

Curriculum for Refresher Training of CDPOs/ACDPOs

* Duration : 7 Days

Working Days : 5 Days

Batch Size : 25

Objectives

- ☞ Assess training needs of CDPOs/ACDPOs.
- ☞ Provide a forum for sharing experiences in implementing ICDS programme.
- ☞ Appraise CDPOs/ACDPOs of recent developments & trends in ICDS programme.
- ☞ Update their knowledge in the area of early childhood care and development including nutrition and health care.
- ☞ Sharpen communication, counselling and managerial skills of CDPOs/ACDPOs.

*1. Inclusive of one day each for arrival & departure of the participants
2. Exclusive of holidays falling during the programme.

Key Elements

- ➡ Child Centered Development Approach
- ➡ Life Cycle Basis for Interventions
- ➡ Child's Rights Perspective
- ➡ Gender Sensitivity
- ➡ Emphasis on Preventive Approaches to Malnutrition & Disability.
- ➡ Reaffirming Sound Traditional Child Care Practices
- ➡ Family Focussed and Community Based Approach
- ➡ Enabling Joyful Learning Environment
- ➡ Focus on Under Threes
- ➡ Communication and Counselling Skills
- ➡ Self Evaluation and Self Assessment

Methodology

- Use of Participatory Learning Techniques
- Learning through Role play, Group Work and Group Discussions
- Hands-on-Experience via Mock Sessions, Practice Exercises & Supervised Practice.
- Self Learning

Learning Goals

- Quality Improvement in ICDS Programme by Learning through the Experiences of Others.
- Awareness of Latest Happenings & Trends in ICDS Programme.
- Gain in Knowledge related to Child Survival and Development
- Learning about Successful Family and Community Practices in Nutrition & Health Care
- Enhancement of Planning, Managerial and Supervisory Skills required for Implementing ICDS Programme
- Strengthening Communication and Counselling Skills
- Use of Communication for Behaviour Change in the Community and Advocacy for Child Survival and Development

Budget: Rs. 86,250/- (Copy enclosed)

[Budget to be reduced as per the orders of DWCD vide letter no. 7-3/2003-TR-I dated 13 October, 2004 with the change in duration of the Course, under the heads of 'Board & Lodging' and 'Honorarium to Resource Persons']

Instructions for the Course Director

- Instructions for Class Assignments/Mock Sessions/ Supervised Practice are at Annexure I.
- At the end of the day, instructions for the Class Assignment for the next day may be given by the Course Director.
- Course Director is to provide all the documents/reading material required for such assignments.
- As it is a residential course, participants can start the work in their groups in the evening
- Everyday, from Day 2 onwards, between 9.00 - 9.15 a.m., one of the participants may be asked to give feedback of the previous Day. Class Assignments may also be submitted during this time .

Days	9.00 – 9.15 a.m.	Session-I 9.15 a.m. – 10.30 a.m.	Session-II 10.30 a.m. – 12.00 noon	Session-III 12.00 noon – 1.15 p.m.	1.15-2.15 p.m	Session-IV 2.15 p.m. – 4.00 p.m.	Session V 4.00p.m. – 5.30 p.m.
Day 3	Feedback of Previous Day	Review of Nutrition Services under ICDS Programme Mock session by Participants (9.15 a.m. – 11.15 a.m.)	Review of Health Services and Management of Childhood Illness under ICDS Programme Demonstration on Use of Medicine Kit	(11.15 a.m. – 1.15 p.m.)	L U N C H	Review of Community Participation in ICDS Programme and Techniques for Mobilising Community and Eliciting Community Participation Mock Session by Participants	Review of IEC in ICDS Programme and Advocacy for ICDS or for Issues Concerning Children and Women Mock Session by Participants <i>Instructions for Group Work of Session V on Day 4</i>

Note: Instructions for Class Assignments, Mock Sessions & Supervised Practice are at Annexure I – For Session I, II, III, IV &V.

Days	9.00 – 9.15 a.m.	Session-I 9.15 a.m. – 10.30 a.m.	Session-II 10.30 a.m. – 12.00 noon	Session-III 12.00 noon – 1.15 p.m.	1.15-2.15 p.m	Session-IV 2.15 p.m. – 4.00 p.m.	Session V 4.00p.m. – 5.30 p.m.
Day 4	Feedback of Previous Day	Managerial and Leadership Qualities of a CDPO/ACDPO	Essentials for Management of CDPO's Office	Supervision, Monitoring and Continuing Education to ICDS Team	L U N C H	Maintenance of Records and Registers and Filling up of MPR/ QPRs/APRs Class Assignments	Preparation of Action Plan for Implementation of ICDS Project Group Work Instructions for Individual Assignment on Office Communication, Maintenance of Ledger and Inviting Tenders

Note: Instructions for Class Assignments, Mock Sessions & Supervised Practice are at Annexure I – For Session IV &V.

Days	9.00 – 9.15 a.m.	Session-I 9.15 a.m. – 10.30 a.m.	Session-II 10.30 a.m. – 12.00 noon	Session-III 12.00 noon – 1.15 p.m.	1.15-2.15 p.m	Session-IV 2.15 p.m. – 4.00 p.m.	Session V 4.00p.m. – 5.30 p.m.
Day 5	Feedback of Previous Day Assignment of Session V to be Submitted before going to the Field on Day 5	Placement in an AWC for Management and Delivery of Services			L U N C H	<ul style="list-style-type: none"> • Presentation of Action Plan for Implementation of ICDS Project • Discussion on Assignments of Session V of Day 4 	<ul style="list-style-type: none"> • Feedback & Course Evaluation (3.45 – 4.15 pm) • Concluding Session (4.15 - 5.00 pm) • Disbursement of TA/DA

Note: Instructions for Class Assignments, Mock Sessions & Supervised Practice are at Annexure I – For Session I, II & III.

Refresher Training of CDPOs/ACDPOs

Instructions for Class Assignments, Mock Sessions & Supervised Practice

Day	Session	Topic	Class Assignment	Instructions
Day 1	II+III	<ul style="list-style-type: none"> • Sharing of Experiences in Implementing ICDS Programme 		<ul style="list-style-type: none"> • Participants may be asked to come prepared with information regarding the ICDS Project and 'Problems & Constraints' faced by them. • As per the discussion the Course Director is to prepare <ul style="list-style-type: none"> - List of Training Needs; and to see if these can be met during the course. - List of Constraints and Problems faced by CDPOs/ACDPOs. <p>Note: Information and feedback of session II is to be sent to HQs.</p>

Day	Session	Topic	Class Assignment	Instructions
Day 2	I	Review of ICDS Programme	Group Work	<ul style="list-style-type: none"> • Trainees may be divided into 5 Groups • Each group is to be given the responsibility of making the following presentation in the class <p>Group 1: Objectives, services (only name) beneficiaries and organisational set up.</p> <p>Group 2: Integrated package of services under ICDS programme.</p> <p>Group 3: Job responsibilities of ICDS functionaries</p> <p>Group 4: Setting up an AWC and management of services delivery.</p> <p>Group 5: Linkages and coordination with Ministries/Deptt. of Health, Education, Rural Development, Information & Broadcasting and their functionaries.</p>
Day 2	III	Communication and Counseling Skills Required by CDPOs/ACDPOs.	Role Play by Trainees	<p>Divide the trainees into 2 Groups. Each group will do a role play exhibiting communication and counseling skills on the following topics</p> <ol style="list-style-type: none"> a) Counseling a mother to take the sick child immediately to Hospital. b) Counseling a mother of four children to send her eldest daughter to school. <p style="text-align: center;">or</p> <ol style="list-style-type: none"> c) Any other topic suggested by the trainees

Day	Session	Topic	Practice Exercise	Instructions
Day 2	V	Planning & Organizing Preschool Education Programme (PSE)	Demonstration by Trainers	<ul style="list-style-type: none"> • Trainers to demonstrate PSE activities for each domain of child development using low cost PSE aids and material. • Demonstration on use of PSE Kit available at AWC
Day 3	I&II	Review of Nutrition Services under ICDS Programme.	Group Work	<ul style="list-style-type: none"> • After the review of nutrition services under ICDS programme, trainees may be divided into 3 Groups to present the following Group 1: Organising supplementary nutrition including procurement, distribution and storage. Group 2: Practice exercise on growth monitoring – assessment of correct age, weighing, plotting weight and interpretation of growth curve. Group 3: Organise Nutrition and Health Education Session on topic of choice of participants
Day 3	III	Review of Health Services and Management of Childhood Illness under ICDS Programme	Demonstration by Trainers + Role Play by Trainees	<ul style="list-style-type: none"> • Demonstration by Trainers on use of Medicine Kit provided to AWW. • Role play by two participants on treating a child with diarrhoea and fever

Day	Session	Topic	Practice Exercise	Instructions
Day 3	IV	Review of Community Participation in ICDS Programme and Techniques for Mobilising Community and Eliciting Community Participation	Mock Session on Techniques for Mobilizing Community	<ul style="list-style-type: none"> After the review of Community Participation in ICDS, participants in ICDS, participants to be divided into 3 Groups for the following Mock Sessions: <ul style="list-style-type: none"> Group 1: PLA Techniques - Chapati Diagram/ Seasonality Diagram for identification of common childhood illness in children. Group 2: Community meeting for improving utilization of services under ICDS. Group 3: Nukkad Natak/Street Play for Awareness regarding ICDS Programme & Services.
Day 3	V	Review of IEC in ICDS Programme and Advocacy for ICDS or for Issues Concerning Children and Women	Plan an Advocacy Campaign (Group Work)	<ul style="list-style-type: none"> After the review of IEC in ICDS, participants to be divided into 4 Groups to prepare an Action Plan for an Advocacy Campaign or any topics of their choice. Presentation of Action Plan and Discussion
Day 4	IV	Maintenance of Records and Registers and Filling up of MPR/QPRs/APRs	Preparation of MPR	<ul style="list-style-type: none"> Each participant is to be given a MPR Proforma for filling up The estimated data can be given by the participants themselves After MPRs are filled up, divide the class into 5 groups Each group is to prepare monthly report for sending it to the State Govt. Participants are to present the report, interpret the data and suggest course of action to be followed in the field.

Day	Session	Topic	Practice Exercise	Instructions
Day 4	V	Preparation of Action Plan for Implementation of ICDS Project	Group Work	<ul style="list-style-type: none"> • Participants may be divide into 2 Groups to prepare an Action Plan for implementation of ICDS Project. • Participants to present the Action Plan on Day 5, Session IV. • Instructions for Individual Assignment on Office Communication, Maintenance of Ledger and Inviting Tenders • All trainees to prepare the following <ul style="list-style-type: none"> i) Prepare draft of an Official letter to be sent to State Govt. and a D.O. letter to Medical Officer for health check up of children on immunization day. ii) Write a page of the ledger iii) Prepare a tender notice for inviting tender for supply of medicine kit. • Trainers to provide required material for the Home Assignment
Day 5	I, II & III	Placement in an AWC for Management and Delivery of Services	<p>Supervised Practice:</p> <p>Placement in an AWC is to give participants hands-on-experience to sharpen their supervisory & monitoring skills as well as actually organize some of the activities</p> <p>Trainers should supervise the participants closely and give on the spot guidance whenever required.</p>	<ul style="list-style-type: none"> • Trainers – Trainee Ratio for Supervised Practice is to be 1:6. • Course Director may take the help of other faculty member for Supervised Practice. • Course Director is to prepare Time Plan for Supervised Practice. • Participants in group of two are to be placed at an AWC for Supervision & Monitoring of delivery of services as per the Check list given. • Participants are also to monitor growth of 2/3 children, organize NHE Session and check Records and Registers maintained at AWC. • Participants may be instructed to collect a copy of MPR for use during Session IV of Day 5.

