplementation for ruminant animals. This course is designed to capacitate yard and farm workers on the different categories of supplementation (production, maintenance, finisher), reasons to add on to grass, seasonal feeding, mixing of feed concentrates as well as the use of feed additives to better understand the products and the use of products on the market from feed companies.

TOPICS COVERED:

- *Introduction of grass as a nutrient for animals*
- *Basic function of cattle, sheep and goat digestive systems*
- *Nutrients needed by animals*
- *Different supplement categories*
- *Importance of minerals like phosphate and salt*
- *Understanding urea*
- *Feed companies product knowledge*
- *Mixing of concentrated feeds*
- *Feed additives*



11. HORTICULTURE SERIES

Horticulture in general refers to the cultivation of fruits and vegetables. Horticulture can be practiced at many levels, ranging from small-scale household-level gardening to large-scale commercial field or tunnel cultivation. These courses are therefore suited to everyone wishing to produce fruits and vegetables at any scale.

The course is a beginner's guide to the fundamentals of crop production with a dedicated focus on sustainable soil, water, and nutrient management. Input costs such as seed, soil preparation, water, and fertilizer are major considerations for any crop production enterprise and should be done correctly from the onset.

11.1 INTRODUCTION TO HORTICULTURE [2 DAYS]

All these factors play a critical role in successful horticulture, as they not only influence crop yield, but also the quality of yield, and thus the percentage of which that is marketable.

TOPICS COVERED:

- *Introduction to Namibian horticulture*
- *Record keeping*
- *Horticulture in Namibia*
- *Plant anatomy*
- *Importance of soil*
- *Soil restriction forces*
- *Crop nutrition*
- *Importance of water*
- *Crop production planning*
- *Growing different crops*
- *Importance of crop rotations*



11.2 HYDROPONICS [2 DAYS]

Aquaponics and Hydroponics are both soilless crop production methods using a close-loop system, with Aquaponics incorporating the production of fish (aquaculture). In hydroponics, plants are grown in an inert medium, and they are fed with a nutrient-rich solution. The soilless way of growing fresh and healthy vegetables has been gaining popularity because of the lack of space for farming and the demands for healthy and organic produce.

These novel production systems are economically viable in premium markets where crop values are high, as they present a significantly faster return on investment. In addition, they are perfect for the hobby grower who has limited access to good quality soils, but who also personally values the importance of a reliable source of fresh produce.

TOPICS COVERED:

- *Introduction to Hydroponics*
- *Crops suitable for Hydroponics*
- *Hydroponic production systems*
- *Growing seedlings*
- *Plant spacing*
- *Monitoring systems (EC, pH, °C, DO)*
- *Nutrient deficiencies*
- *Introduction to Aquaponics*
- *Suitable fish for Aquaponics*
- *Process flow of Aquaponics*
- *Water quality*
- *Temperature*
- *Importance of pH*
- *Dissolved oxygen*
- *Feeding fish*
- *Aquaponics feeding rate ratios*



12. COMPOST MAKING AND BIOCHAR [2 DAYS]

According to multiple studies, the nutritional composition of grains, fruits and vegetables has steadily declined over the past decades. The reason for this decline is associated with the decreased soil fertility and the increased utilization of inorganic fertilizers worldwide. The sustainability of our planet therefore greatly depends on the restoration of soil fertility through Compost Making and the implementation of soil amendments such as Biochar.

Composting is defined as the biological conversion of solid waste, including plant and animal organic materials into a fertile matrix called humus through various micro-organisms, including actinomycetes, bacteria, and fungi, with or without the presence of oxygen. Biochar is a carbon-rich form of charcoal which is made by burning biomass such as agricultural and forestry waste, in an oxygen limited environment, through a process called pyrolysis. Biochar is a soil amendment, which improves the physical and chemical properties of the soil, and improves the soil's overall health.

This course will provide practical information and skills on the different types of composting methods, including vermi-composting, building a worm farm, brewing compost tea and worm tea, as well as materials to add to the compost heap and materials to avoid. Additionally, content on the different methods of biochar production, biochar influence on soil, biochar soil application and how to harvest bushes sustainably for biochar production will be discussed.

TOPICS COVERED:

- *Compost Tea and Earthworms* • *Composting Components and Steps* • *Benefits of Composting* • *What NOT To Add*
- *Commercial Composting and Economics* • *How Biochar is Made* • *Biochar Soil Influence and Application*
- *Commercial Biochar Production and Profitability* • *Dangers of Harvesting Bushes* • *Harvesting Bushes Sustainably*



13. WATER INFRASTRUCTURE [3 DAYS]

The Water Infrastructure Training Course is designed to provide comprehensive knowledge and skills essential for the planning, design, operation, and maintenance of water infrastructure on a basic farming operation. This course is suitable for Agra Sales Advisors, farm owners/managers, professionals in the water and farming industry, as well as those seeking to enter the field.

TOPICS COVERED:

- *Understanding basic units to be used, and how to apply the different units*
- *How to be familiar with the basic principles of flow and pressure, and how to measure flow and pressure*
- *The establishment of a meaningful scale lay-out drawing of the terrain on which the irrigation system is to be used*
- *Where to use specified sprinklers in the design*
- *How to determine the size of the pipeline*
- *To gain knowledge on water supply products*
- *Cable and pipe sizing and selection*
- *Pipe friction and strengths*
- *Pumps and motor selection*
- *Why use irrigation*
- *Sprinkler/drip line design*
- *Planning*



14. AGRICHEMICALS [2 DAYS]

The Agra Provision short course on agrichemicals is designed to provide comprehensive knowledge and practical skills related to the use of agrichemicals and remedies in horticultural production and home environments. This course is ideal for individuals involved in agriculture, gardening, or those with a keen interest in plant health and pest control. Participants will gain an understanding of various agrichemicals, including insecticides, herbicides, fungicides, and fertilizers, and how to effectively use them to promote healthy plant growth and manage pests and weeds.

Throughout the course, participants will learn the essential terminologies related to agrichemicals and the distinctions between different types of fertilizers, including organic and inorganic options.

TOPICS COVERED:

INTRODUCTION TO AGRICHEMICALS

- Understanding agrichemicals: definitions and importance
- Key terminologies in agrichemicals

TYPES OF AGRICHEMICALS

- Insecticides: purpose, types, and applications
- Herbicides: purpose, types, and applications
- Fungicides: purpose, types, and applications
- Fertilizers: purpose, types, and applications

FERTILIZERS

- Organic fertilizers: benefits and usage
- Inorganic fertilizers: benefits and usage
- Differences between organic and inorganic fertilizers

USING AGRICHEMICAL PRODUCTS

- Overview of agrichemical products
- Guidelines for when and how to use products
- Safety measures and best practices

IDENTIFYING NUTRIENT DEFICIENCIES IN PLANTS

- Common signs of nutrient deficiencies
- Diagnostic techniques to identify deficiencies
- Correcting Nutrient Deficiencies

SELECTING THE APPROPRIATE FERTILIZER FOR SPECIFIC DEFICIENCIES

- Application methods to rectify nutrient deficiencies
- Monitoring plant health post-application

By the end of this course, participants will be equipped with the knowledge and practical skills to effectively use agrichemicals, enhance plant health, and manage pests and weeds in horticultural settings and at home.



15. BEEKEEPING SERIES

The beekeeping training series is aimed at introducing good principles to maintain healthy beehives for one to become a profitable and sought-after beekeeper. Beekeeping plays a huge role in maintaining biodiversity in healthy ecosystems. They are one of our most important pollinators. Harvest your honey, and wax while improving horticulture yields. Remember, bees differ from country to country, so if you want to keep Namibian bees, this course is a definite must! By being trained by Namibian beekeepers you can avoid the start-up errors made by many.

15.1 BEGINNER BEEKEEPING [2 DAYS]:

TOPICS COVERED:

- How to work safely with bees • Appropriate clothing and beekeeping gear • Best practices with pests and diseases and harvesting of products • The marketing of these products is also addressed.
- Techniques on how to set up a new apiary correctly are explained • How to find and keep bees for beginners. A visit to an operating apiary will take place on the second day, which adds valuable hands-on experience to the novice by performing beehive inspections.

15.2 HARVESTING OF BEE PRODUCTS (2 DAYS)

TOPICS COVERED:

- The harvesting of honey from a beehive • The extraction processes • The bottling and packaging process
 - How to create tinctures from propolis • Harvesting and rendering of wax • Correct temperatures to safely melt the wax
 - The creation of products such as lip ice and candles from wax • How to do scented candles
- The created products are to be taken home.

15.3 ADVANCED BEEKEEPING (2 DAYS)

TOPICS COVERED:

- Safety when working with bees • In-depth anatomy of a bee • Diseases and treatments
 - Predators and prevention • Discussions on queen rearing • Tips on managing larger apiaries • Pollination services
 - Sustainable beekeeping • Splitting of hives
- The second day will include a visit to an operating apiary with hive inspections being done.



16. FARM WORKER TRAINING SERIES

This series centers around the primary daily responsibilities of farmworkers, which involve caring for animals and erecting and maintaining farm fences. It comprises three practical one-day courses: Animal Husbandry, Farm Fencing and Welding.

Each course spans eight hours and covers the following key areas:

- **BASIC FARM RULES AND PERSONAL VALUES:**

This section emphasizes essential principles such as integrity, timeliness, honesty, proactivity, and executing tasks correctly. It also explores a typical job description and provides guidance on how to increase one's value as a farm worker.

- **FARM WORKER LIFE OUTLOOK AND ORIENTATION:**

This segment serves as a motivational session, offering insights and guidance on the perspective and orientation necessary for a fulfilling farm worker's life.

- **THE SIGNIFICANCE OF ATTITUDE IN PROFITABLE FARMING:**

This portion highlights the importance of a farm worker's attitude in contributing to a successful and profitable farming enterprise.

- **WORKPLACE SAFETY:**

Safety in the workplace is a crucial topic covered in both courses. Additionally, there is a brief session dedicated to farm fire prevention, handling, tactics, and aftercare.

- **PROPER LOADING AND SECURING OF ITEMS ON VEHICLES:**

This part focuses on the correct techniques for loading and securing various items on vehicles to ensure safe transportation.

By participating in these courses, farmworkers gain knowledge and practical skills related to animal care, fence installation and maintenance, as well as valuable insights into personal values, farm worker life, attitude, workplace safety, and vehicle loading procedures.



16.1 ANIMAL HUSBANDRY [1 DAY]

The Animal Husbandry course places significant emphasis on record keeping as a fundamental aspect of decision-making. It highlights the importance of measuring and managing various aspects of farm operations. Participants will be provided with typical benchmarks to assess their own operations. The course delves into detailed discussions on vital indicators such as calving, lambing, and weaning percentages, as well as Inter Calving Periods (ICP), which have a substantial impact on profitability.

TOPICS COVERED:

- Emphasis on record keeping as a foundation for decision-making.
- Understanding the importance of measuring and managing farm operations.
- Typical benchmarks for evaluating farm performance.
- Detailed discussion on calving, lambing, and weaning percentages.
- Exploring Inter Calving Periods (ICP) and their impact on profitability.
- Practical demonstrations of tasks like ear tagging, castration, branding, vaccinations, and treatment of ill animals.
- Safety guidelines for handling animals.
- Infrastructure topics, including windmills, solar pumps, water installation, and feed storage.
- Focus on basic animal health.
- Utilizing normal animal behavior for effective handling and movement.
- Importance and management of mating periods.
- Economic significance of herd fertility.
- Utilizing the FAMACHA Chart for determining internal parasite loads.
- Identification and prevention of common diseases in Namibia.
- Feeding practices and appropriate supplements based on the time of year.
- Wellness identification and medicine administration.
- Explanation of livestock handling facilities.
- Understanding Body Condition Scoring and its application to animals.



16.2 FARM FENCING [1 DAY]

These topics encompass a comprehensive range of subjects related to farm fencing, including construction techniques, types of fences for different purposes, maintenance considerations, river crossings, gate installation, post types, and essential tools and knots for effective fence building.

TOPICS COVERED:

- Erecting fences according to standard sizes and proper gate construction.
- Understanding the functioning of kraals as high-pressure areas.
- Basics of electric fences.
- Different types of wire, pole sizes, and types used in fencing.
- Overview of various tools required for fence construction.
- Proper construction techniques for river crossings.
- Border fences and their considerations.
- Game fences and their specific requirements.
- Fence maintenance techniques.
- Types of fences, including new fence considerations, farm border fences, standard fencing heights, large stock fences, internal fences, game fences, and small stock and jackal proof fences.
- Exploring the pros and cons of installing pipelines on fences.
- Discussion on different types of posts, such as iron posts, straining posts, corner posts, and line posts.
- Construction tips for efficient and durable fences.
- Maintenance practices for fences.
- Proper techniques for river crossings and the installation of gates.
- Various fencing knots and tie-offs at straining posts.
- Creating homemade droppers and poles.
- Hands-on practice with the knots as part of the course.



16.3 WELDING [1 DAY]

This course was designed for farm workers working with general maintenance of metal items on a farm. This course will cover basic welding techniques and equipment used. We offer a practical learning experience on the following learning areas: type of welding, welding material, types of metals, treatment of metal, good techniques, and safety measures.

INTRODUCTION TO WELDING

Basics of Welding: Overview of welding processes and their applications.

Safety Procedures: Emphasis on safety practices, use of personal protective equipment (PPE), and hazard recognition.

WELDING EQUIPMENT AND TOOLS

Welding Machines: Types, settings, and maintenance.

Hand Tools: Grinders, clamps, hammers, and their uses in welding.

Measuring and Layout Tools: Accurate measurement and marking techniques.

PRACTICAL APPLICATIONS IN AGRICULTURE

Repair Techniques: Fixing broken or damaged farm equipment like plows, trailers, and gates.

Pipe Welding: Techniques for repairing and fabricating irrigation systems.

Structural Welding: Building and repairing fences, and other farm structures

TOPICS COVERED:

- General Farm rules • Personal values • Welding safety • Welding equipment and tools • Welding basics
- Metal Arch Welding • Gasses and fumes • Electrodes • Metals • Hands on welding practices
- Welding quality control and inspections • Knots when loading material • Firefighting and prevention
- Veld fire combating plan

COURSE OUTCOMES

Upon completion, students should be able to:

- Safely operate various welding machines and tools.
- Perform basic welding tasks on various types of mild steels.
- Repair and fabricate agricultural equipment and structures.
- Plan and execute welding projects efficiently.



17. FEET ON THE FARM [1 DAY]

“Feet on the Farm” is a comprehensive training program designed to bridge the gap between urban dwellers and rural agriculture. The course aims to provide participants with a hands-on understanding of farming practices, animal husbandry, and the importance of sustainable agriculture. It also focuses on equipping sales members with practical knowledge and experience with products sold by Agra, enabling them to offer informed advice to customers.

TOPICS COVERED:

- **Program Overview:** Introduction to ranch safety, rules, and Agra’s vision and values.
- **Up-Selling:** Customer service and sales improvement techniques.
- **Animal Health:** Disease checks, dag, and body condition scoring.
- **Precision Farming:** RFID tech and farming software.
- **Cold Chain:** Importance and maintenance in agriculture.
- **Fencing:** Wire types, fencing techniques, and maintenance.
- **Vehicle Maintenance:** Basic inspections, oils, and filters.
- **Stationary Engines:** Maintenance and usage.
- **Livestock Management:** Stock handling, breeding, health, and supplementation.
- **Rangeland Monitoring:** Stocking rates, de-bushing, and animal nutrition.
- **Farm Infrastructure:** Maintenance of watering points, dams, and solar systems.
- **Firefighting and Safety:** Techniques, equipment, and load securing.
- **Predator Management:** Track identification and gin trap use.
- **Additional Skills:** Binocular adjustments, gardening, and urban farming basics



18. RANGELAND MANAGEMENT [2 DAYS]

Namibian Rangelands are threatened by increasing grazing pressure, with risk of desertification and woody plant (bush) encroachment. Under these environmental conditions, the effects of climate change are likely to exacerbate the variability of rainfall and worsen the current impacts. The study of Rangeland management is therefore essential to the sustainable use of rangelands by protecting, improving, and restoring the rangelands' basic resources—soil, water, plants, wildlife, and livestock.

A rangeland can be described as "a land on which the indigenous vegetation is predominantly grasses, grass-plants, forbs, or shrubs/trees managed as a natural ecosystem". With agriculture being the back bone of Namibia's economy, it is imperative to utilize, manage and preserve our resource base (rangelands) sustainably.

TOPICS COVERED:

- *Seasonal rangeland production cycle*
- *Forage requirements of cattle, sheep and goats*
- *Forage availability*
- *Indicators of rangeland condition*
- *Indicators of rangeland condition*
- *Contributing factors to rangeland degradation*
- *Determine carrying capacity*
- *Aligning herd size to forage availability*
- *Monitoring camps for overutilization*
- *Feeding guidelines for livestock*



agra ProVision

ENTERPRISE TRAINING OVERVIEW OF SHORT COURSES





1. ENTREPRENEURSHIP [2 DAYS]

Entrepreneurship is the ability and readiness to develop, organize and run a business enterprise, along with any of its uncertainties to make a profit. The Namibian government identified the Micro, Small, and Medium Enterprises (MSME) sector as a catalyst for the socioeconomic development of the country. In the current economic climate, MSME's successes are threatened by various challenges such as access to capital, lack of management, and financial skills amongst others. This course is aimed at laying a foundation for entrepreneurs to build sustainable and profitable businesses. The course highlights business opportunity indicators in Namibia and Africa at large.

12.1 INTRODUCTION TO ENTREPRENEURSHIP

TOPICS COVERED:

- *Different strategies to use when starting a business*
- *Business idea sourcing, incubating, testing, and implementing*
- *Business Research and Strategic planning*
- *Writing a marketable Business Plan*
- *Business registration and Taxation*
- *Business Creation & Development*
- *Business administration and operations*
- *Marketing and Networking*
- *Logistics and Supply Chain Management*
- *Negotiation and Bargaining*
- *Crisis management*
- *Business Evaluation*
- *Venture Financing*
- *Mergers and Acquisition*



2. BASIC COMPUTER SKILLS [1 DAY]

Basic computer skills refer to the fundamental knowledge and abilities required to navigate and operate a computer effectively. These skills are essential for individuals to perform various tasks and activities using computer systems and software applications. Basic computer skills encompass a range of fundamental competencies.

The training covers topics such as setting a physical conducive working space, MS Word, MS Excel, Outlook and the integration of MS Word and Excel

TOPICS COVERED:

Creating a physically conducive work environment will entail:

- *Correct setting/placing of the computer screen, and where to place the mouse.*
- *Seat height and light exposure.*
- *Keyboard shortcuts are explained to speed up daily processing tasks including the Windows Button and all its various uses.*

MS Word is covered through the using of:

- *Font styles, where and when to use what style.*
- *How to create automated page numbers, tables of content and how to insert picture captions and their index.*
- *Setting up a universal template to have the same look and feel across all Word documents.*

MS Excel covers all the basics of

- *Creating new sheets, tables and basic formulae.*
- *Advance formula such as VLOOKUP's*
- *Pivot tables.*
- *Conditional formatting and the various applications of it.*
- *The integration of how Excel and Word are used in compiling reports.*

The basics of Outlook covered during the training include:

- *Signatures*
- *Calendars*
- *Task lists and Rules*
- *Alerts to simplify managing your inbox.*



3. CUSTOMER SERVICE [1 DAY]

Customer service training refers to a process of imparting knowledge, skills, and attitudes to employees who interact with customers, with the goal of enhancing their ability to provide excellent customer service experiences. It involves various educational activities designed to improve employees' communication, problem-solving, empathy, and conflict resolution skills.

TOPICS COVERED:

- Attitude and first impressions.
- Effective communication through listening actively and asking open ended question.
- Basic courtesy when interacting with customers and what to do when they say no.
- Discussions are made on how to use these difficult situations to learn how to improve internal systems.
- Relationship building and maintaining these relationships.
- The building and maintaining of long-term relationships are encouraged to ensure repeat customers and happy clients.
- How to handle face-to-face interaction and what to do with difficult customers for a mutual beneficial outcome.
- How to greet customers professionally, assist them and say goodbye properly.



4. MERCHANDISING [1 DAY]

Merchandising training refers to the process of educating and equipping individuals with the skills and knowledge necessary to effectively plan, present, and promote products or services in a retail or business setting. It involves teaching strategies and techniques to optimize product placement, visual appeal, and sales performance in order to maximize customer interest and drive revenue.

The definition of merchandising is discussed and the purpose or outcome that is expected from proper merchandising.

TOPICS COVERED:

- How a store layout assist or hinder sales.
- The placement of products by category around the retail space including the height is discussed in detail.
- What constitutes a good display.
- All supporting elements are handled to determine what enhances the sales/customer experience.
- Focus is also placed on counter displays and gondolas.
- Many practical examples are used to show what is good practises and the reasons why it is used.
- Product classification is explained and the use of it.
- Detailed discussion is formed around this mentioning cross merchandising, slow movers, impulse buys and what constitutes a known value item.



5. BUSINESS ACUMEN [2 DAYS]

Introduction to business acumen, detailing what is business acumen and why it is important in business. How to develop business skills and business systems. Explaining and understanding business terminology and concepts. Understanding financial literacy such as profitability, what is gross profit, turnovers, net profits, and mark ups versus gross profit. The importance of budgeting, developing decision making skills, and risk assessments. Business performance growth, business leadership and collaboration to align in accordance with the business's vision and values. Operational efficiency and innovation and creativity in business. Understanding business strategy, time management and how to handle stressful environments.

TOPICS COVERED:

- Introduction to Business Acumen
- Business Terminology and Concepts
- Financial Literacy
- Decision-Making Skills:
- Risk assessments.
- Business Performance and Growth
- Business Leadership and Collaboration
- Operational Efficiency
- Innovation and creativity
- Time management
- Business Strategy
- How to handle stressful environments
- Final Thoughts



6. INTRODUCTION TO BASIC FINANCIAL LITERACY [1 DAY]

This course is designed to provide participants with a foundational understanding of personal finance. It aims to equip individuals with essential financial skills and knowledge to make informed financial decisions and manage their personal finances effectively.

TOPICS COVERED:

Introduction to Financial Literacy:

- Definition and importance of financial literacy • Impact of financial decisions on personal well-being

Budgeting:

- Creating a personal budget (income, expenses, and savings)
- Techniques for tracking expenses and managing cash flow • Setting financial goals and prioritizing spending

Banking Basics:

- Types of bank accounts (checking, savings) and their features • Understanding interest rates, fees, and penalties
- Online and mobile banking basics

Credit and Debt Management:

- Understanding credit scores and credit reports • Responsible use of credit cards and loans
- Strategies for managing and reducing debt

Insurance:

- Types of insurance (health, auto, renters) • Understanding insurance policies, premiums, and deductibles
- Importance of insurance in financial planning

Financial Planning:

- Setting long-term financial goals (buying a home, retirement planning)
- Creating a financial plan (savings strategies and investment allocation)
- Estate planning basics (wills and beneficiaries)

Ethical and Responsible Financial Behavior:

- Importance of transparency, honesty, and accountability in financial transactions
- Social and environmental considerations in financial decisions (ethical investing)

Personal Financial Management Skills:

- Time management skills for financial planning • Decision-making skills related to financial choices and priorities

Practical Application and Case Studies:

- Applying financial literacy concepts to real-life scenarios

COURSE OUTCOMES:

- How to create and manage a personal budget • Techniques for tracking expenses and managing cash flow
- Responsible use of credit and strategies for managing debt • Basic investment principles and options
- Understanding and choosing appropriate insurance policies • Setting and achieving long-term financial goals
- Knowledge of consumer rights and how to avoid financial scams • Ethical financial behavior and considerations in decision-making • Utilization of financial tools and resources for effective financial management
- Practical skills for applying financial concepts to real-life scenarios



7. CORPORATE COMMUNICATION [1 DAY]

Communication forms an integral part of every human interaction and is embedded in all aspects of business operations. This course is designed to equip individuals with the essential skills required to communicate effectively in a corporate environment. Taking a holistic approach, it covers different types of communication and provides strategies for improving one's communication skills.

Participants will be trained in the effective and efficient use of various communication media, including email, WhatsApp and telephone. The course also covers how to communicate effectively both internally and externally, in accordance with company policies.

TOPICS COVERED:

- Introduction to Communication
- Features of Communication
- Types of Communication
- Corporate Communications
- Components of Corporate Communications
- Internal Communications
- External Communications
- Communication Media
- Effective Communication
- Barriers to Effective Communication
- Crisis Communication
- Conflict Resolution



Certificates of attendance are issued to participants for each course successfully completed.

CONTACT DETAILS

apvtraining@agra.com.na
+264 61 290 9208

Agra Corporate Office | Bessemer Street | Southern Industrial Area
Windhoek | Namibia

www.agra.com.na
<https://www.facebook.com/agraprovision>

