



ANUPAMA T. V. IAS
DIRECTOR



MESSAGE



**Department of Women and
Child Development
Poojappura, Thiruvananthapuram**

Office : 0471-2346538
Phone : 0471-2346534
 : 0471-2346508
Mobile : 8078071070
E-mail : dirwcdkerala@gmail.com

Date **08.11.2021**.....

Umbrella ICDS Scheme encapsulates Anganwadi Service Scheme, Pradhan Mantri Mathru Vandana Yojana, National Creche Scheme, Scheme for Adolescent Girls, Child Protection Scheme and Poshan Abhyaan. These services aim at providing strength and support to children and women for their development and protection. Anganwadi centre is the basic structural unit of ICDS. Anganwadi centre is functioning as a resource centre of the community and the ICDS network of officials ensures the implementation of nutrition, development, protection, empowerment initiatives of the Government.

Effective service delivery of the ICDS system has been instrumental in Kerala achieving the enviable position in Human Development Index. Status in many of these indicators are comparable with the achievements of a developed society. It is important to build on the momentum and also make changes in strategy in implementation to meet the new challenges. Anganwadi functionaries and ICDS officials need to be kept abreast of the changes and also trained effectively to meet the targets and goals of ICDS

This training module will help in equipping the ICDS team.

Best wishes

Anupama.T.V, IAS
Director

Department of Women and Child Development



VEENA GEORGE
MINISTER FOR HEALTH
WOMEN AND CHILD DEVELOPMENT
GOVERNMENT OF KERALA



Date....24.01.2022.....

MESSAGE

Integrated Child Development Scheme (ICDS) under the Department of Women and Child Development, aims at the holistic development of children. Anganwadi centres established under the ICDS scheme provide a platform at the grassroots level for integrated service delivery of departments of Women and Child Development, Health, Education and Local Self Government among others. Anganwadi functionaries (anganwadi workers and helpers) are the frontline social workers of the Department.

Anganwadi functionaries play a pivotal role in implementing all schemes related to development and protection of children and women, Right from identification of beneficiaries for different schemes to ensuring the successful implementation of programmes and activities for nutrition, immunization, vaccination, early childhood care and protection, anganwadi functionaries are the liaison officers of the Department.

Even as the government initiates and develops new schemes and programmes in response to the needs of the citizen, it is important to ensure that the knowledge base of anganwadi functionaries is constantly updated. It is towards this end that we have designed this training module.


Veena George



RANI GEORGE IAS
PRINCIPAL SECRETARY TO GOVERNMENT



**CULTURAL AFFAIRS, SOCIAL JUSTICE AND
WOMEN & CHILD DEVELOPMENT DEPT.
GOVERNMENT SECRETARIAT
THIRUVANANTHAPURAM-695 001**

Phone { Office : 0471-2339182
2518002
Res : 2553565

E-mail : secretaryculture8002@gmail.com
secy.ca@kerala.gov.in

05-12-2021

Message

ICDS scheme launched in 1975 is the nation's commitment for all round development of children. Anganwadi centre is the basic unit of the ICDS scheme under the Department of Women and Child Development. Following the 'life cycle approach', the scheme, through the activities of Anganwadi functionaries, tracks the development of a child right from conception to infancy to adolescence and finally to adulthood.

The training module prepared by the experts will help in sharpening the professional skills of Anganwadi functionaries to strengthen the core of ICDS schemes and thus appropriately intervene to create a brighter future for each beneficiary.

Hope the training would enhance the performance of the Anganwadi centres and contribute to the development of each child.

Rani George

RANI GEORGE
Principal Secretary
Department of Women and Child Development



**Women and Child
Development Department**

Refresher Training of Anganwadi Helpers

PROGRAMME SCHEDULE FOR
REFRESHER TRAINING OF HELPERS

Duration -5 DAYS

Learning Objectives	Contents	Methodology
DAY 1 TIME : 9.00 -9.30 AM TOPIC : REGISTRATION		
DAY 1 SESSION I TIME : 9.30 – 10.30 AM TOPIC : Self Introduction Ice breaking		
<ul style="list-style-type: none"> • Familiarization of Training rules 	<ul style="list-style-type: none"> • Welcome & Self Introduction (Ice breaking Session) • Pre test 	<ul style="list-style-type: none"> • Pre-test in structured format
TIME : 10.30 -10.45 AM TEA BREAK		
DAY 1 SESSION II TIME : 10.45 – 11.45 AM TOPIC : Experience sharing		

	<ul style="list-style-type: none"> • Elicit various practice; problems faced in AWCs as AWH <ul style="list-style-type: none"> ➤ Sharing of experiences of an Anganwadi Helper ➤ Every trainee shares her experience through discussion ➤ Faculty to assess and enlist expectations of training needs. ➤ Identify emerging constrains and problems 	<ul style="list-style-type: none"> • Discussion
<p>DAY 1 SESSION III TIME : 11.45 – 1.00 PM TOPIC : Identify the issues in service delivery - existing gaps</p>		
	<ul style="list-style-type: none"> • Service standards of an AWC:- <ul style="list-style-type: none"> ➤ Positioning of AWCs ➤ Availability of drinking water, toilet, indoor & outdoor space ➤ Electricity, gas connection and other infrastructure facilities. ➤ Space for preschool activities ➤ Proper ventilation in classrooms ➤ Setting up of kitchen garden ➤ Other facilities 	<ul style="list-style-type: none"> • Discussion on the gaps identified • Video presentation on service standard and infrastructure of an ideal AWC • AV aids
<p>TIME : 1.00 PM - 2.00 PM Lunch</p>		

DAY 1

SESSION IV

TIME : 2.00 – 3.00 PM

TOPIC : Role & Job responsibilities of Helpers in running an AWC & skills required

- **Specific Duties**

- Obtaining medical fitness certificate/ food safety certificate
- Adopting safe food handling methods(without losing nutrients)
- Cooking & serving Supplementary Nutrition
- Collection & dropping of preschool children
- Fetching drinking water for daily use.
- Opening & closing of AWCs in proper time.
- Cleaning of AWC & its premises
- Ensure safe and secure storage of food stuff
- Early detection and intervention of childhood disabilities.
- Proper garbage disposal, solid and biological wastes at AWCs
- Water management
- Awareness in conserving natural resources
- Creating moral values among children
- Maintenance of Akshayapathram
- PMMVY and CBE duties

- Brain storming
- Instructor shall make a presentation based on ICDS mission followed by group discussion and presentation by the participants focusing on practical issues.
- Enlist additional job responsibilities that are being performed by them.
- Video clipping

	<ul style="list-style-type: none"> • General duties <p>Conduct all activities of AWCs in the absence of AWW and facilitate the AWW to conduct preschool and arrange various activities.</p> <ul style="list-style-type: none"> ➤ Counselling mothers and care givers ➤ Assist in Health check up and weighing Children. ➤ Maintenance of discipline among children ➤ Verifying personal hygiene of children ➤ Filed visit & various data collection ➤ Facilitate to implement beneficiary oriented schemes relating to pension education, social security schemes etc., as well as programmes of department and line departments ➤ Preparation for Pre-School teaching aids ➤ Conducting various community contact programmes such as VHSND,ALMSC,ECCE Day, GramaSabha, Jagrathasamithi etc. and ensuring community mobilization. ➤ Intervention in human rights violation against Children, Women, Transgenders, Senior Citizens etc ➤ Function as AWW in her absence, maintenance of CAS Phone, daily register (2,3,4) 	
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DAY 1 SESSION V TIME : 3.00 – 4.00 PM TOPIC : FOOD SAFETY STANDARDS		
<ul style="list-style-type: none"> • Familiarising the concept of food safety measures at AWCs 	<ul style="list-style-type: none"> • Supplementary nutrition rules and food security allowances • Guidelines of supplementary nutrition with special reference to national food security act • Food safety certificates to Worker and Helper 	<ul style="list-style-type: none"> • PPT • Government orders • Discussion
Time : 4.00 – 4.15 PM TEA BREAK		
DAY 1 SESSION VI TIME : 4.15 -5.30 PM TOPIC : Safe cooking practices & importance		
	<ul style="list-style-type: none"> • Tips for safe cooking (Type of utensils, methods of cooking) <ul style="list-style-type: none"> ➤ Personal hygiene- importance of hand washing before and after handling food items ➤ Importance of washing vegetables and fruits ➤ Introducing locally available fruits, vegetables & leafy vegetables 	<ul style="list-style-type: none"> • Demonstration & discussion • A resource persons from food safety dept. • Introducing various recipes • Experience sharing

	<ul style="list-style-type: none"> ➤ Importance of food fortification, sprouted pulses etc. ➤ Safe drinking water ➤ Importance of hot cooked meals. ➤ Table manners while eating 	
DAY 2 TIME : 9.15 -9.30 AM TOPIC : FEEDBACK		
DAY 2 SESSION I TIME : .9.30 – 10.30 AM TOPIC : Importance of Early Childhood Care and Development		
	What is ECCED? <ol style="list-style-type: none"> 1. Importance of first 1000 Days 2. Importance of ECCD in 0-6 years <ol style="list-style-type: none"> a) Home based guidance of parents b) Early stimulation c) Early screening & referral d) Optimal IYCF Practice e) Monthly monitoring and promotion of child growth & development milestones. 3. Supplementary nutrition <ol style="list-style-type: none"> a) Morning snacks b) Hot cooked meal c) General feeding & THRS as per norms 	<ul style="list-style-type: none"> • Brain storming • Discussion • PPT • Input session by the experts.

TIME : 10.30 – 10.45 AM

TEA BREAK

DAY 2

SESSION II

TIME : .10.45- 11.45 AM

TOPIC : Importance of Early Childhood Care and Development

(Continued)

DAY 2

SESSION III

TIME : 11.45 – 1.00 PM

TOPIC : Importance of ECCE - Introduction of hand book and work book

- Theme chart & assessment card

- Non formal preschool education
- Activity based play & learning methods by using theme charts, hand books, work books& assessment cards
- Observance of fixed monthly ECCE days

- Elicitation
- PPt

TIME : 1.00- 2.00PM

LUNCH

DAY 2

SESSION IV

TIME : 2.00 – 3.00 PM

TOPIC : Organizing preschool education activities

<ul style="list-style-type: none"> • Theme charts, hand books, work books & assessment cards 	<ul style="list-style-type: none"> • Familiarization of annual themes • Importance of time table • Planning & preparation for pre-school activities as per time table & Theme chart • Usage of work book on the basis of handbook • Effective use of assessment cards • Organizing activities based on six developmental domains. • Indoor games-threading, beading, sorting, clay modelling • Activities like drawing, painting, paper folding, tearing & pasting. • Action songs, activities related to sensory and perceptual stimulations. • Activities based on concepts (Size, shape, colour, big, small, fat, thin, long, short, tall, short etc.) • Concept of time like before & after morning & evening day & night etc. • Awareness of environment, body parts, science concept, language development, listening & speaking skills etc. • Prepare them for conducting pre-school activities for field placement based on a particular day's theme. 	<ul style="list-style-type: none"> • Practical session using theme charts, hand books and work books. • Purpose of each activity shall be explained. • Role play based on a particular day's theme
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<p>DAY 2 SESSION V TIME : 3.00 – 4.00 PM TOPIC : Organizing preschool education activities (Continued)</p>		
<p>TIME : 4.00 -4.15 PM TEA BREAK</p>		
<p>DAY 2 SESSION VI TIME : 4.15– 5.30 PM TOPIC : ICT & CAS Phone</p>		
	<ul style="list-style-type: none"> • Introduction • Re collection of software • Data compilation and analyses • House visit and CAS Phone • Dash Board evaluation • Introduction of 11 registers • Daily reporting format 	<ul style="list-style-type: none"> • Video presentation • Demo with CAS phones
<p>DAY 3 TIME : 9.15 -9.30 AM TOPIC : FEEDBACK</p>		
<p>DAY 3 SESSION I TIME : 9.30 – 10.30 AM TOPIC : POSHAN ABHIYAN,Nutrition & Health</p>		

<ul style="list-style-type: none"> • Importance of good nutrition & Health 	<ul style="list-style-type: none"> • Good nutrition and its importance for growth, energy protection against disease • Importance of balanced diet • Function of proteins, vitamins, micro nutrients and its rich sources. • Nutrient deficiency diseases. 	<ul style="list-style-type: none"> • Video clips • PPT.
<p>TIME : 10.30-10.45 AM TEA BREAK</p>		
<p>DAY 3 SESSION II TIME : 10.45– 11.45 AM TOPIC : Nutrition & Health</p> <p style="text-align: right;">(Continuous)</p>		
<p>DAY 3 SESSION III TIME : 11.45 – 1.00 PM TOPIC : Nutritional care of ICDS beneficiaries</p>		
<ul style="list-style-type: none"> • Nutritional care of children, adolescent girls, pregnant & lactating mother 	<ul style="list-style-type: none"> • One to one counselling for optimal breast feeding & complementary feeding linked to growth monitoring • Early registration of Pregnancy • 3 or more ANC, institutional delivery & PNC • Counselling on diet, rest& IFA • Monitoring weight gain • Interpretation of Growth Chart • Breastfeeding : (1) early initiation &colostrum 	<ul style="list-style-type: none"> • Group discussions • Video clips • PPT.

	feeding (2) exclusive breastfeeding. <ul style="list-style-type: none"> • BMI • Nutritional requirements of PM & LM • Adolescence and health ; menstrual hygiene 	
TIME : 1.00 -2.00 PM LUNCH		
DAY 3 SESSION IV&V TIME : 2.00 – 4.00 PM TOPIC : Growth monitoring & GMDs		
<ul style="list-style-type: none"> • Growth monitoring 	<ul style="list-style-type: none"> • What is growth monitoring • Steps in Growth monitoring • 100% weighing of all eligible children & identification of under weight children • Use of different types of GMD's • Practical session on Growth monitoring 	<ul style="list-style-type: none"> • Brain storming • Practical session • Group Discussions • Video clips.
TIME : 4.00 -4.15 PM TEA BREAK		

DAY 3 SESSION VI TIME : 4.15 – 5.30 PM TOPIC : Introduction & maintenance of registers		
<ul style="list-style-type: none"> • Introduction of new registers(MIS) 	<ul style="list-style-type: none"> • Familiarization of 11 registers calendar tool Book • Data updation using CAS phone (ICT devices) 	<ul style="list-style-type: none"> • PPt
DAY 4 TIME : 9.15 -9.30 AM TOPIC : FEEDBACK		
DAY 4 SESSION I TIME : 9.30 – 10.30 AM TOPIC : Immunization & Health		
<ul style="list-style-type: none"> • Immunization, micronutrient, supplementation, health check up and referral services 	<ul style="list-style-type: none"> • Immunization schedule(Primary immunization, Boosters, TT for pregnant women, Vitamin A supplementation: 9 months -5 Years, IFA • Supplementation-infants after6 months of age. • Deworming • Counselling • Familiarization of medicines in medicine kit. • Fixed monthly VHSND • ANC/PNC support for IMNCI • Identification of SAM children requiring medical attention • Referral service for SUW 	<ul style="list-style-type: none"> • Lecture class • Video clips • PPt. • IMNCI

	<ul style="list-style-type: none"> • Referral for complications during pregnancy • Referral of sick new born& sick children 	
TIME : 10.30-10.45 AM TEA BREAK		
DAY 4 SESSION II TIME : 10.45 – 11.45 AM TOPIC : Immunization & Health		
(Continued)		
DAY 4 SESSION III TIME : 11.45 – 1 PM TOPIC :House visit and community mobilization		
<ul style="list-style-type: none"> • Understanding the scope of community participation in anganvadi services 	<ul style="list-style-type: none"> • Role as a facilitator • Assisting AWW in organising community based events <ul style="list-style-type: none"> ➤ Kunjoonu ➤ Dambath isangamam ➤ Varna sangamam ➤ Nirmal sangamam • Discuss the purpose of community meeting 	<ul style="list-style-type: none"> • Group Discussion • Experience sharing
TIME : 1.00 -2.00 PM LUNCH		

DAY 4 SESSION IV, V & VI TIME : 2.00 – 5.30 PM TOPIC : Exposure visit and experience sharing		
	Visit any of : <ul style="list-style-type: none"> • Welfare institution • Special school • Anganawadi • Food science institution • Food craft institutes • AGC • Hospitality management institute 	<ul style="list-style-type: none"> • Check list
DAY 5 TIME : 9.15 -9.30 AM TOPIC : FEEDBACK		
DAY 5 SESSION I TIME : 9.30 – 10.30 AM TOPIC : Schemes, programmes implemented by WCD & other departments		

<ul style="list-style-type: none"> • Schemes, programmes major acts, women & child related legislations implementing in WCD 	<ul style="list-style-type: none"> • Schemes implemented through <ul style="list-style-type: none"> ➤ CPS (Child Protection Schemes) ➤ KSSM ➤ Nirbhaya • Acts <ul style="list-style-type: none"> • Dowry Prohibition Act • Child marriage prohibition Act • DV Act • POCSO Act • POSH Act • MWPSA Act • JJ Act • RPwD 	<ul style="list-style-type: none"> • Lecture class • Video Clips • PPT
<p>TIME : 10.30-10.45 AM TEA BREAK</p>		
<p>DAY 5 SESSION II TIME : 10.45 – 11.45 AM TOPIC : Stress management</p>		
<ul style="list-style-type: none"> • Stress management, communication & counselling skills 	<ul style="list-style-type: none"> • Stress release • Need for creating rapport • Importance and need of counselling technique 	<ul style="list-style-type: none"> • Lecture class • Experience sharing • Group activity guided by the instructor

DAY 5 SESSION III TIME : 11.45 – 1.00 PM TOPIC : Service matters		
<ul style="list-style-type: none"> • Service matters and orders 	<ul style="list-style-type: none"> • Appointment • Honorarium • Periodical hike in honorarium • Leave • TA/DA • Promotion • Retirement • Pension • Welfare fund • Insurance schemes 	<ul style="list-style-type: none"> • Lecture class • Video Clips • Ppt.
TIME : 1.00 -2.00 PM LUNCH		
DAY 5 SESSION IV&V TIME : 2.00 – 4.00PM TOPIC : Evaluation of the course		
<ul style="list-style-type: none"> • Evaluation of the course 	<ul style="list-style-type: none"> • Post test • Feed back 	<ul style="list-style-type: none"> • Post test shall be conducted based on the structured

	<ul style="list-style-type: none"> • Bridging the learning gaps • TA/DA • Evaluation of trainees 	<p>format.</p> <ul style="list-style-type: none"> • Questionnaire
<p>TIME : 4.00 -4.15 PM TEA BREAK</p>		
<p>DAY 5 SESSION VI TIME : 4.15 – 5.30 PM TOPIC : Valedictory</p>		
<ul style="list-style-type: none"> • Valedictory 	<ul style="list-style-type: none"> • Certificate distribution 	