

Curriculum Content of Job Training Course of CDPOs/ACDPOs

S. No	Component & Content	Working Hours									
		Theory		Class Assignment		Supervised Practice		Observational Visit		Total	
		Hrs.	Mts.	Hrs.	Mts.	Hrs.	Mts.	Hrs.	Mts.	Hrs.	Mts.
A. Defreezing (½ Day)											
1	Welcome & Introduction	1	30	0	00	0	00	0	00	1	30
2.	Sharing of Experiences	0	00	2	45	0	00	0	00	2	45
	Total	1	30	2	45	0	00	0	00	4	15
B. The Foundation (1 ½ Days)											
3	Situation of Children and Women in India/States	1	15	0	00	0	00	0	00	1	15
4	Social Issues Concerning Children and Women	2	00	0	00	0	00	0	00	2	00
5	Constitutional Provisions, Rights and Legislation Concerning Children & Women	2	00	0	00	0	00	0	00	2	00
6	Programmes and Policies for Development of Children and Women	2	15	0	00	0	00	0	00	2	15
7.	Status of Girl Child and the Meena Initiative	1	00	0	45	0	00	0	00	1	45
8.	Women Empowerment through Self Help Groups	1	00	0	30	0	00	0	00	1	30
	Total	9	30	1	15	0	00	0	00	10	45

C. ICDS Programme (2 Days)											
9.	Introduction to ICDS Prog.	2	30	0	00	0	00	0	00	2	30
10.	Training Set up and Approach to ICDS Training	1	45	0	00	0	00	0	00	1	45
11.	Setting up an AWC	1	15	0	00	0	00	0	00	1	15
12.	Role & Job Responsibilities of a CDPO/ACDPO	1	30	0	00	0	00	0	00	1	30
12.1	Class Assignment	0	00	0	30	0	00	0	00	0	30
13	Role & Job Responsibilities of other ICDS Functionaries, Health and Block Functionaries	1	30	0	00	0	00	0	00	1	30
14	Health Infrastructure and Set up	1	15	0	00	0	00	0	00	1	15
15	Interface/Coordination with Government Ministries/Departments (Health, Education, Rural Development, and Information and Boardcasting) for ICDS Programme	1	30	0	00	0	00	0	00	1	30
16	Communication and Counseling Skills Required by a CDPO/ACDPO	0	30	1	00	0	00	0	00	1	30
17	Instructions and Guidelines Issued by DWCD	1	15	0	00	0	00	0	00	1	15
18	Feedback of ICDS Component	0	30	0	00	0	00	0	00	0	30
	Total	13	30	1	30	0	00	0	00	15	00

D. Early Childhood Care and Development (4 Days)											
19	Child Development – Definition, Concept Need & Process	2	15	0	00	0	00	0	00	2	15
20	Film on Child Development	0	00	0	45	0	00	0	00	0	45
21	Early Childhood Care & Education in ICDS	1	15	0	00	0	00	0	00	1	15
22	Activities for Early Childhood Stimulation (Birth – 3 years)	0	45	1	00	0	00	0	00	1	45
23	Importance of PSE & Characteristics of a Preschool Child	1	30	0	00	0	00	0	00	1	30
24	Activities for Physical and Motor Development of Children in a Preschool	0	45	1	15	0	00	0	00	2	00
25	Activities for Cognitive Development of Children in a Preschool	1	00	1	15	0	00	0	00	2	15
26	Activities for Language Development of Children in a Preschool	0	45	0	45	0	00	0	00	1	30
27	Activities for Psycho-social Development of Children in a Preschool	0	45	0	45	0	00	0	00	1	30
28	Instructions for Nature Walk	0	15	0	00	0	00	0	00	0	15
29	Nature Walk	0	30	1	00	0	00	0	00	1	30

30	Activities for Development of Creative, Aesthetic Expression and Science Exposure of Children in a Preschool	0	30	1	00	0	00	0	00	1	30
31	Organisation & Arrangement of AWC for PSE Activities	1	15	0	00	0	00	0	00	1	15
32	Preparation and Use of Low Cost PSE Material	0	30	2	45	0	00	0	00	3	15
33	Planning and Organizing PSE Programme at AWC	1	30	2	45	0	00	0	00	4	15
34	Class Assignment : Make a Plan for Conducting PSE Activities in a AWC	0	00	1	30	0	00	0	00	1	30
35	Common Behavioural Problems among Children	1	15	0	00	0	00	0	00	1	15
36	Feedback of ECCD	0	30	0	00	0	00	0	00	0	30
	Total	15	15	14	45	0	00	0	00	30	00
	E. Nutrition & Health (7 Days)										
37	Importance of Healthy Living and Good Nutrition	1	30	0	00	0	00	0	00	1	30
38	Nutrition and Health Services in ICDS Programme	1	30	0	00	0	00	0	00	1	30
39	Nutrition and Health Care of Expectant, and Nursing Mothers	1	15	0	00	0	00	0	00	1	15
40	Nutrition and Health Care of Newborns, Infants and Young Children (Birth – 6 years)	1	15	0	30	0	00	0	00	1	45
41	Nutrition and Health Care of Adolescent Girls	1	30	0	00	0	00	0	00	1	30

42	Protein Energy Malnutrition Among Children – Causes, Symptoms, Prevention and Management	1	30	0	00	0	00	0	00	1	30
43	Micronutrient Deficiencies Among Children : Causes, Symptoms, Prevention and Management	1	30	0	00	0	00	0	00	1	30
44	Organizing Supplementary Nutrition at an AWC	0	45	0	30	0	00	0	00	1	15
45	Growth Monitoring and Promotion	0	30	1	30	0	00	0	00	2	00
46	Organising Nutrition and Health Education Session & Instructions for field visit	0	30	0	45	0	00	0	00	1	15
47	Visit to AWC for organising Preschool Education Activities & conducting Nutrition Services	0	00	0	00	4	15	0	00	4	15
48	Prevention of Emerging Endemic Diseases among Children	1	45	0	00	0	00	0	00	1	45
49	Identification and Prevention and Disability among Children	1	30	0	00	0	00	0	00	1	30

50	Introduction to Integrated Management of Childhood Illness	2	00	0	00	0	00	0	00	2	00
51	Assessment of Childhood Illness (Newborn – 5 yrs.)	1	15	1	00	0	00	0	00	2	15
52	Assessment of Childhood Illness (Newborn – 5 yrs. Contd.)	2	00	1	15	0	00	0	00	3	15
53	Classification of Childhood Illness	1	30	0	30	0	00	0	00	2	00
54	Treatment of Childhood Illness	1	00	1	00	0	00	0	00	2	00
55	Treatment with Home Care and Advice	1	30	2	00	0	00	0	00	3	30
56	Visit to Community for Assessment, Classification and Treatment of Common Childhood Illness	0	00	0	00	4	15	0	00	4	15
57	Nutrition Counseling	1	00	2	15	0	00	0	00	3	15
58	Visit to Community for Assessment, Classification, Treatment, Home Care and Counseling	0	00	0	00	4	15	0	00	4	15
59	Review, Reinforcement and Feedback of IMCI Component	0	30	0	30	0	00	0	00	1	00
60	Personal Hygiene and Safe Drinking Water	1	15	0	00	0	00	0	00	1	15

61	Feedback of Nutrition and Health Counselling	1	00	0	00	0	00	0	00	1	00
	Total	28	00	11	45	12	45	0	00	52	30
	F. Communication, Advocacy and Community Participation (3 Days)										
62	Need, Importance and Scope of Community Participation in ICDS	2	15	0	00	0	00	0	00	2	15
63	How to Know Your Community?	1	15	0	00	0	00	0	00	1	15
64.	Film on Community Participation	0	00	0	45	0	00	0	00	0	45
65	Role of Community in ICDS Programme	2	00	0	00	0	00	0	00	2	00
66	Role of Panchayats in Implementation of ICDS Project	1	15	0	00	0	00	0	00	1	15
67	Preparing Community for Starting an ICDS Project	1	30	0	30	0	00	0	00	1	30
68	Conducting a Survey in a Community	0	30	1	00	0	00	0	00	1	30
69	Techniques for Mobilising Community and Eliciting Community Participation	1	00	2	00	0	00	0	00	3	00
70	Community Based Monitoring	1	30	0	00	0	00	0	00	1	30
71	IEC in ICDS Programme and	1	15	0	00	0	00	0	00	1	15

	Need for Social Marketing										
72	Communication Process	1	30	0	00	0	00	0	00	1	30
73	Communication for Behaviour Change	1	30	0	00	0	00	0	00	1	30
74	Advocacy/Awareness for ICDS or for Issues Concerning Children and Women	0	30	2	15	0	00	0	00	2	45
75	Feedback of Communication, Advocacy and Community Participation	0	30	0	00	0	00	0	00	0	30
	Total	16	30	6	00	0	00	0	00	22	30
	G. Organization and Management (4 Days)										
76	Management of ICDS Project and Role of a CDPO/ACDPO as a Manager	1	45	0	00	0	00	0	00	1	45
77	Setting up of an ICDS Project and the Budget	0	45	0	30	0	00	0	00	1	15
78	Leadership, Motivation and Team Building	0	45	0	30	0	00	0	00	1	15
79	Supervision, Monitoring, Education and Guidance to ICDS Team	1	15	0	30	0	00	0	00	1	45
80	Planning & Organizing Meetings	0	30	1	00	0	00	0	00	1	30
81	Office Management: Rules and Procedures (Based on the Manual)	1	30	0	45	0	00	0	00	2	15

82	Establishment and Service Rules	2	00	0	00	0	00	0	00	2	00
83	Office Procedures & Communication	1	15	0	30	0	00	0	00	1	45
84	Management of Supplies, Material and Equipment	1	00	0	30	0	00	0	00	1	00
85	Financial Rules and Procedures	2	15	0	00	0	00	0	00	2	15
86	Purchase Procedures	1	30	0	30	0	00	0	00	2	00
87	Accounts and Book Keeping	1	00	0	45	0	00	0	00	1	45
88	Audit Procedures	1	00	0	30	0	00	0	00	1	30
89	Maintenance of Records & Registers	1	00	1	15	0	00	0	00	2	15
90	MIS in ICDS and Filling up of MPR Proforma	1	00	1	00	0	00	0	00	2	00
91	Role of CDPO as Drawing & Disbursing Officer and Delegation of Powers	1	15	0	00	0	00	0	00	1	15
92	Preparation of Action Plan for Implementation of ICDS Project	0	00	1	30	0	00	0	00	1	30
93	Instructions for Supervised Practice & Feedback of Organisation and Management Component	0	30	0	00	0	00	0	00	0	30
	Total	20	15	9	45	0	00	0	00	30	00

H. Supervised Practice (3 Days)											
94	Act as an AWW at an AWC	0	00	0	00	4	15	0	00	4	15
95.	Act as an AWW in the Community	0	00	0	00	3	15	0	00	3	15
96	Act as a Supervisors	0	00	0	00	4	15	0	00	4	15
97.	Act as a Supervisor in the Community	0	00	0	00	3	15	0	00	3	15
98	Act as a CDPO in CDPO's Office	0	00	0	00	4	15	0	00	4	15
99	Act as CDPO in Community	0	00	0	00	3	15	0	00	3	15
	Total	0	00	0	00	22	30	0	00	22	30
I. Evaluation & Concluding (1 Day)											
100	Issues of National Importance	2	15	0	00	0	00	0	00	2	15
101	Evaluation of Trainees	2	00	0	00	0	00	0	00	2	00
102	Feedback and Bridging the Learning Gaps	1	45	0	00	0	00	0	00	1	45
103	Concluding Session	1	30	0	00	0	00	0	00	1	30
	Total	7	30	0	00	0	00	0	00	7	30
	Grand Total	111	00	48	45	35	15	0	00	195	00