Syllabus for Job Training Course of Supervisors

Introduction

Training of ICDS functionaries is one of the most vital component of ICDS Programme and is acknowledged as the key factor in successful implementation of the programme. With the launching of Project UDISHA in 1999, training of ICDS functionaries has been redefined. Central to Udisha is the vision that all functionaries of ICDS should be developed into agents of social change and aims to bring about best from every ICDS functionary.

The team of ICDS functionaries comprises AWWs, Helpers, Supervisors and Child Development Project Officers (CDPOs). In large size rural and tribal projects, Additional Child Development Project Officers (ACDPOs) are also part of the team. A Supervisor – the middle level functionary of ICDS team – performs an important role of facilitating timely and effective delivery of services under ICDS Programme. In order to carry out their job responsibilities effectively. Supervisors are given job training and then refresher training from time to time.

The syllabus for Job Training Course (JTC) of Supervisors has been revised keeping in view the role, job responsibilities, qualifications and skills required to enable AWWs and Helpers to run an AWC (Fig.1). The revised syllabus is of 30 days duration (Six days per week, Saturday working) with 26 working days. Out of this, 23 days are for Institutional Training with practicals and mock sessions and 3 days are for Supervised Practice. The Supervised Practice is to provide opportunity to the trainee Supervisors to practice the tasks they have to perform at AWC and to assist the CDPO. The job training is to be conducted using participatory learning techniques. The classroom teams is to be supported by role play, demonstration and exercises on hands-on-experience, and case studies. In addition to Supervised Practice, adequate time is to be given to develop communication skills of Supervisors. In order to give quality training, feedback mechanism is built into each component. The job training of Supervisors is to be conducted at the Middle Level Training Centre in the State.

The job responsibilities of a Supervisor are as given below:

Job Responsibilities of a Supervisor

A. Planning & Administration .

1. Planning Activities at AWC
2. Preparing List of Equipment and Material Required at Each AWC
3. Supply and Distribution of Food, Medicine, Preschool Education Material and Equipment to AWWs
4. Collecting MPRs from AWWs
5. Verifying Accuracy of Data and Records of AWWs
6. Planning & Organising Sectoral/Project Level Meetings
7. Maintaining Attendance and Leave Records
8. Preparing List of AWWs/Helpers for Training
9. Assisting CDPO in

   - Disbursing Honoraria to AWWs/Helpers
   - Making Alternate Arrangements during Leave of AWWs/Helpers
   - Making Arrangements for Storage of Food, Material & Equipment

10. Finding out/Sorting Personal & Functional Problems of AWWs/Helpers
11. Helping Illiterate AWWs in Filling up Registers & Records

B. Supervision & Continuing Education

12. Supervision and Monitoring of Day to Day Activities at AWC like –
    - Enrolment of Beneficiaries
    - Identification of Severely Malnourished Children
    - Organisation of Preschool Education Activities
    - Quantity & Quality of Food Prepared & Served/Distributed and in Stock
    - Arrangements for Proper Storage, Preparation/Distribution of Food
    - Arrangements for Storage of Equipment and PSE Material
13. Continuing Education to AWWs while Conducting Family Survey, Organising PSE activities, Distribution of Supplementary Nutrition, Organising Mother's Meeting etc.
14. Supervision and Continuing Education to AWWs during Home Visits and while Counselling and Interaction with Caregivers

C. Training

15. Planning & Organising Induction Training of AWWs/Helpers

D. Service Delivery

16. Growth Monitoring of Children
17. Management of Childhood Illnesses-Identification and Treatment
18. Referral Services
19. Prevention and Early Detection of Disabilities

E. Monitoring & Evaluation

20. Assessing Functioning of AWCs
21. Analyzing Skills and Work Performance of AWWs
22. Preparing Quarterly/Annual Action Plan
23. Compiling & Reviewing Reports and MPRs of AWWs; and Interpretation of Data
24. Assessing Shortfalls in Achievements, Reporting to CDPO and Suggesting Corrective Measures
25. Coordination with Department of Family Welfare, Department of Education, Directorate of Information and Broadcasting Especially Department of Field Publicity and Song & Drama Division.
26. Coodination with PHC and Sub Centre
27. Maintaining Liaison with ICDS and Health Functionaries

The **Key Elements** of the Revised Syllabus are:

⇒ 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

The **Guiding Principles** for Revision of Syllabus are:

⇒ Development of each Module Keeping in View:
- Key Elements
- Responsibilities, Tasks & Qualifications of Supervisors

⇒ Each Theory Session of not More than One Hour and Fifteen Minutes Duration
⇒ Emphasis on Hands-on-Experience & Skill Building
⇒ Supervised Practice Instead of Field Placement
⇒ Highlighting Inter Linkages Across Components

The **Major Learning Goals** of Job Training are –

1. Planning AWCs Activities
2. Supervision & Monitoring Day to Day Work of AWCs
3. On the Job Guidance and Education to AWWs
4. Planning & Organising a Training Programme
5. Organising Delivery of Services
6. Importance of Early Childhood Care & Development
7. Improved Family & Community Practices in Nutrition and Health Care
8. Nutritional Assessment and Counselling for Young Children
9. Improving Parenting Skills and Behaviours
10. Organising Early Childhood Care and Education Activities
11. Management of Childhood Illnesses and Early Detection of Disabilities
12. Communication Techniques for Behaviour Change
13. Advocacy for Child Survival and Development in the Community

The document includes detailed Curriculum Content, Programme Schedule and Programme Content.

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.

* 1. Inclusive of one day each for arrival and 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

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

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

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.