

Programme Schedule for Job Training Course for CDPOs/ACDPOs

* Duration – 30 Days

Working Days – 26 Days

Batch Size – 25

Days	Session-I		Session-II		Session-III		1.15-2.15 pm	Session-IV		Session-V		Session-VI	
	9.00a.m.-9.15 a.m.		9.15a.m-10.30 a.m.		10.30a.m. –12.00 noon			12.00 noon – 1.15 p.m.		2.15 p.m. –3.30 p.m.		3.30p.m-4.45 p.m.	
A. Defreezing (1/2 Day)							B. The Foundation (1 ½ Days)						
Day 1	Registration	Welcome & Introduction	Sharing of Experiences				L	Situation of Children and Women in India/States		Social Issues Concerning Children and Women			
Day 2	Games/ Feedback/ Submission of Assignment	Constitutional Provisions, Rights and Legislation Concerning Children & Women (9.15 a.m. – 11.00 a.m.)		Programmes and Policies for Development of Children and Women (11.00 a.m.-1.15 p.m.)		U		Status of Girl Child and the Meena Initiative Film on Meena (2.15 p.m. –4.00 p.m.)		Women Empowerment through Self Help Groups Film on Women Empowerment (4.00 p.m. – 5.30 p.m.)			
C. ICDS Programme (2 Days)													
Day 3	“	Introduction to ICDS Programme (9.15 a.m. – 11.30 a.m.)		Training Set up and Approach to ICDS Training (11.30 a.m. – 1.15 p.m.)		C	Setting up an AWC (2.15 pm.- 3.30 p.m)		Role & Job Responsibilities of a CDPO/ACDPO (3.30 p.m. - 5.00 p.m.)		Class Assignment (5.00 p.m. – 5.30 p.m.)		
							H						

*Includes 4 Sundays as Holidays & Saturdays Working

Days		Session-I	Session-II	Session-III	1.15-2.15 pm	Session-IV	Session-V	Session-VI
	9.00a.m.-9.15 a.m.	9.15a.m-10.30 a.m.	10.30a.m. –12.00 noon	12.00 noon – 1.15 p.m.		2.15 p.m. –3.30 p.m.	3.30p.m-4.45 p.m.	4.45p.m.-5.30 p.m.
Day 4	Games/ Feedback/ Submission of Assignment	Role & Job Responsibilities of Other ICDS Functionaries and Health and Block Functionaries	Health Infrastructure & Set up (10.30 a.m. – 11.45 a.m.)	Interface/Coordination with Government Ministries/Departments (Health, Education, Rural Development, and Information & Broadcasting) for ICDS Programme (11.45 a.m. – 1.15 p.m.)	L U	Communication and Counselling Skills Required by a CDPO/ACDPO + Role Play (2.15 p.m. –3.45 p.m.)	Instructions and Guidelines Issued by DWCD (3.45 p.m. – 5.00 p.m.)	Feedback of ICDS Component (5.00 p.m. – 5.30 p.m.)
D. Early Childhood Care and Development (4 Days)								
Day 5	“	Child Development – Definition, Concept, Need & Process (9.15 a.m. –11.15 a.m.)	Film on Child Development (11.15 a.m. – 12.00 noon)	Early Childhood Care & Education in ICDS	N C	Activities for Early Childhood Stimulation (Birth – 3 years) + Demonstration + Role Play (2.15 p.m. – 4.00 p.m.)	Importance of PSE and Characteristics of a Preschool Child (4.00 p.m. – 5.30 p.m.)	
Day 6	“	Activities for Physical and Motor Development of Children in a Preschool + Demonstration (9.15 a.m. –11.00 a.m.)	Activities for Cognitive Development of Children in a Preschool + Demonstration (11.00 a.m. – 1.15 p.m.)		H	Activities for Language Development of Children in a Preschool + Demonstration (2.15 p.m. – 3.45 p.m.)	Activities for Psycho-social Development of Children in a Preschool + Demonstration (3.45 p.m. – 5.15 p.m.) Instructions for Nature Walk (5.15 p.m. – 5.30 p.m.)	

Days		Session-I	Session-II	Session-III	1.15- 2.15 pm	Session-IV	Session-V	Session-VI
	9.00a.m.- 9.15 a.m.	9.15a.m-10.30 a.m.	10.30a.m. –12.00 noon	12.00 noon – 1.15 p.m.		2.15 p.m. –3.30 p.m.	3.30p.m-4.45 p.m.	4.45p.m.- 5.30 p.m.
Day 7	Nature Walk (9.00 a.m. – 10.30 a.m.)		Activities for Development of Creative, Aesthetic Expression and Science Exposure of Children in a Preschool + Demonstration (10.30 a.m. – 12.00 noon)	Organisation and Arrangement of AWC for PSE Activities (12.00 noon – 1.15 p.m.)	L U N C H	Preparation and Use of Low Cost PSE Material + Class Assignment + Demonstration		
Day 8	Games/ Feedback/ Submission of Assignment	Planning and Organising PSE Programme at AWC				Class Assignment: Make a Plan for Conducting PSE Activities at an AWC (2.15 p.m. – 3.45 p.m.)	Common Behavioural Problems among Children (3.45 p.m. – 5.00 p.m.)	Feedback of ECCD 5.00 p.m. – 5.30 p.m.)
E. Nutrition & Health (7 Days)								
Day 9	“	Importance of Healthy Living & Good Nutrition	Nutrition and Health Services in ICDS Programme	Nutrition and Health Care of Expectant and Nursing Mothers		Nutrition and Health Care of Newborns, Infants and Young Children (Birth-6 yrs.) Film on Breastfeeding (2.15 p.m.- 4.00 p.m.)	Nutrition and Health Care of Adolescent Girls + Home Assignment (To be Submitted the next Day) (4.00 p.m. – 5.30 p.m.)	

Days	Session-I			Session-II			Session-III			1.15-2.15 pm	Session-IV		Session-V		Session-VI	
	9.00a.m.-9.15 a.m.	9.15a.m-10.30 a.m.	10.30a.m. –12.00 noon	12.00 noon – 1.15 p.m.	1.15-2.15 pm	2.15 p.m. –3.30 p.m.	3.30p.m-4.45 p.m.	4.45p.m.-5.30 p.m.								
Day 10	Games/Feed back/ Submission of Assignment	Protein Energy Malnutrition among Children – Causes, Symptoms, Prevention and Management	Micronutrient Deficiencies among Children – Causes, Symptoms, Prevention and Management	Organising Supplementary Nutrition at an AWC + Class Assignment	L U N	Growth Monitoring and Promotion + Demonstration + Class Assignment + Role Play Film on Growth Monitoring (2.15 p.m. – 4.15 p.m.)	<ul style="list-style-type: none"> Organising Nutrition & Health Education Session + Class Assignment Instructions for Field Visit (4.15 p.m. – 5.30 p.m.)									
Day 11	Visit to Anganwadi Centre for Practising Preschool Education Activities and Delivery of Nutrition Services			C		Prevention of Emerging Endemic Diseases among Children (2.15 p.m. – 4.00 p.m.)	Identification & Prevention of Disability among Children (4.00 p.m. – 5.30 p.m.)									
Day 12	Games/ Feedback/ Submission of Assignment	Introduction to Integrated Management of Childhood Illness (9.00 a.m. – 11.00 a.m.)	Assessment of Childhood Illness (New Born – 5 Years) (11.00 a.m. – 1.15 p.m.)			H	Assessment of Childhood Illness (New Born – 5 Years) Contd....									

Days		Session-I	Session-II	Session-III	1.15-2.15 pm	Session-IV	Session-V	Session-VI
	9.00a.m.-9.15 a.m.	9.15a.m-10.30 a.m.	10.30a.m. –12.00 noon	12.00 noon – 1.15 p.m.		2.15 p.m. –3.30 p.m.	3.30p.m-4.45 p.m.	4.45p.m.-5.30 p.m.
Day 13	Review of Day 12 (9.00 a.m. – 9.30 a.m)	Classification of Childhood Illness (9.30 a.m. – 11.00 a.m.)	Treatment of Childhood Illness (11.00 a.m. - 1.00 p.m.)		L	Treatment with Home Care & Advice (2.00 p.m. – 5.30 p.m.)		
Day 14	Review of Day 13 (9.00 a.m. – 9.30 a.m.)	Practice Exercise (Visit to Community for Assessment, Classification & Treatment of Childhood Illness) (9.30 a.m. – 1.15 p.m.)				U	Nutrition Counselling (2.15 p.m. – 5.30 p.m.)	
Day 15	Review of Day 14 (9.00 a.m. – 9.30 a.m)	Practice Exercise (Visit to Community for Assessment, Classification, of Childhood Illness and Treatment, Home Care & Counselling)			N		Review, Reinforcement & Feedback of IMCI Component (2.15 p.m. – 3.15 p.m.)	Personal Hygiene and Safe Drinking Water (3.15 p.m. – 4.30 p.m.)
F. Communication, Advocacy and Community Participation (3 Days)								
Day 16	Games/ Feedback/ Submission of Assignment	Need, Importance and Scope of Community Participation in ICDS (9.15 a.m. – 11.15 a.m.)	How to Know Your Community (11.15 a.m. – 12.30 p.m.)	Film on Community Participation (12.30 p.m. 1.15 p.m.)	C H	Role of Community in ICDS Programme (2.15 p.m. – 4.15 p.m.)	Role of Panchayats in Implementation of ICDS (4.15 p.m. –5.30 p.m.)	

Days					1.15-2.15 pm	Session-IV	Session-V	Session-VI
	9.00a.m.-9.15 a.m.	9.15a.m-10.30 a.m.	10.30a.m. –12.00 noon	12.00 noon – 1.15 p.m.		2.15 p.m. –3.30 p.m.	3.30p.m-4.45 p.m.	4.45p.m.-5.30 p.m.
Day 17	Games/ Feedback/ Submission of Assignment	Preparing Community for Starting an ICDS Project	Conducting a Survey in a Community + Class Assignment	Techniques for Mobilising Community & Eliciting Community Participation	L U	Techniques for Mobilising Community & Eliciting Community Participation + Film on Home Visits + Class Assignment (2.15 p.m. – 4.00 p.m.)	Community Based Monitoring (4.00 p.m. – 5.30 p.m.)	
Day 18	IEC in ICDS Programme & Need for Social Marketing (9.00 a.m. – 10.15 a.m.)	Communication Process (10.15 a.m. – 11.45 a.m.)	Communication for Behaviour Change (11.45 a.m. – 1.15 p.m.)	N C		Advocacy/ Awareness for ICDS or for Issues Concerning Children & Women + Class Assignment (2.15 p.m. – 5.00 p.m.)	Feedback of Communication, Advocacy and Community Participation (5.00 p.m. – 5.30 p.m.)	
G. Organisation and Management (4 Days)								
Day 19	“	Management of ICDS Project & Role of a CDPO/ACDPO as a Manager (9.15 a.m. – 10.45 a.m.)	Setting up of an ICDS Project & the Budget + Class Assignment (10.45 a.m. – 12.00 noon)	Leadership, Motivation and Team Building (12.00 noon – 1.15 p.m.)	H	Supervision, Monitoring, Education and Guidance to ICDS Team + Role Play (2.15 p.m. – 4.00 p.m.)	Planning & Organising Meetings + Class Assignment (4.00 p.m. – 5.30 p.m.)	

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	9.00a.m.-9.15 a.m.	9.15a.m-10.30 a.m.	10.30a.m. –12.00 noon	12.00 noon – 1.15 p.m.		2.15 p.m. –3.30 p.m.	3.30p.m-4.45 p.m.	4.45p.m.-5.30 p.m.
Day 20	Games/ Feedback/ Submission of Assignment	Office Management & Rules and Procedures (Based on the Office Manual) + Class Assignment (9.15 a.m. – 11.15 a.m.)	Establishment and Service Rules (11.15 a.m. – 1.15 p.m.)		L U N C H	Office Procedures & Communication + Class Assignment (2.15 p.m. – 4.00 p.m.)	Management of Supplies, Material & Equipment + Class Assignment (4.00 p.m. – 5.30 p.m.)	
Day 21	“	Financial Rules and Procedures (9.15 a.m. – 11.15 a.m.)	Purchase Procedures + Class Assignment (11.15 a.m. – 1.15 p.m.)			Accounts and Book Keeping + Class Assignment (2.15 p.m. – 4.00 p.m.)	Audit Procedures + Class Assignment (4.00 p.m. – 5.30 p.m.)	
Day 22	“	Maintenance of Records & Registers + Class Assignment (9.15 a.m. – 11.15 a.m.)	MIS in ICDS & Filling up MPR Proforma + Class Assignment (11.15 a.m. – 1.15 p.m.)			Role of CDPOs as Drawing & Disbursing Officer and Delegation of Power	Preparation of Action Plan for Implementation of ICDS Project + Class Assignment (3.30 p.m. – 5.00 p.m.)	Instructions for Supervised Practice Feedback of Organisation & Management (5.00 p.m. – 5.30 p.m.)
	H. Supervised Practice (3 Days)							
Day 23	“	Act as an AWW at an AWC				Act as an AWW in the Community		
Day 24	“	Act as a Supervisor				Act as a Supervisor in the Community		
Day 25	“	Act as a CDPO in CDPO’s Office				Act as a CDPO in the Community		

Days	Session-I		Session-II		Session-III		1.15- 2.15 pm	Session-IV		Session-V		Session-VI	
	9.00a.m.- 9.15 a.m.	9.15a.m-10.30 a.m.	10.30a.m. -12.00 noon	12.00 noon – 1.15 p.m.	2.15 p.m. –3.30 p.m.	3.30p.m-4.45 p.m.		4.45p.m.-5.30 p.m.					
	I. Evaluation & Concluding (1 Day)						L						
Day 26	Games/ Feedback/ Submission of Assignment	* Issues of National Importance (9.15 a.m. – 11.15 a.m.)	Evaluation of Trainees (Examination) (11.15 a.m. – 1.15 p.m.)				U N C H	Feedback & Bridging the Learning Gaps (2.15 p.m. – 4.00 p.m.)	Concluding Session (4.00 p.m. – 5.30 p.m.)				

** As per order of Ministry of Home Affairs, GOI*