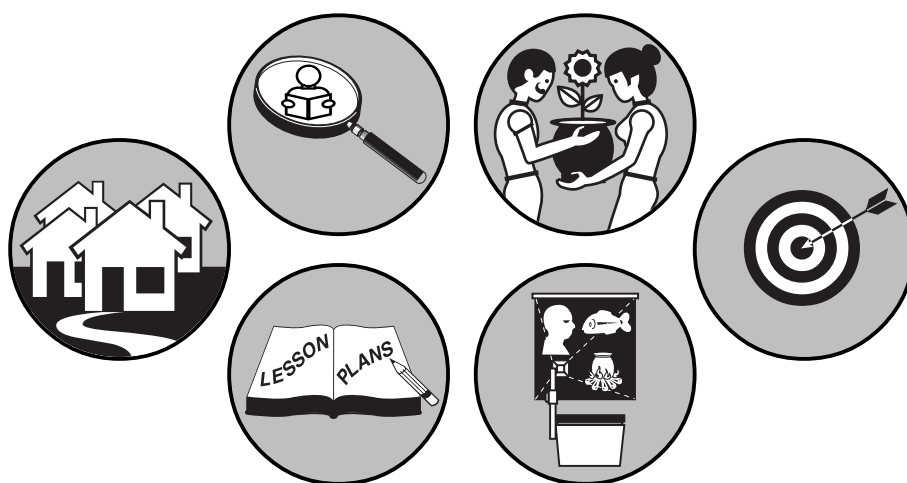


HANDBOOK

Non-formal Adult Education Facilitators



UNESCO Asia-Pacific Programme of Education for All (APPEAL)

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About This Handbook

Dear Readers:

Thank you for taking an interest in this handbook. On behalf of the writers, I wish to explain to you how we prepared this book.

We have prepared this handbook for dedicated people working in literacy and continuing education programmes in villages, for example, at community learning centres. You may be called a teacher (China), prerak (India), shoyogi karyakarta (Nepal), shebok/shebika (Bangladesh), volunteer teacher (Thailand), facilitator or instructional manager (Philippines), or you may have another title.

We hope that this handbook can help you enrich your ideas and skills in promoting learning in the community in which you work. Since the content of this handbook is based on real stories from facilitators working in other Asian countries, it may not suit the situation of your own programme or community. Still, we hope that you will be able to use some of the ideas and try out new teaching-learning approaches from the stories in this handbook.

The handbook is separated into six modules:

- Module 1** Community Mobilization
- Module 2** Identification of Learning Needs
- Module 3** Preparing Lesson Plans
- Module 4** Participatory Learning
- Module 5** Using Learning Aids
- Module 6** Assessing Learning

Each module starts with an overview and has several sections that can answer questions or problems you may have concerning teaching and learning.

You may start reading at any section of this book. Your reading may be more fruitful if you can share some sections for discussion with your colleagues and/or supervisors. There are activities and exercises to help you in your reading and learning about things in this book. We encourage you to do them.

If you are a trainer of facilitators, you may wish to use some sections for discussions and training programmes.

The handbook is accompanied by a series of videotapes that briefly illustrate literacy and continuing education experiences in selected countries.

If you have your own stories to tell or questions not answered in this handbook, please send your feedback to us. Your contribution could help us to improve this handbook. The communication may be addressed to:

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We hope that this handbook will be of some help to your work in literacy, continuing education and other adult nonformal education programmes.

Yours sincerely,

Project Coordinator

Suggestions for Developing of Local Versions of This Handbook

In order to adapt this regional version of the handbook into a local version, we suggest the following:

1. Adaptation

Use local names in the stories and examples

In the stories the regional version uses some selected names of people, villages and districts and examples. Please replace these names with more common names used in your own country if you think it is necessary. People feel more comfortable with familiar names.

Add local stories that are relevant to the section theme

The regional version is based on real experiences in Asia. If you can find similar stories from your own programmes, please add them. Such stories will interest readers in your country.

Change the format and size of the handbook

The handbook modules consists of separate. Each module is bound separately so that it can be used according to the interest of readers, who can start with any of them. The modules are short enough so that little time it needed to read each one.

You can also change the size of the paper in order to meet local needs.

2. Use

The handbook should be used flexibly according to the needs of the users. It is not a textbook, so there is no need to follow the sequence of sections and modules. You may encourage users to start with the sections they find most useful and interesting.

Self-learning

This handbook primarily aims to provide facilitators with self-learning materials to help their day-to-day work. The overview at the beginning of each module gives readers an idea about the modules content.

Training

Selected sections of the handbook can be used for programmes to train facilitators. You should select the relevant sections according to the training needs and purpose as well as the time available for the programme. We suggest that sections found useful be incorporated in the existing training programmes for facilitators.

In order to assist in conducting the training sessions, the following audio-visual materials will shortly be available for use with this handbook:

- (1) Transparencies and/or PowerPoint presentation samples in English. These materials need to be adapted into the local language.
- (2) Videos tapes. Two sets will be available:
Introduction of Non-formal Education (NFE) in the Asia-Pacific region (Bangladesh, China, India, Indonesia, Nepal, Philippines and Thailand).
A module-based programme introducing the concrete examples of NFE activities in selected countries of the region.

Please contact APPEAL, UNESCO PROAP to obtain the above materials:

These materials will also be available at the organizations listed below:

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