

Proposed 4-Day Training Module for Block Coordinators

Training Structure & Schedule

Description

- A 4-Day, activity-oriented Training Program, for Newly Joined Block Coordinators of Kudumbashree comprising various relevant and chosen topics on Management as well as Kudumbashree Mission.

Team Size

- A total of 456 members – who are divided into 57 teams, each team comprising of 8 members. Eight to Nine teams would attend training in each phase.

Features

- The training is designed as a Stress-induced, activity and field-work oriented training.
- Constant and continuous evaluation would be ensured throughout the training.

Methodology

Pre-Session Activities

- Eight Teams are chosen for the training.
- Selection and team details are intimated to the team members through a Training Call Letter at least 8 to 10 days in advance.
- A WhatsApp group is created for each team.
- Each team is assigned with one topic for presentation on the First Day of Training. The eight topics for the first 8 teams are to be suggested from
 - *Family – Relationship and Beyond*
 - *Children – The Future*
 - *Social Media – Boon or Bane*
 - *Safe Water – Save Water*
 - *Waste – (Mis) Management*
 - *Obey Rules*
 - *Environment Friendly*
 - *Contagious Corruption*
 - *Sustainable Development*
 - *Livelihood for the poor*

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- Topics are given to the respective teams along with their call letter
- Team members have to coordinate themselves and design a presentation schema, which should have
 - *Solutions*
 - *New Schemes*
 - *Demos and Prototypes*
 - *Manuals etc.*
- On the first day of Training, each team would be given a demonstration space wherein the team has to **erect a stall within 2 hours**.
- The stall shall display the extent of their team's creativity
- After two hours, the faculty team and Kudumbashree Officials would visit the stall and evaluate their performance.
- The team can
 - *Introduce their concept*
 - *Explain their proposed solutions*
 - *Elaborate on their developed schemes*
 - *Display their Demos and Prototypes, with the help of manuals*
 - *Make their stall attractive using audio-visual aids*
 - *Do anything to make their stall look special and different*
- Final points would be on the basis of
 - *Presentation – Subject Knowledge*
 - *Research and Project Plan*
 - *Involvement of general public*
 - *Q&A Sessions*
 - *Uniqueness and Creativity*
 - *Teamwork*

Day – 01 Activities

- Inaugural Session
- Group Photo
- Stall Presentation
- Introduction to Kudumbashree – Kudumbashree Philosophy and Organization Structure
- Ice Breaking and Team forming activity

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- A Written Quiz
 - 50% questions on Kudumbashree
 - 30% questions on General/Govt. Sector
 - 20% questions on General Knowledge
 - Written, oral, and Audio-visual
 - Scores will be added to their Individual Master Score Sheet
- Two Kudumbashree Topics (1 Hour each)
- Two Management/Soft Skill/Interpersonal topic (1 Hour each)
- Team Presentations
- Personal Interview

Day – 02 Activities

- Morning Workout
- Two Kudumbashree Topics (1 Hour each)
- Leadership Activities
- Three Management/Soft Skill/Interpersonal topic (1 Hour each)
- Team Presentations
- Skit/Role Plays
- Interview – Continued
- Field Activity (Value for money and Resource procurement)

Day – 03 Activities

- Morning Workout
- Field Visit
 - Each team is sent to an NHG or village, wherein they are assigned to perform a task – such as survey, interviews, counseling, conduct awareness program, corner meeting etc.
 - A start time and end time is given
 - Team members are not allowed to carry their mobile, wallet, or watch
 - Team is given a minimum amount for their survival
 - They need to convince an NHG and need to have their lunch from an NHG member house
 - They need to report back on or before the time specified

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- Teams who perform all the activities (substantial evidences shall be brought in), with maximum savings, and excellent reporting, on or before time would be graded as the best team.
- Experience Sharing
- OBT Activities
- DJ
- Good Night

Day – 04 Activities

- Morning Workout
- Two Kudumbashree Topics (1 Hour each)
- Team Cohesiveness Activities
- Three Management/Soft Skill/Interpersonal topic (1 Hour each)
- Project/Research Presentations
- Power Talk
- Certificate Distribution
- Feedback
- Valedictory Function

General Instructions/Training Highlights

- Four-Day Residential Training
- Serious, stress-induced training
- Trainees are not allowed to use their wallets, mobile phones, watches inside the training hall
- Late comers shall not be allowed to attend the training
- Trainee handbook shall be given to all participants, which include
 - Training Modules – Description
 - Activity Sheets
 - Notes
 - Team Details
 - Score Sheet
- Activity photographs also shall be given to all participants at the end of the training

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Training Topics

- Training Topics shall cover
 - Kudumbashree Topics
 - Management/Soft Skill/Interpersonal Skill Topics

Kudumbashree Topics

- Following Kudumbashree topics are covered in the training
 - Kudumbashree Philosophy and Organisation Structure
 - Microfinance
 - Micro Enterprises
 - Gender and Sex
 - Social Development – Ashraya, BUDS, BRC
 - Agriculture and Animal Husbandry
 - Developmental Issues
 - DDUGKY
 - Tribal

Management/Soft Skill/Interpersonal Topics

- Chosen topics from the given-below list are covered during the training
 - Know Thyself
 - Decision Making
 - Deep Listening Skills
 - Creativity
 - Confidence Building
 - Leadership
 - Communication
 - Team Cohesiveness
 - Etiquettes – Dressing/Dining/Telephone/Email/General
 - Proactive Meetings and Minutes Preparation
 - Project Plan/Research Preparation

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Resources Required

- Following Resources are required
 - **Trainers**
 - Three-Member Faculty Team
 - **Manpower**
 - Lady volunteers on Field and OBT activity days
 - Kudumbashree officials for Stall Inspection, Quiz, and Interviews
 - One General Assistant – for general and logistical errands
 - One DTP & Layout Operator
 - One Graphic Designer/Drawing Assistant
 - **General**
 - Training Hall with Public Address System
 - Lapel/Cordless microphones
 - Laptop to amplifier connections
 - LCD projector
 - Facility for camp fire/Fire Walk
 - 250 Beer Bottles for each 4-day Program
 - Stationery – Separate list will be provided
 - Bus for Field activities
 - **Others**
 - Facility for Group Photo
 - Facility for printing of handbooks

