

Programme Schedule for Job Training Course for Supervisors

* 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.		4.45p.m.-5.30 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 Supervisor (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 Supervisor + 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 (12.00 noon – 1.15 p.m.)	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.)	<ul style="list-style-type: none"> 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.) 	

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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 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						Class Assignment: Make a Plan for Conducting PSE Activities at an AWC (2.15 p.m. – 3.30 p.m.)	Common Behavioural Problems among Children (3.30 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 + Home Assignment (To be Submitted the next Day) (2.15 p.m.- 4.00 p.m.)	Nutrition and Health Care of Adolescent Girls (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 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 Conducting Preschool Education Activities and Organizing 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	Introduction to Integrated Management of Childhood Illnesses (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....	

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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 13	Review of Day 12 (9.00 a.m. – 9.30 a.m)	Classification of Childhood Illnesses (9.30 a.m. – 11.00 a.m.)	Treatment of Childhood Illnesses (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 Illnesses and Treatment, Home Care, Advice and 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.)	Feedback of Nutrition & Health Component (4.30 p.m. – 5.30 p.m.)
F. Communication, Advocacy and Community Participation (4 Days)								
Day 16	Need, Importance and Scope of Community Participation in ICDS (9.00 a.m. – 10.30. a.m.)	How to Know your Community? (Film on Community Participation) (10.30 a.m. – 11.45 a.m.)	Role of Community in ICDS Programme (11.45 a.m. 1.15 p.m.)	C H	Role of Panchayats in Implementation of ICDS Project (2.15 p.m. – 3.45 p.m.)	Preparing Community for Implementation of ICDS Project (3.45 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.	
	G. Supervision, Training & Management (3 Days)								
Day 20	Games/ Feedback/ Submission of Assignment	Supervision and Monitoring of AWC-Tools & Techniques + Class Assignment	Supervision & Management of Material and Supplies for AWCs		L	Planning & Organising Sectoral Meetings/ VLCC Meeting + Class Assignment	Continuing Education to AWWs & Helpers - The Process & Technique + Role Play		
Day 21	“	(9.15 a.m. – 12.00 noon) Leadership, Motivation and Team Building + Group Exercise	Role of a Supervisor as a Trainer	(11.15 a.m. – 1.15 p.m.) Training Techniques, Material and Aids	N	(2.15 p.m. – 4.00 p.m.) Planning and Organising a Training Programme	(4.00p.m.-5.30 p.m.) Preparation of Training Plan for Induction Training of AWWs and Presentation of Training Plan		
Day 22	“	(9.15 a.m. – 10.45 a.m.) Maintenance of Registers and Office Procedures + Class Assignment	(10.45 a.m. – 12.00 noon) Records and MIS in ICDS & MPR Proforma + Class Assignment	(12.00 noon – 1.15 p.m.)	H	(2.15 p.m. –3.45 p.m.) Planning Activities of AWC and Management of Service Delivery	(3.45 p.m. – 5.30 p.m.) Techniques for Self Development and Self Appraisal + Class Assignment • Feedback of Supervision Training and Management • Instructions for Supervised Practice		
		(9.15 a.m. – 11.30 a.m.)		(11.30 a.m. – 1.15 p.m.)		(2.15 p.m. – 3.30 p.m.)	(3.30 p.m. – 5.00 p.m.)	(5.00 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.					
H. Supervised Practice (3 Days)													
Day 23	“	Act as an AWW at an AWC				L	Act as an AWW in the Community						
Day 24	“	Act as a Supervisor at an AWC					U	Act as a Supervisor in the Community					
Day 25	“	Act as a CDPO						Act as a CDPO					
I. Evaluation & Concluding (1 Day)													
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.)		C	Feedback & Bridging the Learning Gaps				Concluding Session		
							H	(2.15 p.m. – 4.00 p.m.)		(4.00 p.m. – 5.30 p.m.)			

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