

## Curriculum for Refresher Training of Supervisors

\*Duration: 7 Days

Working Days: 5 Days

Batch Size: 25

### Objectives

- Assess training needs of Supervisors
- Provide a forum for sharing experiences in implementing ICDS Programme.
- Appraise Supervisors of recent developments & trends in ICDS Programme.
- Update their knowledge in the area of early childhood care and development including nutrition, education and health care.
- Sharpen communication, supervisory and training skills of Supervisors.

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| <ul style="list-style-type: none"><li>* 1. Inclusive of one day each for arrival and departure of the participants</li><li>2. Exclusive of holidays falling during the programme</li></ul> |
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### **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 Exercise and Supervised Practice
- Self Learning

### **Learning Goals**

- Planning AWC's Activities
- Supervision & Monitoring Day to Day Work of AWCs
- On the Job Guidance and Education to AWWs
- Planning and Organizing a Training Programme
- Organising Delivery of Services
- Importance of Early Childhood Care and Development
- Improved Family & Community Practices in Nutrition and Health Care
- Nutritional Assessment and Counselling for Young Children
- Improving Parenting Skills and Behaviours
- Organising Early Childhood Care and Education Activities
- Management of Childhood Illnesses and Early Detection of Disabilities
- Communication Techniques for Behaviour Change
- Advocacy for Child Survival and Development in the Community

### **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 Assignment may also be submitted during this time.

### Programme Schedule for Refresher Training of Supervisors

<b>Days</b>	<b>9.00 – 9.15 a.m.</b>	<b>Session-I 9.15 a.m. – 10.30 a.m.</b>	<b>Session-II 10.30 a.m. – 12.00 noon</b>	<b>Session-III 12.00 noon – 1.15 p.m.</b>	<b>1.15-2.15 p.m.</b>	<b>Session-IV 2.15 p.m. – 4.00 p.m.</b>	<b>Session-V 4.00p.m. – 5.30 p.m.</b>
Day 1	Registration	Welcome and Introduction  (9.30 a.m.– 10.00 a.m.)	Sharing of Experiences in Implementing ICDS Programme + Listing of Training Needs, Constraints & Problems  (10.00 a.m. – 1.15 p.m.)		<b>L</b> <b>U</b> <b>N</b> <b>C</b> <b>H</b>	Emerging Issues and Social Problems Concerning Survival and Development of Children & Women  (2.15 - 3.30 p.m.)	New Govt. Programmes, Policies Concerning Children and Women and ICDS Instructions and Guideline Issued by DWCD, GOI  (3.30 p.m.- 5.30 p.m.)

**Note: Instructions for Class Assignments/Mock Sessions/Supervised Practice are at Annexure I – For Session II,**



Days	9.00 – 9.30 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 4.00 p.m. – 5.30 p.m.
Day 3	Games/ Feedback of Previous Day	Review of Nutrition Services under ICDS Programme  +  <b>Class Assignment : Mock Session by Participants</b>   <b>(9.15 a.m. – 11.15 a.m.)</b>	Review of Health Services and Management of Childhood Illnesses under ICDS  +  <b>Demonstration on Use of Medicine Kit</b> + <b>Role Play by Trainees</b>  <b>(11.15 a.m. – 1.15 p.m.)</b>	<b>L</b>  <b>U</b>  <b>N</b>  <b>C</b>  <b>H</b>	Review of Community Participation in ICDS and Techniques for Mobilising Community and Eliciting Community Participation  <b>Class Assignment: Mock Session by Participants</b>	Review of IEC in ICDS Programme and Advocacy for ICDS or Issues Concerning Children and Women  <b>Class Assignment: Mock Session by Participants</b>	

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



<b>Days</b>	<b>9.00 – 9.15 a.m.</b>	<b>Session-I 9.15 a.m. – 10.30 a.m.</b>	<b>Session-II 10.30 a.m. – 12.00 noon</b>	<b>Session-III 12.00 noon – 1.15 p.m.</b>	<b>1.15- 2.15 p.m.</b>	<b>Session-IV 2.15 p.m. – 4.00 p.m.</b>	<b>Session-V 4.00p.m. – 5.30 p.m.</b>
Day 5	Games/ Feedback of Previous Day	Visit to AWC for Supervision and Monitoring of Delivery of Services  (9.00 a.m. – 12.30 p.m.)  Presentation of Group Reports  (12.30 p.m. – 1.15 p.m.)			<b>L</b>  <b>U</b>  <b>N</b>  <b>C</b>  <b>H</b>	<ul style="list-style-type: none"> <li>• Maintenance of Records and Registers</li> <li>• MPR and Survey Data: Coordination, Verification, Interpretation and Follow up Action</li> </ul> <b>Class Assignment</b>	Feedback, Course Evaluation and Concluding Session

**Note: Instructions for Class Assignments/Mock Sessions/Supervised Practice are at Annexure I - For Session I to III & IV .**

### Instructions for Class Assignments, Mock Sessions & Supervised Practice

Day	Session	Topic	Class Assignment	Instructions
Day 1	II	Sharing of Experiences in Implementing ICDS Programme		<ul style="list-style-type: none"> <li>• Participants may be asked to come prepared with Information regarding implementation of the ICDS Project and problems &amp; constraints faced.</li> <li>• As per the discussion, the <b>Course Director</b> is to list               <ul style="list-style-type: none"> <li>- Training Needs; and to see if these can be met during the course</li> <li>- Constraints and Problems faced by Supervisors</li> </ul> </li> </ul> <p><b>Note : Information and feedback of session II is to be sent to NIPCCD HQs.</b></p>
Day 2	I	Review of ICDS Programme	Group Work	<p>Trainees may be divided into <b>5 Groups</b> for the following Presentations:</p> <p><b>Group 1:</b> Objectives, Services (only name) Beneficiaries and Organisational Set up</p> <p><b>Group 2:</b> Integrated Package of Services under ICDS Programme</p> <p><b>Group 3:</b> Job Responsibilities of Helpers, AWWs, Supervisors, CDPOs/ ACDPOs</p> <p><b>Group 4:</b> Setting up an AWC and Management of Services Delivery</p> <p><b>Group 5:</b> Linkages and Coordination with Ministries/Deptt. of Health, Education, Rural Development, Information &amp; Broadcasting and their Functionaries.</p> <p>Course Director/Resource Person should appraise the Participants of <b>Emerging Trends in ICDS Programme</b></p>



Day	Session	Topic	Class Assignment	Instructions
Day 2	II	Communication and Counselling Skills Required by Supervisors	Role Play by Participants	After the discussion, divide the trainees into <b>2 Groups</b> . Each group will do a role play exhibiting communication and counseling skills on the following topics <b>Group 1</b> : Counseling a mother to take the sick child immediately to Hospital <b>Group 2</b> : Counseling a mother of four children to send her eldest daughter to school Or Any other topic suggested by the trainees
Day 2	III	Review of Early Childhood Care and Education Component of ICDS Programme	Demonstration of Early Childhood Stimulation & Activities by Participants	After the discussion, ask 2/3 participants to <b>demonstrate</b> selected age-specific Early Childhood Stimulation activities
Day 2	IV	Activities for Preschool Education and Low Cost PSE Material	Demonstration of PSE Activities with Low Cost PSE Material + Demonstration of PSE Kit	<ul style="list-style-type: none"> <li>Course Director/Resource Person is to explain PSE Activities as per each domain of child development and <b>demonstrate</b> selected ones with the help of low cost PSE material.</li> <li>Demonstrate use of PSE Kit available at AWC.</li> </ul>
Day 2	V	Planning & Organizing Preschool Education Programme at AWC	Class Assignment on Making a Plan to organise PSE activities at AWC for a day	<ul style="list-style-type: none"> <li>After the session, participants may be divided into <b>4 Groups</b> to prepare a Plan for Organising PSE Activities at AWC for a day.</li> <li>Presentation of plan and discussion</li> </ul>

Day	Session	Topic	Class Assignment	Instructions
Day 3	I&II	Review of Nutrition Services under ICDS Programme	Mock Session by Participants on Organising Nutrition Services at AWC	<ul style="list-style-type: none"> <li>After the review of the nutrition services under ICDS, Trainees may be divided into <b>3 groups</b> for the Mock Session on the following: <ul style="list-style-type: none"> <li><b>Group 1</b> : Organising supplementary nutrition including procurement, distribution and storage</li> <li><b>Group 2</b> : Growth Monitoring of and Promotion</li> <li><b>Group 3</b> : Organise Nutrition and Health Education Session for mothers on topic of choice by participants</li> </ul> </li> <li>Discussion after each Mock Session. Trainers to give inputs wherever required.</li> </ul>
Day 3	III	Review of Health Services and Management of Childhood Illness under ICDS Programme	<ul style="list-style-type: none"> <li>Demonstration by Trainers on Use of Medicine Kit</li> <li>Role Play by Trainees on Management of a Sick Child</li> </ul>	<ul style="list-style-type: none"> <li>Demonstration by Trainers on use of Medicine Kit provided at AWC</li> <li>Role Play by two participants on treating a child with diarrhoea and fever</li> </ul>
Day 3	IV	Review of Community Participation in ICDS and Techniques for Mobilizing Community and Eliciting Community Participation	Mock Session on Techniques for Mobilising Community	<ul style="list-style-type: none"> <li>After the review of Community Participation in ICDS, participants to be divided into <b>3 Groups</b> for the following Mock Sessions: <ul style="list-style-type: none"> <li><b>Group 1</b> : PLA Techniques – Chappati Diagram/Seasonality Diagram for identification of common childhood illness in children</li> <li><b>Group 2</b>: Community Meeting for utilization of services under ICDS</li> <li><b>Group 3</b> : Nukkad Natak/Street Play for Awareness regarding ICDS Programme &amp; Services.</li> </ul> </li> </ul>

Day	Session	Topic	Class Assignment	Instructions
Day 3	V	Review of IEC in ICDS Programme and Advocacy for ICDS or for Issues concerning Children & Women	Plan an Advocacy Campaign (Group Work)	<ul style="list-style-type: none"> <li>• After the review of IEC in ICDS, participants to be divided into <b>4 Groups</b> to prepare an Action Plan for an Advocacy Campaign or any topic of their choice</li> <li>• Presentation of Action Plan and Discussion</li> </ul>
Day 4	III	Planning & Organising Sectoral Meetings, Village Level Coordination Committee Meeting and Continuing Education of AWWs	Role Play by Trainers on Continuing Education of AWWs/Helpers	After the discussion the trainers will do a Role Play on guiding and educating an AWW while conducting a Survey
Day 4	IV	Supervision and Monitoring of an AWC and AWW/Helper	Use of Checklist for Supervisors	Course Director is to give a check list to participants for Supervision and Monitoring of an Anganwadi and an AWW/Helper, which will also be used during the Supervised Practice.
Day 4	V	Planning & Organising a Training Programme and Skills Required	Planning an Induction Training Programme for AWWs	<ul style="list-style-type: none"> <li>• After the discussion, participants to be divided into <b>4 Groups</b> to make a Plan for organising a Training Programme for AWWs comprising Assessment of Training Needs, Planning, Implementation and Monitoring and Evaluation.</li> <li>• Group Presentation &amp; Discussions</li> </ul>

Day	Session	Topic	Class Assignment	Instructions
Day 5	I, II & III	Visit to AWC for Supervision and Monitoring of Delivery of Services	Supervised Practice: Placement in an AWC is to give participants hands-on-experience to sharpen their supervisory & monitoring skills as well as actually organise some of the activities.  <b>Trainers</b> should supervise the participants closely and give on the spot guidance whenever required.	<ul style="list-style-type: none"> <li>• Trainers – Trainee Ratio for Supervised Practice is to be 1:6.</li> <li>• Course Director may take the help of other faculty members for Supervised Practice</li> <li>• Course Director is to prepare Time Plan for Supervised Practice</li> <li>• Participants in <b>groups of two</b> are to be placed at an AWC for Supervision &amp; Monitoring of delivery of services as per the Check list given.</li> <li>• Participants are also to monitor growth of 2/3 children, organise NHE Session and check Records and Registers maintained at AWC.</li> <li>• Participants may be instructed to collect a copy of MPR for use during Session IV of Day 5.</li> </ul>
Day 5	IV	MPR and Survey Data – Coordination, Verification, Interpretation and Follow up Action	Use of MPR Received from AWW	<ul style="list-style-type: none"> <li>• Participants are to be divided into <b>4 groups</b></li> <li>• Each group is to collate MPRs available with them for sending it to CDPO</li> <li>• Participants are to present the report, interpret the data and suggest course of action to be followed .</li> </ul>

# **Curriculum for Refresher Training of Supervisors**