

## Programme Content of Job Training of CDPOs/ACDPOs

### A. Defreezing (1/2 Day)

#### DAY I

Day	Session	Time	Topic	Training Content
Day I		9.00 a.m.-9.15 a.m.	Registration	<ul style="list-style-type: none"> <li>Registration of participants and distribution of Kit</li> </ul>
Day I	Session I	9.15 a.m. -10.30a.m.	Welcome & Introduction	<ul style="list-style-type: none"> <li>Welcome the participants</li> <li>Introductory Address by Head of the Institution/Division</li> </ul> <p><b>Introduction to the Training Programme</b></p> <ul style="list-style-type: none"> <li>Briefing on objectives, programme schedule, working hours, theory sessions, practicals, supervised practice, field visits and resource persons</li> </ul> <p><b>Introduction to the Training Institute</b></p> <ul style="list-style-type: none"> <li><b>Rules and regulations</b> of the training centre - hostel, classroom, outstation leave permission, medical/TA etc.</li> <li>Facilities available in and around training centre like medical, market, post office, telephone etc.</li> <li><b>Self-introduction</b> by participants and sharing of information about the family, home and place of work</li> </ul> <p><b>Instructions for Course Director</b></p> <p>⇒ Course Director may assign responsibilities to participants by rotation for classroom management - physical exercises/games, attendance, punctuality, assignment collection, cleanliness, giving vote of thanks to resource persons etc.</p> <p>⇒ Every day one trainee should be given the responsibility of preparing the report of the day which should be read in the class and put on the board the next day</p> <p>⇒ Participants may be divided in to groups of 4/5 for Class Assignments during the programme</p>
Day I	Session II & III	10.30 a.m. –1.15 p.m.	Sharing of Experiences	<ul style="list-style-type: none"> <li>Each trainee shares his/her experiences in implementing ICDS Programme</li> <li>As per the discussions in the class, the <b>Course Director</b> should list:               <ul style="list-style-type: none"> <li>- Expectation of trainees</li> <li>- Assessment of Training Needs</li> <li>- Constraints and problems in the field</li> </ul> </li> </ul> <p><b>Note :</b> Information regarding this session should be sent to NIPCCD, New Delhi</p>

**B. The Foundation (1-1/2Day)**

Day	Session	Time	Topic	Training Content
Day I	Session IV	2.15 p.m. – 3.30 p.m.	Situation of Children and Women in India/States	<ul style="list-style-type: none"> <li>• Discussion on situation of children, adolescent girls and women in urban, rural &amp; tribal areas on following indicators</li> <li>- Demography/Vital Statistics               <ul style="list-style-type: none"> <li>- Total population</li> <li>- Population of children (0-6yrs) by sex, adolescent girls and women in country/states</li> <li>- Population growth rate</li> <li>- Sex ratio</li> <li>- System of registration of birth and death</li> <li>- Death and birth rate by sex and age group</li> </ul> </li> <li>- Health Status               <ul style="list-style-type: none"> <li>- Mortality among children (0-6 yrs) by age group and by sex</li> <li>- Crude death rate</li> <li>- Low birth weight babies</li> <li>- Morbidity – definition, incidence/prevalence of common childhood diseases</li> <li>- Maternal Mortality Rate of Women</li> <li>- Immunisation status of children and expectant mothers</li> </ul> </li> <li>- Nutritional Status               <ul style="list-style-type: none"> <li>- Malnutrition among children and women</li> <li>- Number of under nourished, wasted and stunted children by age and sex</li> <li>- Number of children suffering from micro-nutrient deficiencies i.e. blindness due to vitamin-A deficiency, nutritional anaemia, and iodine deficiency disorders</li> </ul> </li> </ul>

Day	Session	Time	Topic	Training Content
Day 1	Session IV (Contd.)			<ul style="list-style-type: none"> <li>- Education               <ul style="list-style-type: none"> <li>- Number of 3-6 years old children enrolled for preschool education at AWC by sex</li> <li>- Number of children enrolled in primary schools by sex</li> <li>- Number of dropouts at preschool and primary level</li> <li>- Literacy rate of adolescent girls and women</li> </ul> </li> <li>• Problems of adolescent girls in tribal areas</li> <li>• Children in Difficult Circumstances i.e.               <ul style="list-style-type: none"> <li>- Children with disabilities</li> <li>- Child labour</li> <li>- Street children</li> <li>- Destitute children</li> <li>- Juvenile delinquents</li> <li>- Drug addicts</li> <li>- Child prostitutes and children of prostitutes</li> <li>- Children of prisoners, dowry victims and drug addicts</li> <li>- Slum and migrant children</li> <li>- Children suffering from HIV/AIDS</li> </ul> </li> <li>• Crime against children and women</li> <li>• Role of ICDS functionaries in improving the situation of children and women</li> </ul>

Day	Session	Time	Topic	Training Content
Day I	Session V & VI	3.30 p.m. – 5.30 p.m.	Social Issues Concerning Children and Women	<ul style="list-style-type: none"> <li>• List emerging social issues related to children and women, their causes associated factors and preventive measures</li> <li>• Discuss the following social issues: <ul style="list-style-type: none"> <li>⇒ Trafficking of children and women <ul style="list-style-type: none"> <li>- Definition, magnitude of the problem, causes and prevention of trafficking</li> <li>- Provision in the act relating to trafficking</li> <li>- Initiatives taken by Govt. to prevent trafficking of children and women</li> </ul> </li> <li>⇒ Child Labour <ul style="list-style-type: none"> <li>- Definition, causes and prevalence</li> <li>- Effects of child labour on development</li> <li>- Child Labour Act</li> <li>- Govt. initiatives to reduce child labour</li> </ul> </li> <li>⇒ Drug Abuse <ul style="list-style-type: none"> <li>- Definition and magnitude of the problem</li> <li>- Causes (social, psychological and economic) and effect on child's development</li> <li>- Government initiatives to reduce the problem of drug abuse</li> </ul> </li> <li>⇒ Dowry <ul style="list-style-type: none"> <li>- Causes of dowry deaths</li> <li>- Provisions in Dowry Prohibition Act</li> </ul> </li> <li>⇒ Sexual abuse and violence against women <ul style="list-style-type: none"> <li>- Definition, causes and prevalence</li> <li>- Reasons for the increase in number of sexual abuse and violence against women</li> </ul> </li> </ul> </li> <li>• Role of ICDS functionaries in improving the condition of children and women</li> </ul>

## DAY 2

Day	Session	Time	Topic	Training Content
Day 2	Session I	9.15 a.m. – 11.00 a.m.	Constitutional Provisions, Rights and Legislation Concerning Children & Women	<ul style="list-style-type: none"> <li>• Constitutional Provisions for children and women</li> <li>• UN Convention on Rights of the Child (CRC)               <ul style="list-style-type: none"> <li>- Provisions in articles and discussion on Right to Survival, Protection, Development and Participation</li> </ul> </li> <li>• Convention on Elimination of Discrimination Against Women (CEDAW) – Provisions in articles and gender equality</li> <li>• List Legislation concerning children and women</li> </ul>
Day 2	Session II & III	11.00 a.m. – 1.15 p.m.	Programmes and Policies for Development of Children and Women	<ul style="list-style-type: none"> <li>• Brief introduction to National programmes for children and women               <ul style="list-style-type: none"> <li>- Discuss objectives, services, beneficiaries of programmes like Reproductive and Child Health, Balika Samridhi Yojana, Kishori Shakti Yojana, Pradhan Mantri Gramodaya Yojana and District Primary Education Programme</li> </ul> </li> <li>• Discussion on provisions for children and women in National Policies/Policy documents               <ul style="list-style-type: none"> <li>- National Population Policy</li> <li>- National Health Policy</li> <li>- National Policy for Children</li> <li>- National Nutrition Policy</li> <li>- National Policy for Empowerment of Women and Children</li> <li>- National Charter for Children</li> </ul> </li> </ul>
Day 2	Session IV	2.15 p.m.-4.00 p.m.	Status of Girl Child and the Meena Initiative	<ul style="list-style-type: none"> <li>• Status of girl child (including adolescent girls) in India</li> <li>• Needs and rights of a girl child</li> <li>• Causes and factors associated with gender discrimination</li> <li>• Govt. schemes/programmes and policies for development of a girl child</li> <li>• Meena initiative by UNICEF</li> <li>• <b>Film on Meena followed by discussion</b></li> </ul>
Day 2	Session V & VI	4.00 p.m. – 5.30 p.m.	Women Empowerment through Self Help Groups	<ul style="list-style-type: none"> <li>• Empowerment – Concept, definition and need</li> <li>• Areas and scope of empowerment - economic, social, and empowerment through education</li> <li>• Self Help Groups               <ul style="list-style-type: none"> <li>- Formation of SHGs in the community and their functions</li> <li>- Successful SHGs in States/UTs</li> </ul> </li> <li>• <b>Film on Women Empowerment &amp; discussion</b></li> </ul>

## C. ICDS Programme (2 Days)

### DAY 3

Day	Session	Time	Topic	Training Content
Day 3	Session I	9.15 a.m. – 11.30 a.m.	Introduction to ICDS Programme	<ul style="list-style-type: none"> <li>• ICDS Programme- objectives, services, beneficiaries, coverage of population and reach of ICDS programme</li> <li>• ICDS Functionaries</li> <li>• Organizational and administrative set up of ICDS programme and staffing pattern in ICDS at state/district/block/project level</li> <li>• Anganwadi as the focal point of delivery of services</li> <li>• Role of Department of Women &amp; Child Development and State Department in implementing ICDS.</li> <li>• New initiatives and trends in ICDS programme including successful community based interventions</li> </ul>
Day 3	Session II	11.30 a.m. – 1.15 p.m.	Training Set up and Approach to ICDS Training	<ul style="list-style-type: none"> <li>• Training set up, type of training and its duration.</li> <li>• Role and job responsibilities of Instructors of MLTCs, AWTCs, STIs in training of ICDS functionaries.</li> <li>• Role of DWCD, NIPCCD and its Regional Centres in ICDS training.</li> <li>• Salient features of project UDISHA &amp; Administrative Guidelines of DWCD, GOI.</li> <li>• EFC norms and budget for organising ICDS training programmes at AWTCs/MLTCs/STIs.</li> </ul>
Day 3	Session III	2.15 p.m. – 3.30 p.m.	Setting up an AWC	<ul style="list-style-type: none"> <li>• Identification of villages for setting up an AWC</li> <li>• Survey of village and contacting community for setting up an AWC</li> <li>• Identification of appropriate location and building with adequate indoor and outdoor space, Space for cooking &amp; washing, Space for storage of food, equipment &amp; utensils, clean drinking water facilities, Space for mother's meeting, toilets etc.</li> <li>• Availability of equipment, material, food and medicine at AWC</li> <li>• Audio –visual aids and equipment - Film projector, video player, TV etc.</li> </ul>

Day	Session	Time	Topic	Training Content
Day 3	Session IV	3.30 p.m. – 5.00 p.m.	Role & Job Responsibilities of a CDPO/ ACDPO	<ul style="list-style-type: none"> <li>• Discuss role and job responsibilities of a CDPO/ ACDPO as an organiser, coordinator, communicator, counsellor, administrator, educator and implementator</li> <li>• Role of CDPOs/ACDPOs in coordination with other Govt. Ministries and Departments like Ministry of Health and Family Welfare, Department of Education, Ministry of Rural Development and Ministry of Information and Broadcasting</li> </ul>
Day 3	Session V	5.00 p.m. – 5.30 p.m..	Class Assignment	A write up on ICDS Project and managing delivery of services at AWC by a CDPO/ACDPO

#### DAY 4

Day 4	Session I	9.15 a.m. – 10.30 a.m.	Role and Job Responsibilities of Other ICDS Functionaries, Health and Block Functionaries	<ul style="list-style-type: none"> <li>• Discuss role and job responsibilities of Supervisors, AWWs and Helpers</li> <li>• Discuss role of health functionaries (ANM/LHV/MO) in ICDS Programme</li> <li>• Discuss role of other functionaries such as Block Development Officer, Education Officer etc. in ICDS</li> <li>• Maintaining coordination between ICDS and health functionaries</li> </ul>
Day 4	Session II	10.30 a.m. – 11.45 a.m.	Health Infrastructure and Set up	<ul style="list-style-type: none"> <li>• Health infrastructure and set up at various levels (centre, state, district, block level) to provide services to ICDS beneficiaries</li> <li>• Services available at Community Health Centre (CHC), Primary Health Centre (PHC), and Sub-Centre.</li> </ul>

Day	Session	Time	Topic	Training Content
Day 4	Session III	11.45 a.m. – 1.15 p.m.	Interface/Coordination with Government Ministries/ Departments (Health, Education, Rural Development and Information & Broadcasting) for ICDS Programme	<ul style="list-style-type: none"> <li>• Need and importance of convergence of services at AWC</li> <li>• Coordination with other Govt. <b>Ministries/Departments</b> i.e. <ul style="list-style-type: none"> <li>(i) Ministry of Health and Family Welfare</li> <li>(ii) Department of Education</li> <li>(iii) Ministry of Rural Development</li> <li>(iv) Ministry of Information and Broadcasting (I&amp;B)</li> </ul> </li> <li>- Ministry of Health and Family Welfare <ul style="list-style-type: none"> <li>Discuss coordination and linkages with schemes and programmes of Ministry of Health and Family Welfare at the State level like Reproductive and Child Health Programme; National Anti-malaria Programme; National Programme for Control of Blindness; National TB Control Programme; National AIDS Control Programme; National Iodine Deficiency Disorders Control Programme; Universal Immunization Programme; Diarrhoeal Disease Control Programme etc.</li> </ul> </li> <li>- Department of Education <ul style="list-style-type: none"> <li>Discuss coordination and linkages with schemes &amp; programmes of Department of Education for children and women like Sarva Shiksha Abhiyan; Alternative Education Scheme; District Primary Education Programme</li> </ul> </li> <li>- Ministry of Rural Development <ul style="list-style-type: none"> <li>Discuss coordination and linkages with schemes &amp; programmes of Ministry of Rural Development like Panchayati Raj; Food for Work Programme; Pradhan Mantri Gramodaya Yojana; National Social Assistance Programme; Annapurna; Central Rural Sanitation programme; Accelerated Rural Water Supply Programme</li> </ul> </li> <li>- Ministry of Information &amp; Broadcasting <ul style="list-style-type: none"> <li>Discuss linkages and coordination of ICDS functionaries with Department of Field Publicity</li> </ul> </li> </ul>



Day	Session	Time	Topic	Training Content
Day 4	Session IV	2.15 p.m. – 3.45 p.m.	Communication and Counselling Skills Required by a CDPO/ACDPO	<ul style="list-style-type: none"> <li>• Definition of the terms communication and counselling</li> <li>• Need and importance of effective communication and counselling for implementing ICDS programme</li> <li>• Communication skills required by CDPO/ACDPO – ask, listen, probe, advice and confirm <ul style="list-style-type: none"> <li>- Points to remember while talking to mothers</li> <li>- How to communicate through words, expressions, gestures, dress, attitude</li> </ul> </li> <li>• Counseling Skills <ul style="list-style-type: none"> <li>- Importance and need for counselling</li> <li>- What are counselling skills?</li> <li>- Steps and skills required for counselling a mother/father/elder in a family</li> </ul> </li> <li>• <b>Role play by trainers</b> on counselling a mother of four children to send her daughter to school, exhibiting communication and counselling skills</li> </ul>
Day 4	Session V	3.45 p.m. –5.00 p.m.	Instructions and Guidelines Issued by DWCD	Discussion on important circulars, instructions and guidelines issued by the Department of Women and Child Development related to ICDS programme (Copies of circulars to be given in the kit for self study)
Day 4	Session VI	5.00 p.m. – 5.30 p.m.	Feedback of ICDS Component	Feedback through Brainstorming/Quiz and bridging the learning gaps

## D. Early Childhood Care & Development (ECCD) (4 Days)

### DAY 5

Day	Session	Time	Topic	Training Content
Day 5	Session I	9.15 a.m. – 11.15 a.m.	Child Development – Definition, Concept, Need and Process	<ul style="list-style-type: none"> <li>• Definition of child development</li> <li>• Concept and definition of growth &amp; development</li> <li>• Importance of early childhood and needs of children related to health, nutrition, love/care, parental support etc.</li> <li>• Stages of child development</li> <li>• Aspects/Domains of child development</li> <li>• Process and Pattern of child development and the characteristics</li> <li>• Developmental milestones - pre natal, at birth, infancy, 1-2 years, 2-3 years &amp; 3-6 years</li> <li>• Enhancing early childhood learning and personality development, and associated factors</li> <li>• Role of family in child development               <ul style="list-style-type: none"> <li>- Home environment</li> <li>- Family structure – advantages &amp; disadvantages of nuclear &amp; joint family; single parent or women headed house holds</li> <li>- Family's socio-economic status</li> <li>- Family size, birth order and gender</li> <li>- Relationship among family members</li> </ul> </li> <li>• Parenting Skills</li> <li>• Traditional child care practices</li> </ul>
Day 5	Session II	11.15 a.m. – 1200 noon	Film on Child Development	<b>Film on Child Development followed by discussion</b>
Day 5	Session III	12.00 noon–1.1.5 p.m.	Early Childhood Care and Education in ICDS	<ul style="list-style-type: none"> <li>• Concept, need and importance of Early Childhood Care and Education in ICDS</li> <li>• Services under ECCE               <ul style="list-style-type: none"> <li>- Early Childhood Stimulation (birth to 3 years): definition, concept, need and objectives</li> <li>- Preschool Education (3-6 years): definition, concept, need and objectives</li> </ul> </li> <li>• School Readiness               <ul style="list-style-type: none"> <li>- Concept and need</li> <li>- Importance and role of preschool/AWC in School Readiness</li> </ul> </li> </ul>

Day	Session	Time	Topic	Training Content
Day 5	Session IV	2.15 p.m. – 4.00 p.m.	Activities for Early Childhood Stimulation (Birth – 3 Years)	<ul style="list-style-type: none"> <li>• <b>Discuss and demonstrate</b> selected age - specific Early Childhood Stimulation activities for Birth - 6 months, 6-12 months, 1 year, 2 years, 3 years, 4 years, 5 years &amp; 6 years old children</li> <li>• Role of a mother &amp; family in Early Childhood Stimulation</li> <li>• <b>Role play by trainers</b> exhibiting Early Childhood Stimulation Activities</li> </ul>
Day 5	Session V	4.00 p.m. – 5.30 p.m.	Importance of Preschool Education and Characteristics of a Preschool Child	<ul style="list-style-type: none"> <li>• Importance of Preschool education</li> <li>• Characteristics of a preschool child: self centered, inquisitive, short attention span, eager to learn, curious, spontaneous, enjoy activities, demonstrative, enjoys repetition, responds to music/rhymes, etc.</li> <li>• Skills for conducting preschool education activities</li> </ul>

#### DAY 6

Day 6	Session I	9.15 a.m. – 11.00a.m.	Activities for Physical and Motor Development of Children in a Preschool	<ul style="list-style-type: none"> <li>• Need &amp; importance of physical and motor development in early years</li> <li>• Activities for physical and motor development <ul style="list-style-type: none"> <li>- Activities for gross muscle coordination and development</li> <li>- Activities for fine muscle coordination and development</li> </ul> </li> <li>• <b>Demonstrate and explain age-specific activities for physical &amp; motor development</b> under the following areas: <ol style="list-style-type: none"> <li>a) Large/gross muscle coordination and development: <ul style="list-style-type: none"> <li>- Outdoor games and activities involving running, hopping, jumping, racing, dancing, skipping, kicking, winging, pushing &amp; pulling and games like in and out, mountain &amp; fire, leadership, tug of war, balancing using rope and tyre &amp; ball etc</li> <li>- Indoor games: walking on a straight/curved line, zig-zag line on a rope, crawling over &amp; under the rope, creeping over and under, rolling, throwing and catching</li> </ul> </li> <li>b) Fine muscle coordination and development <ul style="list-style-type: none"> <li>- Guided &amp; free play; action songs; activities like threading, sorting, clay modeling, folding, pasting, drawing, painting, paper folding, paper tearing, cutting &amp; pasting, pattern making and beading etc.</li> </ul> </li> </ol> </li> </ul>
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Day	Session	Time	Topic	Training Content
Day 6	Session II - III	11.00 a.m. – 1.15 p.m.	Activities for Cognitive Development of Children in a Preschool	<ul style="list-style-type: none"> <li>• Need and importance of cognitive development in early years</li> <li>• <b>Demonstrate and explain age-specific activities for cognitive development</b> under the following areas: <ul style="list-style-type: none"> <li>a) Activities for development of <b>basic cognitive skills</b> under the following areas: <ul style="list-style-type: none"> <li>- Development of five senses – hear, touch, smell, see and taste</li> <li>- Memory and Observation</li> <li>- Classification</li> <li>- Sequential Thinking</li> <li>- Reasoning and Problem Solving</li> </ul> </li> <li>b) Activities for development of <b>basic concepts</b> under the following areas: <ul style="list-style-type: none"> <li>- Concept of colour like matching objects, identification of objects, naming objects</li> <li>- Concept of shape like square, circle, rectangle, triangle etc.</li> <li>- Development of pre mathematical concept</li> <li>- Concept of pre numbers like big and small, fat and thin, long and short, tall and short, heavy and light, etc.</li> <li>- Concept of numbers like 1 – 10 numbers, many- few etc.</li> <li>- Concept of space like up-down, in -out, above – below, front-back, left-right</li> <li>- Concept of time like before and after, morning and evening, day and night</li> <li>- Concept of temperature like hot and cold</li> <li>- Concept of environment - natural, physical and social like plants, trees, fruits, animals, birds, vegetables, transport, nature walk</li> <li>- Development of science concepts like planting seed, growing plants, water fall, etc.</li> </ul> </li> </ul> </li> </ul>

Day	Session	Time	Topic	Training Content
Day 6	Session IV	2.15 p.m. – 3.45 p.m.	Activities for Language Development of Children in a Preschool	<ul style="list-style-type: none"> <li>• Need and importance of language development in early years</li> <li>• <b>Demonstrate and explain age-specific activities for language development</b> under the following areas: <ul style="list-style-type: none"> <li>- Development of <b>listening and speaking skills</b> – sound discrimination, listening span, listening comprehension</li> <li>- Development of <b>vocabulary</b> related to body parts, home, environment etc.</li> <li>- Development of <b>oral expression</b> – conversation, story telling, dramatization &amp; puppet play, picture reading and creative self expression</li> <li>- Development of <b>reading readiness</b> – auditory/sound discrimination, auditory and visual association, left to right direction</li> <li>- Development of <b>writing readiness</b> – fine muscle development, eye-hand coordination and letter perception</li> </ul> </li> <li>• <b>Nature Walk</b> <ul style="list-style-type: none"> <li>- Discuss steps in conducting Nature Walk and how it helps in language development</li> </ul> </li> </ul>
Day 6	Session V	3.45 p.m. – 5.15 p.m.	Activities for Psycho-social Development of Children in a Preschool	<ul style="list-style-type: none"> <li>• Need &amp; importance of psycho-social development in early years</li> <li>• <b>Demonstrate and explain age - specific activities for Psycho-social development</b> under the following areas: <ol style="list-style-type: none"> <li>a) Development in <b>Relation to Self</b> <ul style="list-style-type: none"> <li>- Adjustment to AWC</li> <li>- Positive self concept</li> <li>- Good personal habits</li> <li>- Development of qualities of initiative, independence and leadership</li> <li>- Ability to identify and control emotions</li> </ul> </li> <li>b) Development in <b>Relation to other Children</b> <ul style="list-style-type: none"> <li>- Ability to respect feelings and rights of other children</li> <li>- Development of self confidence</li> </ul> </li> <li>c) Development in <b>Relation to Adults</b> <ul style="list-style-type: none"> <li>- Ability to relate well with adults</li> <li>- Listen to adults and follow instructions</li> <li>- Control one's own behaviour and cope with situation</li> </ul> </li> <li>d) Development in <b>Relation to Environment</b> <ul style="list-style-type: none"> <li>- Development of sense of empathy, caring attitude towards old, disabled and needy, caring and nurturance of plants, animals and other forms of life</li> </ul> </li> </ol> </li> </ul>
Day 6	Session VI	5.15 pm – 5.30 pm	Instructions for Nature Walk	<ul style="list-style-type: none"> <li>• Course Director should give instructions to participants and discuss the list of things to observe and collect during Nature Walk</li> </ul>

## DAY 7

Day	Session	Time	Topic	Training Content
Day 7	Session I	9.00 a.m. – 10.30 a.m.	Nature Walk	<ul style="list-style-type: none"> <li>• Take trainees for Nature Walk (1 Hr.)</li> <li>• Discussion on what was observed and material collected during the Nature Walk</li> <li>• Sorting of material collected for use in preparing low-cost PSE material</li> </ul>
Day 7	Session-II	10.30 a.m. – 12.00 noon	Activities for Development of Creative, Aesthetic Expression and Science Exposure of Children in a Preschool	<ul style="list-style-type: none"> <li>• Need and importance of creativity, aesthetic expression and science exposure to children</li> <li>• <b>Demonstrate and explain age-specific activities for development of creative, aesthetic expression and science exposure</b> under the following areas:               <ol style="list-style-type: none"> <li>a) <b>Development of creative expression through art</b> Involve children in making drawing, attractive paintings, clay modelling, beading garlands, paper craft, idol worshipping, doll making etc.</li> <li>b) <b>Creative movement</b> like imagining, flying kite in sky, catching butterflies etc. (children will not speak but act with the gestures)</li> <li>c) <b>Creative thinking</b> through question – answer, riddles, antakshari, free play etc.</li> <li>d) <b>Aesthetic appreciation</b> by developing sensitivity towards colour and beauty in the environment around them                   <ul style="list-style-type: none"> <li>- Identification and use of environmental resources, water, sand, trees, nests, cages, animal sheds etc.</li> </ul> </li> <li>e) <b>Science exposure</b> (with reference to air, water, seeds, plants etc.)                   <ul style="list-style-type: none"> <li>- Organising activities related to nature/science exposure to children like planting seeds, growing plants, water games etc.</li> </ul> </li> </ol> </li> </ul>

Day	Session	Time	Topic	Training Content
Day 7	Session III	12.00 noon – 1.15 p.m.	Organization and Arrangement of AWC for Preschool Education Activities	<ul style="list-style-type: none"> <li>• Organize Anganwadi Centre so as to have <b>space for:</b> <ol style="list-style-type: none"> <li>a) Indoor Activities like               <ul style="list-style-type: none"> <li>- Large and small group activities and individual table work</li> <li>- Provision for putting charts, posters etc. at the eye level of children</li> <li>- Provision for display of children's work</li> <li>- Storage space for preschool education equipment and material</li> <li>- Black board at low level</li> <li>- Space for keeping drinking water and serving food</li> <li>- Low tables and mats &amp; daris for sitting</li> </ul> </li> <li>b) Outdoor play activities</li> <li>c) Specific Activity Corner               <ul style="list-style-type: none"> <li>- Doll's Corner; Block's Corner; Display Corner; Picture Books Corner; Science Corner; and Toys Corner;</li> </ul> </li> </ol> </li> <li>• Organising &amp; Decorating AWC for PSE Activities</li> <li>• Play equipment and material               <ul style="list-style-type: none"> <li>- Discuss preschool equipment received from State Govt.</li> <li>- Indoor and outdoor equipment/material available at AWC.</li> </ul> </li> </ul>
Day 7	Session IV - VI	2.15 p.m. – 5.30 p.m.	Preparation and Use of Low Cost PSE Material	<ul style="list-style-type: none"> <li>• Importance of play, PSE material/aids</li> <li>• Utilization of locally available material/resources i.e. beads, old clothes, match boxes, thread, cotton, wool, lids, bottles, magazines, newspapers, cardboard, wooden blocks etc collected during Nature Walk for preparing PSE material/aids</li> </ul> <p><b>Class Assignment:</b> Preparation of Low Cost PSE Material</p> <ul style="list-style-type: none"> <li>• Trainees may be divided in to <b>4 groups</b> to prepare low cost PSE material related to four domains of child development               <ul style="list-style-type: none"> <li>- Each group is required to prepare material for PSE activities for one domain of child development</li> <li>- Trainers to provide required material for preparation of low cost PSE material</li> <li>- Trainees to use material collected during Nature Walk for preparing PSE material</li> </ul> </li> <li>• <b>Demonstration</b> on Use of <b>PSE Kit</b> given by the State Government</li> <li>• <b>Display</b> of PSE material prepared by trainees in the class</li> </ul>

## DAY 8

Day	Session	Time	Topic	Training Content
Day 8	Session I – III	9.15 a.m. – 1.15 p.m.	Planning and Organizing PSE Programme at AWC	<ul style="list-style-type: none"> <li>• Need for planning preschool education programme</li> <li>• Theme and mixed approach in planning PSE activities</li> <li>• Play way approach in organizing preschool education activities</li> <li>• Points to remember while planning and organizing PSE programme</li> <li>• Steps in planning activities for PSE               <ul style="list-style-type: none"> <li>- Deciding sequence of activities (Resource Person to give list of activities as per the sequence for each Domain of Child Development)</li> <li>- Time allocation for each activity</li> <li>- Identification of PSE material</li> <li>- Preparation of Time Table for a day/week/month/year</li> </ul> </li> <li>• Importance, need and method for <b>assessing the child's progress</b> <ul style="list-style-type: none"> <li>- Observation (4 ½ years)</li> <li>- Work Sheets (4 ½-6 years)</li> <li>- Preparation of Report Card</li> <li>- Discussing progress of the child with parents</li> </ul> </li> <li>• <b>Class Assignment:</b> Prepare a Report Card for a child               <ul style="list-style-type: none"> <li>- Trainers to provide the blank formats of the Report Card to all trainees</li> <li>- Each participant to prepare a Report Card as per the format given by the Course Director.</li> </ul> </li> <li>• <b>Trainers</b> to discuss 3-4 Report Cards and check the rest</li> <li>• Two participants may be asked to do a <b>Role Play</b> on Discussing Report Card of a Child with his/her Parents</li> </ul>



Day	Session	Time	Topic	Training Content
Day 8	Session IV	2.15 p.m. – 3.45 p.m.	Class Assignment: Make a Plan for Conducting PSE Activities at an AWC	<ul style="list-style-type: none"> <li>• <b>Class Assignment:</b> Make a Plan for Conducting PSE Activities in an AWC (Group Work)</li> <li>- Participants to be divided into <b>4 groups</b> to prepare a plan for conducting PSE activities in an AWC using PSE material</li> <li>- Time Table to be prepared for a day/week</li> <li>- Presentation of Plan by group leaders and discussion</li> </ul>
Day 8	Session V	3.45 p.m. –5.00 p.m.	Common Behavioural Problems among Children	<ul style="list-style-type: none"> <li>• Discussion on the following common behavioural problems in children – their symptoms and associated factors <ul style="list-style-type: none"> <li>- Aggression</li> <li>- Withdrawal/shyness</li> <li>- Wetting day time/night time</li> <li>- Hyperactivity</li> <li>- Fear</li> <li>- Truancy</li> <li>- Nail biting/thumb sucking</li> <li>- Stammering</li> <li>- Delayed language development</li> <li>- Dependency</li> </ul> </li> <li>- Identifying children with common behavioural problems and handling them by paying individual attention and organizing special activities for them</li> </ul>
Day 8	Session VI	5.00 p.m.– 5.30 p.m.	Feed back of ECCD Component	<ul style="list-style-type: none"> <li>• Feedback of ECCD component through quiz/brainstorming</li> <li>• Bridging the learning gaps</li> </ul>

## E. Nutrition and Health (7 Days)

### DAY 9

Day	Session	Time	Topic	Training Content
Day 9	Session I	9.15 a.m. – 10.30 a.m.	Importance of Healthy Living and Good Nutrition	<ul style="list-style-type: none"> <li>• Definition of Food, nutrient and nutrition</li> <li>• Importance of good nutrition,</li> <li>• Functions of food for growth &amp; development, protection against diseases and providing energy               <ul style="list-style-type: none"> <li>- Sources of food and nutrients</li> </ul> </li> <li>• Need and importance of a mixed/balanced diet</li> </ul>
Day 9	Session II	10.30 a.m. – 12.00 noon	Nutrition and Health Services under ICDS Programme	<ul style="list-style-type: none"> <li>• Nutrition services under ICDS               <ul style="list-style-type: none"> <li>- Supplementary Nutrition, Growth Monitoring and Nutrition and Health Education                   <ul style="list-style-type: none"> <li>- Supplementary Nutrition                       <ul style="list-style-type: none"> <li>- Supplementary Feeding</li> <li>- Nutritional Supplements – Vitamin A &amp; Iron and folic acid tablets</li> </ul> </li> </ul> </li> <li>- Growth Monitoring and Promotion                   <ul style="list-style-type: none"> <li>- Concept, need and importance of monitoring growth of a child from birth onwards</li> </ul> </li> <li>- Nutrition and Health Education (NHE)                   <ul style="list-style-type: none"> <li>- Concept need and importance of NHE</li> </ul> </li> </ul> </li> <li>• Health Services under ICDS Programme               <ul style="list-style-type: none"> <li>- Health check up of children and expectant and nursing mothers</li> <li>- Immunisation</li> <li>- Treatment of common childhood illness and minor ailments with medicines in the Kit</li> <li>- Referral Services</li> </ul> </li> </ul>

Day	Session	Time	Topic	Training Content
Day 9	Session III	12.00 noon – 1.15 p.m.	Nutrition and Health Care of Expectant and Nursing Mothers	<ul style="list-style-type: none"> <li>• Nutritional care of expectant and nursing mothers</li> <li>- Need for additional food requirements during pregnancy and lactation</li> <li>- Effects of inadequate diet and physical stress on birth weight of a new born baby</li> <li>- Good practices, fads and beliefs associated with intake of supplementary food during pregnancy and lactation</li> <li>• Health care during pregnancy</li> <li>- Early registration at AWC/PHC</li> <li>- Ante natal, natal and postnatal care</li> <li>- Ante natal care – Health check up, food &amp; nutritional supplements, immunization, personal hygiene, exercise and rest</li> <li>- Intake of supplementary food and nutritional supplements provided at AWC</li> <li>• Pregnant Women At-risk</li> <li>• Danger and Warning Signs during pregnancy and at the time of delivery</li> <li>• Preparation for safe delivery, Five Cleans</li> <li>• Nutrition and health care of a nursing mother</li> </ul>
Day 9	Session IV	2.15 p.m. – 4.00 p.m.	Nutrition and Health Care of Newborns, Infants and Young Children (Birth – 6 years)	<ul style="list-style-type: none"> <li>• Care of a newborn child</li> <li>- Special care of a newborn baby - cleaning, weighing, keeping the baby warm and initiating breastfeeding</li> <li>- Danger signs among newborns</li> <li>- Care of a low birth weight baby</li> <li>• Nutrition and health care of <b>infants (upto 6 months)</b> – feeding, immunization and health check up</li> <li>• Breastfeeding</li> <li>- Early initiation, colostrum feeding</li> <li>- Importance and advantages of breastfeeding</li> <li>- Importance of exclusive breastfeeding for six months</li> <li>- Correct position of mother and child during breastfeeding</li> <li>- Disadvantages of bottle feeding</li> <li>- Problems related to breastfeeding</li> <li>• National Guidelines on Infant and Young Child Feeding</li> <li>• <b>Film on Breastfeeding followed by discussion</b></li> <li>• Nutrition and health care of children from <b>6 months to 2 years</b></li> <li>- Nutritional requirements of children below 2 years</li> </ul>

Day	Session	Time	Topic	Training Content
Day 9	Session IV (Contd.)			<ul style="list-style-type: none"> <li>- Immunization, health check-up and nutritional supplementation (Vitamin A and IFA tablets)</li> <li>• Complementary feeding – need and type of foods</li> <li>• Guidelines on Complementary Feeding</li> <li>- Timely introduction of complementary foods</li> <li>- Frequency, amount and consistency of complementary foods</li> <li>- Modification of family food for children</li> <li>- Handling of complementary foods during preparation and feeding</li> <li>• Active feeding</li> <li>• Age specific nutritional requirements of children <b>2-6 years</b></li> <li>- Immunization, health check-up and nutritional supplementation (Vitamin A &amp; IFA tablets)</li> <li>• Guidelines for preparing nutritious food for children under 6 years</li> <li>- Feeding from the family pot</li> <li>- Discussion on amount, consistency and frequency of feeding</li> <li>• Feeding children during illness</li> <li>• Enriching the food value of foods</li> <li>- Ways and means to improve nutritional quality of food</li> <li>- Prevention of nutrient loss during cooking</li> <li>- Fortification of foods</li> <li>• Dietary practices, fads and fallacies associated with feeding of children</li> <li>• <b>Home Assignment</b> – Trainees would be required to write <b>two nutritious recipes</b> of complementary foods for children - One for children under 2 years of age and another for children 2-6 years of age and submit the next day</li> </ul>
Day 9	Session V	4.00 p.m. – 5.30 p.m.	Nutrition and Health Care of Adolescent Girls	<ul style="list-style-type: none"> <li>• Definition of adolescence</li> <li>• Body changes during adolescence</li> <li>- Menstruation – maintaining personal hygiene during menstruation</li> <li>• Nutritional and health needs of girls during adolescence</li> <li>- Diet during adolescence</li> <li>- Need for increased amount of iron</li> <li>- Supplementation of iron and folic acid to adolescent girls</li> <li>• Understanding adolescents – role of parents</li> <li>• Schemes and programmes of DWCD for adolescent girls – Kishori Shakti Yojana and its implementation in ICDS</li> </ul>

**DAY 10**

Day	Session	Time	Topic	Training Content
Day 10	Session I	9.15 a.m. – 10.30 a.m.	Protein Energy Malnutrition among Children – Causes, Symptoms, Prevention and Management	<ul style="list-style-type: none"> <li>• Malnutrition – Definition, Cycle of malnutrition, effects and causes</li> <li>• Classification and assessment of malnutrition               <ul style="list-style-type: none"> <li>- Undernutrition, wasting, stunting</li> <li>- Grades of malnutrition (use of Growth Charts)</li> </ul> </li> <li>• Protein Energy Malnutrition               <ul style="list-style-type: none"> <li>- Type of PEM - Kwashiorkar, Marasmus</li> <li>- Causes and Symptoms of PEM</li> </ul> </li> <li>• Prevention and Management of PEM during Pregnancy, infancy, 6 months to 1 yr. and 2-6 yrs.</li> <li>• Referral of severe cases of malnutrition</li> </ul>
Day 10	Session II	10.30 a.m. – 12.00 noon	Micronutrient Deficiencies Among Children: Causes, Symptoms, Prevention and Management	<ul style="list-style-type: none"> <li>• Early detection, causes, signs &amp; symptoms, prevention and home management of Micronutrient deficiency diseases i.e.               <ul style="list-style-type: none"> <li>- Vitamin-A deficiency                   <ul style="list-style-type: none"> <li>- Guidelines for use of Vitamin A solution</li> </ul> </li> <li>- Iron deficiency anaemia</li> <li>- Iodine deficiency disorders</li> </ul> </li> <li>• Services provided at AWC (Recall)</li> </ul>
Day 10	Session III	12.00 noon – 1.15 p.m.	Organizing Supplementary Nutrition at an AWC	<ul style="list-style-type: none"> <li>• <b>Supplementary Feeding</b> <ul style="list-style-type: none"> <li>- Objectives and importance</li> <li>- Criteria for selection of beneficiaries</li> <li>- Norms and budgetary provisions</li> <li>- Procurement and storage of supplementary food</li> <li>- Type of supplementary food – WFP, CARE, Wheat based locally available, RTE Food</li> <li>- Cooking, distribution and serving of supplementary food                   <ul style="list-style-type: none"> <li>- on the spot feeding &amp; take home ration</li> </ul> </li> <li>- Points to remember while procuring, preparing and distributing supplementary food at AWC</li> </ul> </li> <li>• <b>Nutritional Supplements-</b> Vitamin A Solution and Iron and Folic Acid tablets               <ul style="list-style-type: none"> <li>- Distribution and dosage of vitamin A and iron and folic acid to women and children</li> </ul> </li> <li>• Community involvement in supplementary nutrition</li> </ul>

Day	Session	Time	Topic	Training Content
Day 10	Session III (Contd.)			<ul style="list-style-type: none"> <li>- Involving members of Mahila Mandal in cooking and distribution of food</li> <li>- Improving the quality and variety of food by enriching it with the locally available foods contributed by the community</li> <li>• Maintaining stock registers</li> <li>• <b>Class Assignment :</b> Organizing Supplementary Nutrition at an AWC</li> <li>- <b>Mock session</b> by trainees: Trainees may be divided into <b>3 groups</b> to exhibit organization of supplementary nutrition at AWC including procurement, distribution and storage of supplementary food.</li> </ul>
Day 10	Session IV	2.15 p.m. – 4.15 p.m.	Growth Monitoring and Promotion	<ul style="list-style-type: none"> <li>• Need and importance of monitoring growth of a child from birth onwards</li> <li>• Frequency of monitoring growth of children 0-3 yrs and 3-6 yrs</li> <li>• Criteria and identification of 'At risk' children</li> <li>• Tools &amp; Techniques for growth monitoring <ul style="list-style-type: none"> <li>- Growth charts, weighing scales, weighing baskets etc</li> </ul> </li> <li>• Discuss five steps of growth monitoring (<b>Trainers to explain through demonstration</b>) <ul style="list-style-type: none"> <li>- Recording correct date of birth and ways to interpret correct age of the child</li> <li>- Weighing of children</li> <li>- Plotting the weight on growth chart</li> <li>- Interpreting the growth curve and trends of growth of the child</li> <li>- Nutrition counselling using growth chart</li> </ul> </li> <li>• <b>Class Assignment:</b> Growth Monitoring and Promotion of a Child. <ul style="list-style-type: none"> <li>- Each trainee to practice exercises on assessment of correct age, weighing objects in place of child, plotting of the weight on growth chart, interpreting growth curve and counselling the mother</li> <li>- Trainers to supervise and discuss interpretation of growth curve and Nutrition Counseling to mother</li> </ul> </li> <li>• <b>Role play by trainees</b> on Counselling a Mother of a Child not Gaining Weight</li> <li>• <b>Film on Growth Monitoring</b></li> </ul>

Day	Session	Time	Topic	Training Content
Day 10	Session V	4.15 p.m. – 5.30 p.m.	Organizing Nutrition and Health Education Session	<ul style="list-style-type: none"> <li>• Need and importance of NHE in a community</li> <li>• Points to remember while planning and organising a NHE session</li> <li>- Listing important NHE Messages concerning child survival and development</li> <li>• <b>Class Assignment :</b></li> <li>- <b>Mock session by trainees</b> on Organising Nutrition and Health Education session on a selected topic</li> <li>- Trainees may be divided into <b>4 groups</b> for the Mock Session</li> <li>- Each group to select a topic of their choice, prepare talking points and organise a session using aids if available.</li> <li>- Trainers to provide aids/material required by trainees.</li> <li>- Trainers to discuss main points after each presentation</li> </ul>
			Instructions for Field Visit	<ul style="list-style-type: none"> <li>• Trainers to give instructions to trainees to visit AWC for conducting Preschool activities and organizing nutrition services</li> <li>• Trainers to provide a schedule of activities to trainees</li> </ul>

#### DAY 11

Day 11	Session I – III	9.30 a.m. – 1.15 p.m.	Visit to Anganwadi Centre for Conducting Preschool Education Activities and Organizing Nutrition Services	<ul style="list-style-type: none"> <li>• Trainers to contact State Govt. &amp; CDPOs of a ICDS Projects for making arrangements for placement of trainees in a batch of 4 at AWCs</li> <li>• Trainees may be divided into a <b>group of four</b> to run an AWC for a day</li> <li>• Trainers to prepare a Time Plan of activities for a day. The following time plan may be adopted:</li> <li>• <b>PSE Activities</b> (9.00 am – 11.00 am)</li> <li>- Organise Preschool Education Activities for two hours as per the Time Table given by the Trainers</li> <li>- Time Table may include activities from all the domains of child development</li> <li>• <b>Nutrition Services</b> (11.00 am – 11.40 a.m.)</li> <li>- Each trainee to monitor growth of two children</li> <li>- Group will Organise Nutrition and Health Education Session for mothers along with teaching aids (Topic to be selected by trainees themselves)</li> <li>- Distribution of Supplementary Nutrition by trainees (11.40 a.m. – 12.00 noon)</li> </ul>
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<b>Day</b>	<b>Session</b>	<b>Time</b>	<b>Topic</b>	<b>Training Content</b>
Day 11	Session I-III (Contd.)		.	<ul style="list-style-type: none"> <li>- Distribution of medicines from medicine kit for sick children (12.00 noon – 12.30 p.m)</li> <li>• Filling up of records and registers (12.30 p.m. – 1.00 p.m.)</li> </ul>
Day 11	Session IV	2.15 p.m. – 4.00 p.m.	Prevention of Emerging & Endemic Diseases among Children	<ul style="list-style-type: none"> <li>• Causes, general symptoms and prevention of following diseases:               <ol style="list-style-type: none"> <li>i) Jaundice</li> <li>ii) Hepatitis B</li> <li>iii) HIV/AIDS</li> <li>iv) Malaria and dengue fever</li> <li>v) Tuberculosis</li> </ol> </li> </ul>
Day 11	Session V	4.00 p.m. – 5.30 p.m.	Identification & Prevention of Disability among Children	<ul style="list-style-type: none"> <li>• Definition, Causes and type of disability among children</li> <li>• Early detection and prevention of disability among children</li> <li>• Needs, rights and legal safeguards for children with disabilities</li> <li>• Guidelines issued by DWCD for early identification and prevention of disability among children</li> <li>• Role of ICDS Functionaries in early detection and prevention of disability among children</li> </ul>

## **DAY 12**

<b>Day</b>	<b>Session</b>	<b>Time</b>	<b>Topic</b>	<b>Training Content</b>
Day 12	Session I	9.00 a.m. – 11.00 a.m.	Introduction to Integrated Management of Childhood Illness(IMCI)	<ul style="list-style-type: none"> <li>• Integrated Management of Childhood Illnesses: Concept, strategy &amp; need in ICDS</li> <li>• Discussion on common causes of death among children in ICDS project areas</li> </ul>



Day	Session	Time	Topic	Training Content
Day 12	Session II	11.00 a.m. – 1.15 p.m.	Assessment of Childhood Illness (Newborn-5 years)	<ul style="list-style-type: none"> <li>• Communication and Technical Skills to treat a sick child <ul style="list-style-type: none"> <li>- Talking to the mother of a sick child</li> <li>- Technical Skills to treat a sick child</li> <li>- Use of Charts</li> </ul> </li> </ul> <p><b>Assessment of Childhood Illness</b></p> <p>a) Assessment of <b>general danger signs</b></p> <ul style="list-style-type: none"> <li>- Assessment of danger signs of a newborn child (Discussed during Session IV of Day 9)</li> </ul> <p>b) Assessment of <b>cough &amp; difficult breathing</b></p> <ul style="list-style-type: none"> <li>- Discussion on assessing age of the child</li> <li>- <b>Video exercise (if available)</b></li> <li>- <b>Drill : counting breathing rate</b></li> <li>- <b>Group discussion</b></li> <li>- <b>Role play by trainers</b> on assessment of difficult breathing</li> </ul>
Day 12	Session III-V	2.15 p.m. –5.30 p.m.	Assessment of Childhood Illness (New born – 5 years ) Continued...	<p>c) <b>Assessment of diarrhoea</b></p> <ul style="list-style-type: none"> <li>- <b>Video exercise</b></li> <li>- <b>Photograph exercise</b></li> <li>- <b>Case studies</b></li> </ul> <p>d) Assessment of <b>undernutrition &amp; anaemia</b></p> <ul style="list-style-type: none"> <li>- <b>Photographs and Video exercises</b></li> <li>- <b>Demonstration</b> : Use of Growth Chart</li> <li>- <b>Drill:</b> Weight- for- age</li> <li>- Vaccine preventable diseases – symptoms, prevention and consequences</li> <li>- Immunization Schedule (discussed on day 9, session-II &amp;IV (Recall, if required)</li> </ul> <p>e) Assessment of <b>Immunisation status</b></p> <p>f) Assessment of <b>fever and common ailments</b></p>

**DAY 13**

Day	Session	Time	Topic	Training Content
		9.00 a.m. – 9.30 a.m.		<ul style="list-style-type: none"> <li>• Review of Day 12</li> </ul>
Day 13	Session I	9.30 a.m. – 11.00 a.m.	Classification of Childhood Illness	<ul style="list-style-type: none"> <li>• Classification of Childhood Illness (General Danger Signs of Cough and Cold, and Difficult Breathing, Diarrhoea, Undernutrition and Anaemia)</li> <li>• <b>Demonstration on use of Charts for Classification</b></li> <li>- <b>Drill</b></li> <li>- <b>Case Studies</b></li> </ul>
Day 13	Session II & III	11.00 a.m. – 1.00 p.m.	Treatment of Childhood Illness	<ul style="list-style-type: none"> <li>a) Referral Services               <ul style="list-style-type: none"> <li>- When and how to organise Referral Services</li> <li>- <b>Role play by trainers</b> on a) Referring a Child to the Hospital</li> <li>    b) Treatment with Medicines</li> </ul> </li> <li>- Treat <b>Pneumonia</b> with Cotrimoxazole or Refer</li> <li>- Demonstration</li> <li>- Role Play on teaching mother how to give Cotrimoxazole</li> <li>- Drill</li> <li>• Treat <b>diarrhoea with dehydration</b> with ORS solution</li> <li>- <b>Role play</b> by Trainers on Preparing ORS Solution</li> <li>- Drill on amount of ORS solution to be given</li> <li>• Treatment of <b>Pallor/Anaemia</b></li> <li>- Drill on determining dose of iron tablets</li> <li>• Treatment of <b>Fever</b></li> <li>- Drill on determining dose of paracetamol</li> <li>• Treatment of common ailments using Medicine kit (<b>Demonstration by Trainers</b>)</li> <li>- Drill</li> <li>• Review of assessment, classification and treatment of common childhood illness</li> <li>- <b>Role play</b> by participants</li> <li>- Two participants may be selected for <b>Role Play</b> on Assessing the Child with Pneumonia</li> </ul>

Day	Session	Time	Topic	Training Content
Day 13	Session IV & V	2.00 p.m. – 5.30 p.m	Treatment with Home Care and Advice	<ul style="list-style-type: none"> <li>• <b>Home care</b> for the child with ‘Cough and Cold’ and ‘No Pneumonia’</li> <li>- <b>Group discussion</b> on home made safe cough remedies</li> <li>- <b>Role Play</b> by Trainers on advising home care for a child with cough and difficult breathing and No Pneumonia</li> <li>• Home care for child with ‘Diarrhoea and No Dehydration’</li> <li>- Group discussion on home available fluids</li> <li>• Feeding advice</li> <li>- Assess the child’s feeding</li> <li>- Feeding recommendations</li> <li>- <b>Drill</b> on review of feeding recommendation</li> <li>• <b>Group discussion</b> on complementary foods available locally for children of different age groups</li> <li>• Identify feeding problems</li> <li>- After the discussion the participants may be asked to do a <b>Role play</b> on identifying Feeding Problems and Giving Feeding Advice to the Mother</li> </ul>

#### DAY 14

		9.00 a.m. – 9.30 a.m.		<ul style="list-style-type: none"> <li>• Review of Day 13</li> </ul>
Day 14	Session I - III	9.30 a.m. – 1.15 p.m.	Visit to Community for Assessment, Classification and Treatment of Common Childhood Illness	<ul style="list-style-type: none"> <li>• Visit to Community for Assessment, Classification and Treatment of cough and cold, diarrhoea, undernutrition, fever and other common ailments</li> <li>• Course Director may take the help of other faculty members for the visit</li> <li>- Course Director to make arrangements for visit to the AWC in advance</li> <li>- Each participant to examine at least 4-5 children, for assessment, classification and treatment of common childhood illness.</li> <li>- Trainers to supervise the trainees and provide on the spot guidance.</li> </ul>

Day	Session	Time	Topic	Training Content
Day 14	Session IV	2.15 p.m. – 5.30p.m.	Nutrition Counseling	<ul style="list-style-type: none"> <li>• Feedback of the community visit (Report by one of the participant)</li> <li>• Nutrition Counselling</li> <li>- Review of ‘How to talk of a mother of a sick child’</li> <li>- <b>Role play by trainers</b> on Counselling a Mother for Food to be given to a Sick Child using good communication skills</li> <li>- <b>Role play by participants</b> on Counselling a mother of a child with Diarrhoea using good communication skills</li> <li>• Advice on ‘When to return immediately’</li> <li>• Advice on ‘Follow up care’</li> <li>- <b>Drill</b></li> </ul>

#### DAY 15

Day 15		9.00 a.m. – 9.30 a.m.		<ul style="list-style-type: none"> <li>• Review of Day 14</li> </ul>
Day 15	Session I & III	9.30 a.m. – 1.15p.m.	Visit to Community for Assessment, Classification, Treatment, Home Care and Advice & Counseling	<ul style="list-style-type: none"> <li>• Visit to Community for Assessment, Classification, Treatment, Home Care &amp; Advice and <b>Counselling</b></li> <li>• Each trainee to examine 4-5 children and give treatment/home care advice and counsel the mother</li> <li>- Trainers to supervise and provide on the spot guidance.</li> </ul>
Day 15	Session IV	2.15 p.m. – 3.15 p.m.	Review, Reinforcement and Feedback of IMCI Component	<ul style="list-style-type: none"> <li>• Feedback of the Community Visit (Report by one of the participant)</li> <li>• Review of assessment, classification and treatment of common childhood illnesses and ailments</li> <li>• <b>Role play</b> by participants</li> <li>- Divide the class into 4 <b>groups</b></li> <li>- Each Group will do a role play on treating a sick child</li> <li>• Role of CDPOs/ACDPOs/Supervisors/AWWs in Integrated Management of Childhood Illnesses</li> <li>• Feedback of IMCI Component</li> </ul>
Day 15	Session V	3.15 p.m. – 4.30 p.m.	Personal Hygiene and Safe Drinking Water	<ul style="list-style-type: none"> <li>• Need and importance of personal hygiene</li> <li>• Safe drinking water – importance and need</li> <li>- Infections and illnesses due to contaminated water</li> <li>- Methods of making water safe for drinking at AW/home</li> <li>- Linkages with BDO for boring well/hand pumps/taps at AWC</li> </ul>
Day 15	Session VI	4.30 p.m. – 5.30 p.m	Feedback of Nutrition & Health Component	<ul style="list-style-type: none"> <li>• Feedback through quiz and brainstorming</li> <li>• Bridging the learning gaps</li> </ul>

## F. Communication, Advocacy and Community Participation (3 Days)

### DAY 16

Day	Session	Time	Topic	Training Content
Day 16	Session I	9.15 a.m. – 11.15 a.m.	Need, Importance and Scope of Community Participation in ICDS	<ul style="list-style-type: none"> <li>• Definition of community participation, mobilisation and organization</li> <li>• Community Participation in ICDS: Relevance and importance</li> <li>• Importance of knowing the community, local customs, traditions &amp; practices, and cultural values etc.</li> <li>• How community can participate in ICDS programme?               <ul style="list-style-type: none"> <li>- Areas of Community Participation in ICDS – Growth monitoring, supplementary nutrition etc.</li> </ul> </li> <li>• Indicators for Assessing community participation in ICDS               <ul style="list-style-type: none"> <li>- Utilization of services under ICDS</li> <li>- Contribution by community</li> <li>- Food, material, equipment, place etc</li> <li>- Preparation/Support in delivery of services                   <ul style="list-style-type: none"> <li>- Monitoring delivery and utilization of services</li> <li>- Acting as pressure groups</li> <li>- Advocacy for ICDS</li> </ul> </li> </ul> </li> </ul>
Day 16	Session II	11.15 a.m. – 12.30 p.m.	How to Know Your Community	<ul style="list-style-type: none"> <li>• Why and how to build rapport with the community?               <ul style="list-style-type: none"> <li>- Maintaining continuous contact with the community</li> </ul> </li> <li>• Understanding local customs, beliefs and cultural values</li> <li>• Knowing community's knowledge, attitudes and practices</li> <li>• Understanding problems and finding solutions with the help of community</li> <li>• <b>Group Discussion</b> on how to know your community</li> </ul>

Day	Session	Time	Topic	Training Content
Day 16	Session III	12.30 p.m. – 1.15 p.m.	Film on Community Participation	<ul style="list-style-type: none"> <li>• Film on Community Participation followed by discussion</li> </ul>
Day 16	Session IV	2.15 p.m. – 4.15 p.m.	Role of Community in ICDS Programme	<ul style="list-style-type: none"> <li>• Community and its role in planning, implementing and monitoring ICDS programme <ul style="list-style-type: none"> <li>- Mothers Group</li> <li>- Mahila Mandals</li> <li>- Panchayat Pradhan</li> <li>- Religious leaders</li> <li>- Youth groups including adolescent girls</li> <li>- Primary School Teachers</li> <li>- Traditional Birth attendant</li> <li>- NGOs</li> </ul> </li> </ul>
Day 16	Session V	4.15 p.m. – 5.30 p.m.	Role of Panchayats in Implementation of ICDS Project	<ul style="list-style-type: none"> <li>• Information on Panchayati Raj in India</li> <li>• Panchayati Raj Act and 73<sup>rd</sup> Constitutional Amendment</li> <li>• Three tier Panchayati Raj System: structure, functions, and office bearers of <b>Gram sabha, gram panchayat and nyaya panchayat (village level setting)</b> <ul style="list-style-type: none"> <li>- Gram sabha – considers annual report and budget of gram panchayat</li> <li>- Gram panchayat: sanitation; conservancy; water supply; construction and maintenance of roads, bridges and drains, establishment and maintenance of hospitals and dispensaries; promotion of agriculture, cooperation, cottage industries, etc.; maintenance of markets cattle pounds; provision of schools and libraries; preparation of village plans; and identification of ‘agency’ for functions assigned by higher tiers and few regulatory functions.</li> <li>- <b>Panchayat Samiti (Block level)</b></li> <li>- Planning and execution of developmental programmes concerning agricultural, animal husbandry, irrigation, cooperation, cottage-industries, education and social education, public health and rural sanitation, inter village communication and social welfare; functions assigned by zila parishad and state government.</li> <li>- <b>Zilla parishad (District level)</b></li> <li>- Advise government on development schemes, classify markets, roads, etc.; advise supervise and coordinate functions of samitis and approves samiti budgets.</li> </ul> </li> <li>• Role of Panchayati Raj Institutions in monitoring ICDS programme</li> <li>• Role of a CDPO/ACDPO in establishing contacts with Panchayat members to strengthen ICDS Programme</li> </ul>

**DAY 17**

<b>Day</b>	<b>Session</b>	<b>Time</b>	<b>Topic</b>	<b>Training Content</b>
Day 17	Session I	9.15 a.m. – 10.30 a.m.	Preparing Community for Starting ICDS Project	<ul style="list-style-type: none"> <li>• Preparing community for implementation of ICDS</li> <li>- Meeting, village leaders before setting up an AWC</li> <li>- Creating awareness about ICDS scheme, its objectives and service</li> <li>- Projecting correct image of ICDS in community</li> <li>- Developing sense of social responsibility among people</li> <li>- Involving people in process of decision making regarding implementation of ICDS starting from identification of place to set up an Anganwadi and selection of AWW, representatives for village level coordination committee, availability of material, manpower, motivating beneficiaries and delivery of services etc.</li> <li>- Instructions of Govt. of India vide circular no.1-7-93-CD-I dated 26 October,1993</li> </ul>
Day 17	Session II	10.30 a.m. – 12.00 noon	Conducting a Survey in a Community	<ul style="list-style-type: none"> <li>• Need and importance of conducting a Survey in a community</li> <li>• Contacting people and interviewing them</li> <li>• Skills for observation and interviewing people to elicit information</li> <li>• Introduction to the survey register</li> <li>• Points to remember while recording information on the Survey Form</li> </ul> <p><b>Class Assignment:</b> Fill up 2-3 Survey Forms and Prepare the Survey Summary</p> <p><b>Role play by Trainers</b> on 'Interviewing Head of Household during a Survey'</p>
Day 17	Session III & IV	12.00 noon – 1.15 p.m. and 2.15 p.m. – 4.00 p.m.	Techniques for Mobilising Community and Eliciting Community Participation	<ul style="list-style-type: none"> <li>• Techniques and skills for eliciting community participation</li> <li>• Explain how to organise the following:               <ul style="list-style-type: none"> <li>- Mothers Meetings &amp; Community Meetings</li> <li>- Demonstration</li> <li>- Role Play</li> <li>- Nukad Natak/Puppet show</li> <li>- Focused Group Discussion</li> <li>- Home Visits</li> </ul> </li> </ul> <p>PLA Techniques -Use of PLA techniques for assessment of community needs, problems and resources</p> <p><b>Class Assignment: Mock Session by trainees</b> on Techniques for Mobilising Community</p> <ul style="list-style-type: none"> <li>- Participants will be divided into <b>4 groups</b> to <b>practice</b> the following techniques:</li> </ul> <p><b>Group 1:</b> PLA Techniques – Chapati Diagram/Seasonality Diagram for Utilisation of ICDS Services/Identification and Prevention of Common Childhood Illness in children</p> <p><b>Group 2:</b> Community Meeting for utilization of services under ICDS</p> <p><b>Group 3:</b> Nukkad Natak/Street Play on Awareness regarding ICDS Programme &amp; Services</p> <p><b>Group 4:</b> Focused Group Discussion on Prevention of Malnutrition among Children (below 3 years)</p>

Day	Session	Time	Topic	Training Content
Day 17	Session V	4.00 p.m. – 5.30 p.m.	Community Based Monitoring	<ul style="list-style-type: none"> <li>• <b>Community Based Monitoring</b> at the block, district and village level <ul style="list-style-type: none"> <li>- Need, importance and techniques of Community Based Monitoring</li> </ul> </li> <li>• Instructions of Government of India for Community Based Monitoring of ICDS (No:12-11/93-CD-I dated 20 January, 1994)</li> <li>• Areas of monitoring ICDS at the village level <ul style="list-style-type: none"> <li>- Regular functioning of AWC</li> <li>- Distribution of supplementary food</li> <li>- Growth monitoring of child</li> <li>- Regular health check up of children and expectant and nursing mothers</li> <li>- Immunization</li> <li>- Referral services for children and timely treatment at PHC/Hospital</li> <li>- Enrolment for Preschool education at AWC</li> <li>- Availability of PSE material at AWC</li> <li>- Organizing NHE sessions and participation of women</li> <li>- Involvement of community in ICDS</li> </ul> </li> </ul>

#### DAY 18

Day	Session	Time	Topic	Training Content
Day 18	Session I	9.00 a.m. – 10.15 a.m.	IEC in ICDS Programme and Need for Social Marketing	<ul style="list-style-type: none"> <li>• Concept and need of IEC in ICDS programme</li> <li>• IEC instructions and guidelines in ICDS programme – Provisions and Action Points</li> <li>• Concept, need, principles and scope of Social Marketing in ICDS</li> </ul>



<b>Day</b>	<b>Session</b>	<b>Time</b>	<b>Topic</b>	<b>Training Content</b>
Day 18	Session II	10.15 a.m. – 11.45 a.m.	Communication Process	<ul style="list-style-type: none"> <li>• Communication – definition, process, channels, medium and techniques for use in a community.</li> <li>• Functions and Barriers of Communication</li> <li>• Advantages of mass communication, group communication and interpersonal communication.</li> <li>• Advantages of media-mix approach</li> <li>• Social messages and communication material</li> <li>• Use of folk media and street play/nukad natak in ICDS Programme</li> <li>• Communication skills of ICDS trainers.</li> </ul>
Day 18	Session III	11.45 a.m. – 1.15 p.m.	Communication for Behaviour Change	<ul style="list-style-type: none"> <li>• Concept and meaning of development communication</li> <li>• Difference between development and communication needs of children</li> <li>• Assessment of Communication Needs</li> <li>• Role of communication in bringing about behaviour change (in knowledge, attitude &amp; practices) in a community.</li> <li>• Steps and stages of behaviour change in a community. <ul style="list-style-type: none"> <li>- Recognizing the problems</li> <li>- Gain in Knowledge <ul style="list-style-type: none"> <li>– Recall messages, optimal practices</li> <li>– Understands the meaning</li> <li>– Can name programmes/ services</li> <li>– Can define optimal practices</li> </ul> </li> <li>- Approval of changed practice <ul style="list-style-type: none"> <li>– Responds favourably to messages &amp; optimal practices</li> <li>– Discusses within personal networks--family, friends etc.,</li> <li>– Accepts and approves the programmes &amp; practices</li> <li>– Relates optimal to current practices</li> </ul> </li> </ul> </li> </ul>

Day	Session	Time	Topic	Training Content
Day 18	Session III Contd...			<ul style="list-style-type: none"> <li>- Intention/Decision <ul style="list-style-type: none"> <li>- Recognises this meets the family need</li> <li>- Consults a service provider and intends to practice</li> </ul> </li> <li>- Practice/Implementation <ul style="list-style-type: none"> <li>- Seeks services and practices</li> <li>- Changes behaviour, where resistance is overcome</li> </ul> </li> <li>- Advocacy &amp; Confirmation <ul style="list-style-type: none"> <li>- Shares experience with others</li> <li>- Maintains changed behaviour</li> </ul> </li> </ul> <p>Guidelines for Communication Strategy &amp; Action Plan</p>
Day 18	Session IV & V	2.15 p.m. – 5.00 p.m.	Advocacy/ Awareness for ICDS or for Issues Concerning Children & Women	<ul style="list-style-type: none"> <li>• Advocacy: Definition and need</li> <li>• How advocacy can be used as a tool for creating demand and visibility of ICDS programme</li> <li>• Steps in planning an Advocacy Campaign <ul style="list-style-type: none"> <li>- Identifying &amp; framing the issue</li> <li>- Collecting baseline information about the area, target, audience and resources available</li> <li>- Mobilizing interested people</li> <li>- Networking, alliances and coalitions</li> <li>- Preparing Implementation Plan <ul style="list-style-type: none"> <li>- Collect all relevant information concerning the issue</li> <li>- Identify the key players</li> <li>- Identify target audience</li> <li>- Make media plan (who, what, when, where, whom, how etc.)</li> <li>- Prepare communication material and aids</li> <li>- Execute media plan</li> <li>- Feedback and reinforcement</li> </ul> </li> </ul> </li> <li>• <b>Class Assignment:</b> Action Plan for advocacy Campaign on ICDS or on any Issues Concerning Children and Women. <ul style="list-style-type: none"> <li>- Participants to be divided into <b>2 groups</b> to prepare an Action Plan for Advocacy Campaign along with social messages and list of material on ICDS or on any issue concerning children and women.</li> <li>- Trainers to provide background material</li> <li>- <b>Group Presentations and Discussion</b></li> </ul> </li> </ul>
	Session VI	5.00 p.m. – 5.30 p.m.	Feedback on Communication, Advocacy and Community Participation	<ul style="list-style-type: none"> <li>• Feedback through Quiz and filling up of learning gaps</li> </ul>

## G. Organization and Management (4 Days)

### Day 19

Day	Session	Time	Topic	Training Content
Day 19	Session I	9.15 a.m. – 10.45 a.m.	Management of ICDS Project and Role of CDPO/ACDPO as a Manager	<ul style="list-style-type: none"> <li>• Management: Definition, nature, purpose, objectives and levels of management</li> <li>• Functions of Management – Planning, Organising, Staffing, Directing and Controlling</li> <li>• <b>Role</b> of a CDPO/ACDPO as a Manager               <ul style="list-style-type: none"> <li>- Planning and management of an ICDS project</li> <li>- Organising delivery of food, material, supplies and equipment</li> <li>- Manpower planning</li> <li>- Human resource development – training, continuing education etc.</li> <li>- Motivation, leadership and team building</li> <li>- Communication</li> <li>- Supervision, monitoring &amp; evaluation</li> <li>- Management of ICDS team</li> <li>- Promotion &amp; transfers</li> <li>- Staff's performance appraisal, role of appraisal in management decisions and formats for performance appraisal</li> </ul> </li> <li>• Managerial <u>skills</u> required by CDPOs in implementation of ICDS programme               <ul style="list-style-type: none"> <li>- Technical skills – knowledge and proficiency in activities involving methods, processes and procedures</li> <li>- Human skills – the ability to work with people, cooperative effort and team work</li> <li>- Conceptual skills – to understand the relationship among the functionaries and staff</li> <li>- Design skills – the ability to solve problems so as to implement services effectively</li> </ul> </li> <li>• Financial resources and assets of an ICDS Project</li> </ul>

Day	Session	Time	Topic	Training Content
Day 19	Session II	10.45 a.m. – 12.00 noon	Setting up of an ICDS Project and the Budget	<ul style="list-style-type: none"> <li>• Activities to be undertaken for <b>Setting up an ICDS Project</b></li> <li>(i) Setting up a CDPO's office <ul style="list-style-type: none"> <li>- Renting space for CDPO office</li> <li>- Procuring equipment and materials for office</li> </ul> </li> <li>(ii) Setting up an AW centre (Discussed on Day 3 session III)</li> <li>(iii) Formation of Supervisory Circles</li> <li>(iv) Identification and appointment of AWWs</li> <li>• Budget of an ICDS Project ( Refer ICDS Scheme booklet)</li> <li>- Listing of budget heads as per the requirement of the ICDS Project i.e. establishment charges; staff salaries, TA, medical, recurring &amp; non-recurring expenditure and funds for training/resource centre</li> <li>• <b>Class Assignment: (Group Work):</b> Preparing Budget for an ICDS Project <ul style="list-style-type: none"> <li>- Participants may be divided into <b>4 groups</b> to prepare the budget for an ICDS Project</li> <li>- Trainers to give a copy of the budget of ICDS sent by State Govt. to all trainees</li> <li>- Presentation of budget followed by discussion</li> </ul> </li> </ul>

Day	Session	Time	Topic	Training Content
Day 19	Session III	12.00 noon – 1.15 p.m.	Leadership, Motivation and Team Building	<ul style="list-style-type: none"> <li>• <b>Leadership</b> – Definition and Importance <ul style="list-style-type: none"> <li>- Qualities of a leader - Energetic, Knowledge of human relations, Objectivity, Empathy, Personal motivation, Communication skills, Teaching ability, Social skills, Technical competence, Integrity, Conceptual skills, Flexibility of mind, Ability to establish proper priorities</li> </ul> </li> <li>• Role and responsibilities of a leader</li> <li>a) Group task roles: initiator, information seeker, contributor, opinion seeker, information and opinion giver, elaborator, coordinator, orientor, evaluator, critic, energizer, recorder.</li> <li>b) Group building and maintenance role: planner, policy maker, executor, encourager, harmonizer, compromiser, gatekeeper, expeditor, group observer and commentator, controller</li> <li>c) Individual role: aggressor, recognition seeker, self confessor, dominator, mediator</li> <li>• <b>Motivation</b> - Definition and importance of motivation – improve efficiency, ensure achievements, create friendly and supportive relationship etc.</li> <li>• Type of motivation <ul style="list-style-type: none"> <li>- Positive and negative motivation</li> <li>- Extrinsic and Intrinsic motivation</li> <li>- Self and group motivation</li> </ul> </li> <li>• Factors related to motivation <ul style="list-style-type: none"> <li>- Intrinsic factors or satisfiers – achievement, recognition, enhancement, personal growth, potential, type of work and responsibility</li> <li>- Extrinsic factors or maintenance factors</li> <li>- Interpersonal relations with colleagues, subordinates and superiors; organizational policy &amp; administration; job security, work conditions salary &amp; personal life.</li> </ul> </li> </ul>

Day	Session	Time	Topic	Training Content
Day 19	Session III (Contd.)			<ul style="list-style-type: none"> <li>• Motivation techniques <ul style="list-style-type: none"> <li>- Non financial motivation: appraisal, praise, status, competition, delegation of authority, participation, job security &amp; job enrichment, job relation</li> <li>- Financial motivation</li> </ul> </li> <li>• Steps in motivation <ul style="list-style-type: none"> <li>- Sizing up situation requiring motivation</li> <li>- Preparing a set of motivating tools and techniques</li> <li>- Application of appropriate motivation tools</li> <li>- Follow up</li> </ul> </li> <li>• Role of a CDPO in motivating the team</li> <li>• <b>Team building</b> - concept, importance and advantages of working in a team <ul style="list-style-type: none"> <li>- Characteristics of a good team <ul style="list-style-type: none"> <li>- Clearly defined and managed process</li> <li>- Clear, shared sense of purpose and direction</li> <li>- Energetic and enthusiastic</li> <li>- Questioning and listening – challenge &amp; support</li> <li>- Clarity of roles</li> <li>- Decisive</li> <li>- Commitment and involvement</li> <li>- Focus and persistence</li> <li>- Thinks and plans</li> <li>- Learns from mistakes</li> <li>- Creative and flexible</li> <li>- Open and honest</li> <li>- Shares information internally and externally</li> <li>- Feedback and review</li> </ul> </li> <li>- Process of team work <ul style="list-style-type: none"> <li>- Appoint a process coordinator</li> <li>- Ensure tasks are clearly defined &amp; understood by all</li> <li>- Identify &amp; remove invalid assumptions</li> </ul> </li> </ul> </li> <li>• <b>Resource Persons to introduce Team building/Motivation games</b></li> </ul>

Day	Session	Time	Topic	Training Content
Day 19	Session IV	2.15 p.m. – 4.00 p.m.	Supervision, Monitoring, Education and Guidance to ICDS Team	<ul style="list-style-type: none"> <li>• <b>Supervision and Monitoring</b> - definition and need</li> <li>• Type of supervision – direct/indirect</li> <li>• Areas of Supervision and Monitoring in ICDS <ul style="list-style-type: none"> <li>- Establishing AWC</li> <li>- Delivery of services at AWC</li> <li>- Supplies, equipment, material and food</li> <li>- Skills of Supervisors, AWWs and Helpers</li> </ul> </li> <li>• Skills and qualities of a good Supervisor</li> <li>• Tools and techniques for supervision and monitoring <ul style="list-style-type: none"> <li>- Observations, guidelines, check list, Performa etc.</li> <li>- Check list for supervision and monitoring of AWC/ICDS functionaries</li> <li>- Follow up action on the basis of Supervisory visits</li> </ul> </li> <li>• <b>Continuing education</b> – definition, need and advantages <ul style="list-style-type: none"> <li>- Timely support, on the spot guidance for skill development and effective delivery of services, updating knowledge etc.</li> </ul> </li> <li>• Points to remember while planning and organising continuing education session</li> <li>• <b>Discussion</b> on areas that require guidance and training with reference to field situation <ul style="list-style-type: none"> <li>- Preschool education activities</li> <li>- Growth monitoring</li> <li>- Distribution of supplementary nutrition</li> <li>- Health check-up, immunization and referral services</li> <li>- Organizing group discussions during meetings with mothers and community</li> </ul> </li> </ul>

Day	Session	Time	Topic	Training Content
Day 19	Session V	4.00 p.m.-5.30 p.m.	Planning & Organizing Meetings	<ul style="list-style-type: none"> <li>• Steps in planning &amp; conducting meetings               <ul style="list-style-type: none"> <li><b>Planning</b></li> <li>- Identification of issue &amp; purpose of the meeting</li> <li>- Preparing agenda for the meeting</li> <li>- Identification of facilitator &amp; audience</li> <li>- Finalisation of venue, time &amp; duration</li> <li>- Selection of material, aids &amp; messages</li> <li>- Inviting influential people/leader, if required</li> <li>- Informing people/mothers about the meeting</li> <li>- Ensuring sitting and other arrangements for the meeting</li> <li>- Arrangements for demonstration/films/role play, if any</li> <li><b>Organising</b></li> <li>- Organisation of meeting as per the agenda</li> <li>- Addressing the group and introducing the topics of discussion</li> <li>- Involving audience in discussion</li> <li>- Listening to people and answering the queries</li> <li>- Recording the minutes of the meeting</li> <li><b>Follow-up</b></li> <li>- Feedback and follow up</li> <li>- Future action plan for improvement of the programme</li> </ul> </li> <li>• Types of meetings to be conducted related to ICDS programme               <ul style="list-style-type: none"> <li>- Mother's meeting, Community meeting, Project level monthly meeting, Sectoral meetings, Village level coordination committee meetings etc.</li> </ul> </li> <li>• <b>Class Assignment: Mock session by participants</b> on Organising a Monthly Meeting/Village Level Coordination Committee Meeting               <ul style="list-style-type: none"> <li>- Participants to be divided into <b>2 groups</b> to do the Mock Session on the following:                   <ul style="list-style-type: none"> <li><b>Group I:</b> Organizing a Monthly Meeting</li> <li><b>Group II:</b> Organizing Village Level Coordination Committee Meeting</li> </ul> </li> <li>- Presentation by participants followed by discussion</li> </ul> </li> </ul>



**DAY 20**

<b>Day</b>	<b>Session</b>	<b>Time</b>	<b>Topic</b>	<b>Training Content</b>
Day 20	Session I	9.15 a.m. – 11.15 a.m.	Office Management and Rules and Procedures (Based on Office Manual)	<b>General Administration</b> <ul style="list-style-type: none"><li>• Rules for display of National Flag</li><li>• Rules for Martyr’s day</li><li>• Attendance and punctuality</li><li>• Dak – Receipt, registration, Acknowledgement &amp; distribution</li><li>• Receipt - submission and diarisation</li><li>• Action on Receipts</li><li>• Oral discussion and action on instructions</li><li>• Check on delays<ul style="list-style-type: none"><li>- Weekly arrear statements</li><li>- Monthly statement of cases pending</li><li>- Reminder dairy</li><li>- Watch on disposal of communication received from Government of India/ State Govt.</li></ul></li><li>• Security of official information and documents</li><li>• Filing System</li><li>• Inspection and Surprise Visits</li><li>• Management of Records</li><li>• Management of Office Equipment</li><li>• Public Grievances</li><li>• Miscellaneous work</li><li>• <b>Class Assignment:</b><ul style="list-style-type: none"><li>- All <b>trainees</b> to prepare the following:<ul style="list-style-type: none"><li>(i) Statement on Processing and Action taken on Dak Received in a Day</li><li>(ii) Weekly/monthly statement of cases pending</li></ul></li><li>- <b>Trainers</b> to discuss 3-4 Assignments in the class and check the rest</li></ul></li></ul>

Day	Session	Time	Topic	Training Content
Day 20	Session II & III	11.15 a.m. – 1.15 p.m.	Establishment and Service Rules	<p><b>Establishment Rules</b></p> <ul style="list-style-type: none"> <li>• Posts, appointments &amp; recruitments</li> <li>• Reservations &amp; concessions in appointments</li> </ul> <p><b>Service matters</b></p> <ul style="list-style-type: none"> <li>• <b>Personnel</b> <ul style="list-style-type: none"> <li>- Confirmation, seniority &amp; promotions</li> <li>- Termination of services of temporary staff</li> <li>- Instructions regarding premature retirement</li> <li>- Resignation</li> <li>- Voluntary retirement</li> <li>- Retrenchment procedures</li> <li>- Deputation allowance</li> </ul> </li> <li>• <b>Personnel matters</b> <ul style="list-style-type: none"> <li>- Confidential reports</li> <li>- Departmental Promotion Committees</li> </ul> </li> <li>• <b>Provision under Conduct Rules</b> <ul style="list-style-type: none"> <li>- Service Book</li> <li>- Pay – Standard pay scales; Fixation of pay under fundamental rules</li> <li>- Increments – advance &amp; stagnation increments</li> </ul> </li> <li>• Allowances, fees &amp; honorarium <ul style="list-style-type: none"> <li>- Dearness Allowance (DA), House Rent Allowance (HRA), City Compensatory Allowance (CCA)</li> </ul> </li> <li>• Travelling allowance – TA on tour, TA on temporary transfer &amp; retirement; advance of TA; conveyance allowance</li> <li>• OTA allowance</li> <li>• Provident Fund – GPF advances &amp; withdrawals, Contributory Provident Fund, Final payment of Provident Fund</li> </ul>

Day	Session	Time	Topic	Training Content
Day 20	Session III (Contd.)			<ul style="list-style-type: none"> <li>• Leave rules</li> <li>- Earned leave, half pay leave, casual leave, medical leave, commuted leave, extraordinary leave etc.</li> <li>- Maternity &amp; paternity leave</li> <li>• Medical attendance rules- authorised medical attendants &amp; recognised hospitals</li> <li>- Guidelines for medical advance &amp; claims</li> <li>• Children's educational assistance</li> <li>• Advances – festival, warm clothing, conveyance, motor car, house building, computer etc.</li> <li>• Leave travel concessions</li> <li>• Filing of Income Tax Returns</li> <li>• Use of Staff Car</li> <li>• Discipline rules</li> <li>• Holidays</li> </ul>
Day 20	Session IV	2.15 p.m. – 4.00 p.m.	Office Procedures & Communication	<p><b>Forms and Procedures of Communication</b></p> <ul style="list-style-type: none"> <li>• Direction of communication in an organization</li> <li>• Formal and informal communication</li> <li>• Forms of written communication</li> <li>- Letter, Demi Official letter, Office Memorandum, Inter departmental Note, Telegram, Telex, Fax, Office Order, Order Modification, Press/Communiqué Endorsement</li> <li>• Correspondence with State Government</li> <li>• Correspondence with attached and subordinate Officers</li> <li>• Noting for Inter-departmental consultation/meetings</li> <li>- Procedure and General instructions for drafting and issuing letters</li> <li>• Filing system (Discussed on Day 20 Session I &amp; II)</li> <li>• <b>Class Assignment:</b> Write an Official and a Demi Official Letter and Opening a File</li> <li>- <b>All trainees to prepare the following</b></li> <li>- Prepare a draft of an official letter to be sent to the <b>State Government</b> and a Demi Official letter to be sent to a <b>Medical Officer</b> for Health Check up of Children on Immunization Day</li> <li>- Open a File for the above.</li> <li>- Trainers to check the assignment in the class</li> </ul>

Day	Session	Time	Topic	Training Content
Day 20	Session V	4.00 p.m. – 5.30 p.m.	Management of Supplies, Material and Equipment	<ul style="list-style-type: none"> <li>• Procedure for procurement of supplies, supplementary food, medicine, equipment etc.</li> <li>• Procurement and maintenance of equipment like typewriter, tape recorder, slide projector and computer in CDPO's office</li> <li>• Procurement and distribution of food, medicine and equipment to AWC</li> <li>• Maintenance of stock register for non-consumable/consumable items for CDPOs office and AWC <ul style="list-style-type: none"> <li>- Making entries in stock register and checking entries made</li> </ul> </li> <li>• <b>Class Assignment:</b> Maintenance of Stock Registers of Equipment and Supplies <ul style="list-style-type: none"> <li>- <b>Trainers</b> to provide one page of stock register to all trainees for the practice exercise</li> <li>- All trainees to make entries in the stock register page provided by trainer</li> <li>- Trainers to discuss 3-4 assignments in the class and check the rest</li> </ul> </li> </ul>

Day	Session	Time	Topic	Training Content
Day 21	Session I	9.15 a.m.– 11.15 a.m.	Financial Rules & Procedures	<ul style="list-style-type: none"> <li>• Financial management –meaning, objectives and functions</li> <li>• Need for financial planning</li> <li>• General system of financial management and control <ul style="list-style-type: none"> <li>- Receipt of money</li> <li>- Transfer of receipt</li> <li>- Expenditure and payment of money</li> <li>- Duties as regards to maintenance of accounts</li> <li>- General principles to be observed while entering into contracts/agreements</li> <li>- Defalcations &amp; losses, reporting of losses</li> <li>- Departmental regulations</li> </ul> </li> <li>• Revenue &amp; receipts <ul style="list-style-type: none"> <li>- Procedural rules for proper accounting of receipt books</li> <li>- Special rules for particular classes of receipts i.e. rents of buildings and lands, fines and miscellaneous payments</li> <li>- Remissions of, and abandonment’s of claims, revenue</li> </ul> </li> <li>• Powers of sanction of various authorities in the matter of sanctioning expenditure <ul style="list-style-type: none"> <li>- Communication of sanctions</li> <li>- Retrospective and lapse of sanctions</li> </ul> </li> <li>• Budget grants and appropriations <ul style="list-style-type: none"> <li>- Forms and procedures for preparation of detailed budget estimates</li> <li>- Expenditure estimates</li> </ul> </li> <li>• Control of expenditure <ul style="list-style-type: none"> <li>- Surrender of savings</li> <li>- Expenditure on new services</li> <li>- Reappropriation of funds</li> <li>- Supplementary grants</li> <li>- Advance from contingency funds</li> <li>- Inevitable payments</li> </ul> </li> </ul>

Day	Session	Time	Topic	Training Content
Day 21	Session II	11.15 a.m. – 1.15 p.m.	Purchase Procedures	<p><b>Stores</b></p> <ul style="list-style-type: none"> <li>- Authorities competent to purchase stores</li> <li>- Rules and instructions governing the purchase and issue of stores</li> <li>- Custody &amp; accounts of stores</li> <li>- Individual store accounting rules – dead stock and other stores</li> <li>- Sale &amp; disposal of stores and write off of stores</li> <li>- Procedure for payments of stores purchase</li> <li>- Procedures to be followed for procurement against World Bank assisted projects</li> </ul> <p><b>Works</b></p> <ul style="list-style-type: none"> <li>- Administrative approval and sanction of expenditure on works</li> <li>- Works under the administrative control of Public Works Department and other Civil Departments</li> <li>- Special rules for sanitary, water supply and electric installation of Government buildings</li> </ul> <p><b>Tenders</b></p> <ul style="list-style-type: none"> <li>- Types of tenders <ul style="list-style-type: none"> <li>- Advertisement</li> <li>- Open tenders</li> <li>- Direct tenders</li> </ul> </li> <li>- Procedure for inviting tenders <ul style="list-style-type: none"> <li>- Earnest money deposits and security deposits</li> <li>- Preparing tender notice</li> </ul> </li> <li>- Acceptance or rejection of tenders</li> </ul> <p><b>Contracts</b></p> <ul style="list-style-type: none"> <li>- Works and supplies on contract basis</li> <li>- Preparation of contract documents</li> <li>- General principles to be observed while entering into contract</li> <li>- Enforcement of the term of contract</li> <li>- Dispute &amp; arbitration</li> <li>• <b>Class Assignment:</b> Inviting Tender for Supply of Medicines</li> <li>- All trainees to prepare a tender notice for inviting tender for supply of medicines to AWCs</li> </ul>

Day	Session	Time	Topic	Training Content
Day 21	Session IV	2.15 p.m. – 4.00 p.m.	Accounts and Book Keeping	<ul style="list-style-type: none"> <li>• Basic concept and meaning of accounts and book keeping</li> <li>- Type of assets – fixed and current</li> <li>- Debit and credit</li> <li>- System of recording financial transactions <ul style="list-style-type: none"> <li>- Single entry system</li> <li>- Double entry system</li> </ul> </li> <li>- Methods of accounting: Cash book,</li> <li>- Type of accounts - real, personal and nominal accounts</li> <li>• Ledger accounts</li> <li>- Cash book and journal vouchers</li> <li>• Books of accounts</li> <li>- Primary books of accounts <ul style="list-style-type: none"> <li>- Cash/bank book</li> <li>- Petty cash book</li> <li>- Journal</li> </ul> </li> <li>- Final books of accounts <ul style="list-style-type: none"> <li>- General ledger</li> <li>- Sub ledgers</li> </ul> </li> <li>- Subsidiary Records/Registers <ul style="list-style-type: none"> <li>- Salary and Wages Register</li> </ul> </li> <li>- Stock Register <ul style="list-style-type: none"> <li>- General Stores Stock Register</li> <li>- Stationery Stock Register</li> </ul> </li> <li>- Inventory of Assets <ul style="list-style-type: none"> <li>- Fixed Assets Register</li> </ul> </li> <li>- Investment Register</li> <li>- Miscellaneous records/registers <ul style="list-style-type: none"> <li>- Despatch register</li> <li>- Inward mail register</li> <li>- Telephone calls register</li> <li>- Vehicle log book</li> </ul> </li> <li>• Financial statement</li> <li>- Receipt and payment account</li> <li>- Income and expenditure account</li> <li>• Balance sheet</li> </ul>

Day	Session	Time	Topic	Training Content
Day 21	Session IV (contd.)			<ul style="list-style-type: none"> <li>• Charts of accounts and codes</li> <li>• Internal control procedures</li> <li>• Computerization and accounts</li> <li>• Role and responsibilities of CDPO in accounts &amp; book keeping</li> <li>• <b>Class Assignment:</b> Writing a Page of the Ledger</li> <li>- All trainees to write a page of the ledger of payments and receipts of cash under different heads</li> <li>- Trainers to provide the page of a ledger for the assignment</li> </ul>
Day 21	Session V	4.00 p.m. – 5.30 p.m.	Audit Procedures	<ul style="list-style-type: none"> <li>• Meaning, purpose and scope of auditing</li> <li>• Audit Guidelines of Government of India</li> <li>• Role of an Accountant in CDPO's office in facilitating auditing</li> <li>• Submission of audit report/certificate to State Govt.</li> <li>• <b>Class Assignment:</b> Answering Audit Objection on Delay in Non-utilisation of Funds for Purchase of Equipment</li> <li>- <b>Trainers to give a copy of an imaginary audit objection on delay in non utilisation of funds for purchase of equipment for an AWC</b></li> <li>- Trainees to prepare answer to the statement of audit objection followed by discussion</li> </ul>



**DAY 22**

Day	Session	Time	Topic	Training Content
Day 22	Session I	9.15 a.m. – 11.15 a.m.	Maintenance of Records & Registers	<ul style="list-style-type: none"> <li>• Types of records and registers maintained at CDPOs office, by Supervisors and AWW</li> <li>• Records and Registers at <b>CDPOs Office</b> – Property Register (equipment, material etc.), General Consumable Items Register, Attendance Register, Cash Book, Accounts Registers, Appointment Registers, Salary/Honorarium Register, Petty Cash Register, Bill Register</li> <li>• Record and Register with <b>Supervisor</b> – Supervisory Dairy</li> <li>• Records and Registers at AWC – Anganwadi Survey Register, Register of Services for Pregnant &amp; Nursing Mothers; Register of Services for Children, Register of Services for Supplementary Nutrition &amp; PSE; Immunisation, IFA tablets and Vitamin A Supplementation Register for Children less than 6 years of age; Annual Summary of Children’s Immunisation (for children upto 1-2 years of age); Birth and Death Register, Anganwadi Food Stock Register; AW Medicine Distribution Register; Other Stock Register; Mahila Mandal Register; Records of MPRs; Visitor’s Book and Daily Diary.</li> <li>• Record management</li> <li>• Custody of records</li> <li>• Review and weeding of records</li> <li>• Requisitioning of records</li> <li>• <b>Class Assignment</b> : Filling up records and registers</li> <li>- Trainees may be divided into <b>4 groups</b> to fill up records and registers maintained at CDPO Office/AWW</li> <li>- Each group to fill up a page each of the four registers maintained at CDPOs Office and four registers maintained at AWC</li> <li>- Trainers to provide the photocopies of pages of registers with column headings</li> <li>- Trainers to check the register and guide trainees wherever required</li> </ul>

Day	Session	Time	Topic	Training Content
Day 22	Session II & III	11.15 a.m. – 1.15 p.m.	MIS in ICDS and Filling up of MPR Proforma	<ul style="list-style-type: none"> <li>• What is MIS in ICDS? Its importance and infrastructure</li> <li>• MPR Proforma <ul style="list-style-type: none"> <li>- Reporting of data</li> <li>- Verification and correction of data</li> <li>- Preparation of MPR/QPR/APR</li> </ul> </li> <li>• Need for correct &amp; timely reporting</li> <li>• Interpretation of MPR data, identifying gaps and follow up action</li> <li>• Use of MPR data for policy decision and interventions at various levels</li> <li>• <b>Class Assignment:</b> Filling up of an MPR form and follow up action <ul style="list-style-type: none"> <li>- <b>Each participant</b> to be given MPR proforma for filling up</li> <li>- The estimated data can be given by participants themselves</li> <li>- After MPRs are filled up, divide the class into <b>5 groups</b></li> <li>- Each group to <b>prepare monthly report</b> for sending it to the State Govt.</li> <li>- Participant are to present the report, interpret the data and suggest course of action to be followed in the field</li> </ul> </li> </ul>
Day 22	Session IV	2.15 p.m.-3.30 p.m.	Role of CDPOs as Drawing and Disbursing Officer and Delegation of Power	<ul style="list-style-type: none"> <li>• CDPOs should get familiar with broad features of Departmentalized Accounting System at the State Level concerning ICDS</li> <li>• Delegation of financial powers to DDO as Head of the Office</li> <li>• Receipt of Funds</li> <li>• Payments <ul style="list-style-type: none"> <li>- Types of cheques – Negotiable, Non-transferable, Government account</li> <li>- Payment by drafts</li> <li>- Payment by mail transfer</li> </ul> </li> <li>• Payment Procedures <ul style="list-style-type: none"> <li>- Submission of bills by non-cheque drawing officers</li> <li>- Passing of bills</li> <li>- Payment</li> <li>- Pre-check/Post check</li> <li>- Cancellation of sub-vouchers</li> <li>- Compilation/consolidation of accounts</li> <li>- Transfer entries</li> <li>- Monthly accounts by PAO</li> <li>- Clearance of outstanding cheques</li> </ul> </li> <li>• Maintenance of Provident Fund Accounts and Group Insurance <ul style="list-style-type: none"> <li>- Allotment of accounts number</li> </ul> </li> </ul>

Day	Session	Time	Topic	Training Content
Day 22	Session IV (Contd.)			<ul style="list-style-type: none"> <li>- Nominations</li> <li>- Advances/withdrawals</li> <li>- Transfer of GPF accounts</li> <li>- Maintenance of GPF accounts</li> <li>- Group 'D' staff accounts</li> <li>- Contributory Provident fund</li> <li>- Central Govt. Employees Group Insurance Scheme 1980</li> <li>- Finalisation of pension cases</li> <li>• Budget <ul style="list-style-type: none"> <li>- Separate budget for Plan &amp; Non Plan</li> <li>- Vote on account</li> <li>- Distribution of Grants</li> <li>- Excess over sanctioned grant nont permissible</li> <li>- Budget grant utilisation</li> <li>- Reappropriation of funds</li> <li>- Surrender of savings</li> <li>- Advance from contingency fund</li> <li>- Preparation of budget estimate/Revised estimates by Head of Office</li> </ul> </li> <li>- Receipt, custody and payment of Government money as per GFRs (General Financial Rules)/RPRs (Receipt &amp; Payment Rules)</li> <li>• Control of Expenditure and Reconciliation</li> <li>• Procedures to be followed by DDO <ul style="list-style-type: none"> <li>- General instructions</li> <li>- Withdrawals from Government accounts</li> <li>- Personal claims</li> <li>- Contingent grants</li> <li>- Disbursements</li> <li>- Income Tax</li> <li>- Procedures for DDO drawing money from PAOs</li> <li>- Procedures for Cheque drawing DDOs</li> </ul> </li> <li>• Regulation of Allowances <ul style="list-style-type: none"> <li>- Dearness allowance</li> <li>- Compensatory allowance and house rent allowance</li> </ul> </li> </ul>

Day	Session	Time	Topic	Training Content
Day 22	Session IV (Contd.)			<ul style="list-style-type: none"> <li>- Transport allowance</li> <li>- Children's education assistance</li> <li>- Overtime</li> <li>- Conveyance</li> <li>- Other allowance</li> <li>- TA, Leave Travel Concession</li> <li>- Medical</li> <li>- Fee, Honorarium</li> <li>- Bonus</li> <li>- Advances</li> <li>• Auditing of accounts</li> </ul>

Day 22	Session V	3.30 p.m. – 5.00 p.m.	Preparation of Action Plan for Implementation of ICDS Project	<ul style="list-style-type: none"> <li>• <b>Steps in preparing an Action Plan</b> <ul style="list-style-type: none"> <li>- List of Activities to be undertaken &amp; sequencing</li> <li>- Define objectives of each activity</li> <li>- Identification of parallel activities</li> <li>- Checking up availability of budget</li> <li>- Planning time schedule for each activity</li> <li>- Planning for personnel</li> <li>- Coordination between activities for better utilization of resources and effective delivery of services</li> <li>- Anticipation of problems and planning solutions</li> <li>- Initiating timely action</li> </ul> </li> <li>• Essential steps in planning implementation of an ICDS Project (with reference to objectives of ICDS) <ul style="list-style-type: none"> <li>- Understanding the environment – area, community and their resources</li> <li>- Setting up objectives and goals</li> <li>- Considering areas for implementation/planning</li> <li>- Identifying the best alternative to achieve goal and objectives of ICDS</li> <li>- Formulation of action plans as per the Instructions &amp; Guidelines of the State Govt. for the following <ul style="list-style-type: none"> <li>- Purchase of equipment and material</li> <li>- Appointment and training of staff</li> <li>- Procurement of supplies, food and medicines</li> </ul> </li> </ul> </li> <li>• <b>Class Assignment:</b> Participants may be divided into <b>2 groups</b> to prepare the Action Plan for implementation of ICDS Project at the CDPO and AWW level</li> <li>• Presentation of Action Plan and discussion</li> </ul>
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## H. Supervised Practice (3 Days)

### DAY 23

Day	Session	Time	Topic	Training Content
Day 23	Session I-III	9.00a.m. – 1.15 p.m. (Participants to reach AWC for before it starts)	Act as an AWW at AWC	<ul style="list-style-type: none"> <li>• Trainees to undertake the role and responsibilities of an AWW at an AWC for a day</li> <li>• Placement of participants in a group of 2/3 at an AWC</li> <li>• Organise the AWC before it opens</li>   <li>• <b>Suggested Time Plan for the Day is:</b></li> <li>- Prayer and checking personal hygiene of children (20 mts)</li> <li>- Free Conversation with the help of teaching aids (10 mts)</li> <li>- Cognitive activities in small and large groups (20 mts) (Dominoes/Discrimination chart/Colour Concept/Small Big)</li> <li>- Physical Activities: Outdoor Games like jumping/running/hopping/rope/other games (20 mts)</li> <li style="text-align: center;">(Break) (10 mts)</li> <li>- Drawing &amp; painting/Clay modelling/Sand or Water games/Drama/Dance/Puppet play/Doll play/Science activity (20 mts)</li> <li>- Language Activities in Large Groups (20 mts) (Rhymes/Action Songs/Alphabets, Number &amp; Picture/Chart Reading/Story Telling)</li> <li>• Growth Monitoring (4/5 children) (20 mts)</li> <li>• Distribution of supplementary nutrition to children and pregnant &amp; nursing mothers (30 mts)</li> <li>• Treatment of common childhood illness/ailments (20 mts)</li> <li>• Sending children home (10 mts)</li>   <li>• Fill up records and registers at AWC</li>   <li>• Fill up MPR Form</li>   <li>• Plan for following activities: <ul style="list-style-type: none"> <li>- Survey of two families</li> <li>- 2-3 Home visits – Visit families of malnourished children/pregnant women/sick children</li> <li>- Mother's Meeting in the afternoon</li> </ul> </li> </ul>
		1.15 p.m. – 2.15 p.m.	Lunch	<ul style="list-style-type: none"> <li>• Trainees to be provided packed lunch</li> </ul>

Day	Session	Time	Topic	Training Content
	Session IV-V	2.15 p.m. – 5.30 p.m.	Act as an AWW in the Community	<ul style="list-style-type: none"> <li>• Conduct Survey in the Community( 2-3 Families) (30 mts)</li> <li>• Conduct Home Visits (2-3 Families) (30 mts)</li> <li>• Organise Mothers Meetings (60 mts)</li> <li>• Departure to Training Institute</li> <li>• Feedback and Discussion in the Class</li> <li>• <b>Trainers</b> to give instructions for Day 24</li> </ul>

## DAY 24

Day	Session	Time	Topic	Training Content
Day 24	Session I-III	9.15 a.m – 1.15 p.m	Act as an Supervisor at AWC	<ul style="list-style-type: none"> <li>• Trainees in a <b>group of 2</b> to undertake role &amp; responsibilities of a Supervisor for a day</li> <li>- Observe location, space and cleanliness of AWC</li> <li>- Supervise Preschool Education Activities conducted by AWW and guide them</li> <li>- Monitor growth of 3-4 children <ul style="list-style-type: none"> <li>- Take weight, plot and interpret the growth curve</li> <li>- Counsel mothers</li> </ul> </li> <li>- Observe distribution of supplementary nutrition and give guidance</li> <li>• Check the stock position of food items available at AWC, its storage and cleanliness</li> <li>• Observe and guide AWW in filling up records and registers and MPR</li> <li>• Check Records and registers maintained at AWC</li> </ul>
		1.15p.m.- 2.15 p.m	Lunch	<ul style="list-style-type: none"> <li>• (Trainees to be provided packed lunch)</li> </ul>
	Session IV & V	2.15 p.m. – 5.30 p.m.	Act as Supervisor in the Community	<ul style="list-style-type: none"> <li>• Observe AWW in conducting Survey/Home Visit/Mother's Meeting and provide guidance wherever required</li> <li>• Organise Circle meeting and discuss MPR (MPR filled up on Day 23 may be discussed)</li> <li>• Departure for Training Institute</li> <li>• Feedback and discussion with class</li> <li>• Trainers to give instructions for Day 25</li> </ul>



**DAY 25**

<b>Day</b>	<b>Session</b>	<b>Time</b>	<b>Topic</b>	<b>Training Content</b>
Day 25	Session I - III	9.15 a.m. – 1.15 p.m.	Act as a CDPO in CDPO's Office	<ul style="list-style-type: none"> <li>• Trainees to undertake the role and responsibilities of a CDPO for a Day</li> <li>• Trainees to be placed in a CDPO's Office in groups of 3-4</li> <li>• The CDPO in the office is to discuss general functioning of CDPO's office and his/her responsibility in the field</li> <li>• Trainees to observe records and registers maintained in the CDPO's Office and their management system.</li> <li>• Participants to make a list of records and registers at CDPO's Office</li> <li>• Trainees to perform the following tasks:               <ul style="list-style-type: none"> <li>- Process a letter received and give reply</li> <li>- Invite a tender for purchase of furniture for CDPOs office</li> <li>- Organise supply of foods, medicines and PSE material to AWC</li> <li>- Disbursement of salary and funds</li> <li>- Sanction leave</li> <li>- Prepare budget for the Project</li> <li>- Prepare MPR for sending to the State Govt.</li> </ul> </li> </ul>
		1.15 p.m. – 2.15 p.m.	Lunch	<ul style="list-style-type: none"> <li>• Trainees to be provided packed lunch</li> </ul>
Day 25	Session IV-V	2.15 p.m- 5.30 p.m	Act as a CDPO in the Community	<ul style="list-style-type: none"> <li>• Discuss functioning of AWC and the problems faced by AWW</li> <li>• Supervise AWC and check availability of equipment, food, medicine, PSE material etc.</li> <li>• Meeting with Sarpanch for community to participate in ICDS programme</li> <li>• Attend Mother's Meeting and talk to mothers on the selected issues or problems in the community</li> </ul>

## I. Evaluation & Concluding (1 Day)

### DAY 26

Day	Session	Time	Topic	Training Content
Day 26	Session I	9.15 a.m. – 11.15 a.m.	Issues of National Importance	<ul style="list-style-type: none"> <li>• Discuss issues of national importance as per the order of Ministry of Home Affairs</li> <li>• Environment protection               <ul style="list-style-type: none"> <li>- Need and importance of protecting environment</li> <li>- Pollution and sources of pollution</li> <li>- Ways and means of improving environment</li> <li>- Role of community in keeping environment clean and healthy.</li> </ul> </li> <li>• Poverty alleviation               <ul style="list-style-type: none"> <li>- Define poverty and poverty line</li> <li>- Programmes to improve socio economic status of community</li> </ul> </li> <li>• National Integration and communal harmony               <ul style="list-style-type: none"> <li>- Definition and need for National Integration</li> <li>- Prerequisite for communal harmony and integration</li> <li>- Role of CDPOs in maintaining national integration</li> </ul> </li> </ul>
Day 26	Session II & III	11.15 a.m. – 1.15 p.m.	Evaluation of Trainees	<ul style="list-style-type: none"> <li>• Evaluation of Trainees</li> <li>• Examination to be conducted for 2 hours               <ul style="list-style-type: none"> <li>- Course Director should prepare the Examination Paper in advance</li> <li>- Examination paper should cover objective type questions with multiple choice and short questions having short answer</li> <li>- Examination paper should cover questions from all the components</li> <li>- The grading system may be adopted as per the guidelines given by GOI i.e. Grade A – 70 and above, Grade B – 60 to 70, Grade C – 50 to 60 and Grade D – 40 to 50 marks.</li> <li>- Trainers should send the grades achieved by the trainees to their respective State Govts. Within one week of completion of job training.</li> </ul> </li> </ul>
	Session IV	2.15 p.m. – 4.00 p.m.	Feedback and Bridging the Learning Gaps	<ul style="list-style-type: none"> <li>• Feedback</li> <li>• Bridging the learning gaps</li> </ul>
	Session V	4.00 p.m. – 5.30 p.m.	Concluding Session	<ul style="list-style-type: none"> <li>• Concluding session</li> <li>• Disbursement of TA/DA</li> </ul>