

**XI. EXTENSION UNIT  
FRONTLINE SERVICES**

**1. EXTENSION UNIT FRONTLINE SERVICE: REQUEST FOR CONDUCT OF TRAINING**

**TOTAL RESPONSE TIME: 3 DAYS, 4 HOURS and 25 MINUTES**

<b>STEPS/ PROCEDURE</b>		<b>DURATION</b>	<b>REQUIREMENTS</b>	<b>FEE</b>	<b>RESPONSIBLE PERSON</b>	<b>LOCATION</b>
<b>CLIENT</b>	<b>SERVICE PROVIDER</b>					
1. Requests in Writing for Training/ fora/ seminars for Technology Transfer	2.Receives request and submit to the Director for Extension Services	25 minutes	Request Letter	None	EXTENSION UNIT STAFF	Office for Extension Services
	3. Interview client/s and inform client of action to take;	1 hour		None	EXTENSION DIRECTOR	Office for Extension Services
4. Agree on schedule for training / fora / seminar	5. Arrange schedule for training / fora / seminars to undertake	2 Hours		None	EXTENSION DIRECTOR	Office for Extension Services
	6. Prepare training design and approval of the training ;	3 days		None	EXTENSION UNIT Pool of Experts in the field of training Budget office Planning office Office of the President	Office for Extension Services, Budget office, Planning Office and Office of the President
7. Discuss details of the training;	8.Discuss details of training/ fora / seminar requested or inform client/s of details	1 hour		None	EXTENSION DIRECTOR	Office for Extension Services
<b>END OF TRANSACTION</b>						

**2. EXTENSION UNIT FRONTLINE SERVICE: REQUEST FOR TECHNICAL ADVISORY SERVICES**

**TOTAL RESPONSE TIME: 1 DAY, 1 HOUR and 25 MINUTES**

<b>STEPS/ PROCEDURE</b>		<b>DURATION</b>	<b>REQUIREMENTS</b>	<b>FEE</b>	<b>RESPONSIBLE PERSON</b>	<b>LOCATION</b>
<b>CLIENT</b>	<b>SERVICE PROVIDER</b>					
1. Request in writing for consultancy in technology clinic	2. Receive request and submit to the Director of Extension	25 minutes	Request Letter	None	EXTENSION STAFF	Office for Extension Services
	3. Interview client/s and inform action taken on the request	1 hour		None	EXTENSION DIRECTOR	Office for Extension Services
	4. Refer to the experts	1 day		none	Pool of experts /extensionist	Office for Extension Services
<b>END OF TRANSACTION</b>						