



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 WORKERS**

PROGRAMME SCHEDULE FOR
REFRESHER TRAINING OF WORKERS

Duration -7 DAYS

DAY-1 TIME: 9.00 -9.30 AM		
Registration	Registration of participants	Distribution of training kit including entitlement orders etc.
Learning objectives	Contents	Methodology
DAY-1 Session- I Time: 9.30- 10.30 AM Topic: Self Introduction and 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 – 11.45AM Topic: Experience Sharing		

<ul style="list-style-type: none"> • Identify emerging constraints and problems • Identify the issues in service delivery and existing gaps 	<ul style="list-style-type: none"> • Practical problems faced in AWCs by AWW 	<ul style="list-style-type: none"> • Sharing of experiences of an Anganwadi worker • Faculty to assess and enlist expectations of training needs.
<p>DAY-1 Session- III Time: 11.45- 1.00 PM Topic: Status of women and children in the state</p>		
<ul style="list-style-type: none"> • To create reflective knowledge on the status of women and children in the state. 	<ul style="list-style-type: none"> • Discussion on situation of women and children based on <ul style="list-style-type: none"> ➤ Demography ➤ Health status (IMR, LBW, MMR, Immunization) ➤ Nutritional status (Wasting, stunting, underweight) ➤ State specific data (NFHS, SRS, CSR, etc.) 	<ul style="list-style-type: none"> • Video presentation • Discussion
<p>TIME: 1.00- 2.00 PM</p>		<p>Lunch</p>

DAY-1

Session- IV

TIME : 2.00- 3.00 PM

Topic: Social evils and violence towards women and children

- | | | |
|--|---|--|
| <ul style="list-style-type: none">• To understand the issues of social evils and violence towards women and children | <ul style="list-style-type: none">• Brief description of emerging issues• Gender discrimination• Women and children trafficking• Domestic violence• Child Marriage• Sexual Abuse• Prohibition of dowry• Observance of day on Prevention of Violence against Women• Specific intervention by AWW• Child labour• Assaults to children -<ul style="list-style-type: none">* Mental & physical assaults to children | <ul style="list-style-type: none">• Brain storming
• Discussion |
|--|---|--|

DAY-1

Session- V

TIME:3.00- 4.00 PM

Topic: Social evils and violence towards women and children

(continues)

TIME: 4.00- 4.15 PM

TEA BREAK

DAY-1**Session- VI****TIME:4.15- 5.30 PM****Topic: Role of AWW in women empowerment**

- To realize the role of AWW on women empowerment

- Empowerment need concept and process (Economic, Social and Political)
- Gender equality
- Social Taboo and development
- Supporting Government machinery
- Financial schemes

- Experience Sharing
- Discussion

DAY-2**TIME:9.15- 9.30 AM****Topic: Feedback**

DAY-2

Session- I

TIME:9.30- 10.30 AM

Topic: Role and responsibilities of AWW / Mini AWW/AWH

- | | | |
|--|--|---|
| <ul style="list-style-type: none">• To foster the awareness regarding the responsibilities of AWW/Mini AWW/AWH | <ul style="list-style-type: none">• Role and job responsibilities of AWW/AWH at village level• Role of AWW/ AWH in establishing linkages and coordination with other frontline workers, institutions, community, other departments in respect of implementation of ECCE, PMMVY duties, Nutrition, Health etc. | <ul style="list-style-type: none">• Experience sharing• Concept Mapping• Presentation |
|--|--|---|

TIME: 10.30- 10.45 AM

TEA BREAK

DAY-2

Session- II

TIME:10.45- 11.45AM

Topic: Importance of Early Childhood Care and Development

- To understand the importance of Early Childhood Care and Development

What is ECCED?

- Importance of first 1000 Days
- Importance of ECCED in 0-6 years
 - > Home based guidance of parents on developmental domains and milestones.
 - > Early stimulation
 - > Early screening & referral
 - > Optimal IYCF Practice
 - > Monthly monitoring and promotion of child growth & development milestones.
 - > Observation, imitation, trial and error, exploration, learning by doing as a means of child's learning
 - > Neuro linguistic pattern
- Orientation on national ECCE policy
- Age specific, early child hood stimulation activities
- Strategy for orientation to parents to carryout age based stimulation activities

- Role play
- Discussion
- Brainstorming
- Case Presentations

DAY-2 Session- III TIME: 11.45-1.00 PM Topic: Importance of early childhood care and Development (continues....)		
TIME:1.00- 2.00 PM LUNCH		
DAY-2 Session- IV TIME:2.00- 3.00 PM Topic: Supplementary nutrition and healthy life		
<ul style="list-style-type: none"> • To develop conceptual and pragmatic awareness on the significance of health, nutrition and healthy life styles. 	<ul style="list-style-type: none"> • Definition of Health – Physical, Mental, Social, Emotional and Spiritual wellbeing • Importance of good nutrition and functions of foods • Nutritional care during pregnancy • Need and importance of balanced diet • Fortified food • Use of iodized salt, vitamin A, Iron intake, Calcium, Zinc and Folic Acid • Need of sunlight exposure for Vitamin D • Adolescent nutritional care, immunization • Nutritional care during breast feeding • Need and importance of clean drinking water. • Good sleep • Importance of exercise 	<ul style="list-style-type: none"> • PPT • Brain Storming • Video Presentation

<p>DAY-2 Session- V TIME : 3.00- 4.00 PM Topic: Supplementary nutrition and healthy life</p> <p style="text-align: right;">(continues...)</p>		
<p>TIME: 4.00-4.15 PM TEA BREAK</p>		
<p>DAY-2 Session- VI TIME: 4.15- 5.30PM Topic: Salient Features of POSHAN Abhiyan, PMMVY, SNP Goals & Strategies</p>		
<ul style="list-style-type: none"> • To understand the Salient Features of POSHAN Abhiyan, PMMVY, SNP- Goals & Strategies 	<p>Goals and strategies of-</p> <ul style="list-style-type: none"> • POSHAN Abhiyan • PMMVY • SNP • Online Monitoring – ICT -RTM • Focus on 1000 days • Explain the village convergence actionplan <ul style="list-style-type: none"> • Capacity building through ILA • Community Mobilization & Behaviour Change Communication • Innovations • Incentives 	<ul style="list-style-type: none"> • Role play • Practical session • Explanation • Concept making • Consolidation

DAY-3

TIME: 9.15- 9.30 AM

Feedback

DAY-3

Session- I

TIME: 9.30- 10.30 AM

Topic: Orientation on ICT & Real Time Monitoring (RTM)

- To develop awareness and skills to use and disseminate data by CAS phone and other ICT tools.

- Introduction to CAS Mobile phones - Need and Importance of ICDS Common Application Software (ICDS-CAS)
- Software
 - Introduction to modules – data entry, submission, report generation
- Challenges during usage
- Maintenance of data and updation
- Maintenance of hardware
- Discussion on operational manual of ICDS – CAS for Service deliveries
- Regular monitoring and repeated updation with coordinated day by day activities
- Goals and Objectives of ICT- RTM

- Video presentation
- Demonstration
- Hands on Experience
- Discussion
- Consolidation

TIME: 10.30- 10.45 AM

TEA BREAK

<p>DAY-3 Session- II TIME: 10.45-11.45 AM Topic: Orientation on ICT & Real Time Monitoring (RTM)</p> <p style="text-align: right;">(continues)</p>		
<p>DAY-3 Session- III TIME: 11.45- 1.00 PM Topic: Managing children with common behavioural problems & special needs</p>		
<ul style="list-style-type: none"> • To familiarize the strategies to address and tackle behavioral problems of children. • To develop/foster skills to manage children showing behavioral disorders, effectively and positively. 	<ul style="list-style-type: none"> • Common behavioral problems - <ul style="list-style-type: none"> - Aggression, withdrawal/shyness, wetting day time/night time, hyperactivity, fear, truancy, nail biting/thumb sucking, stammering, delayed language development, dependency • Role of AWW in identifying and management of common behavioural problems among children • Identification and management of disability and impairment • AWW's role in counselling of parents 	<ul style="list-style-type: none"> • Video clips, Power point presentation etc. • List of experts and referral institutions • Demonstration of activities for Language development • Demonstration of activities for psychosocial development
<p>TIME: 1.00- 2.00 PM</p>		<p style="text-align: center;">LUNCH</p>

DAY-3

Session- IV

TIME: 2.00- 3.00 PM

Topic: Growth monitoring of children, management of GMDs.

<ul style="list-style-type: none">• To equip the participants with conceptual clarity on new growth standards.• To foster the skills for effective use of various equipments connected with child. growth monitoring.	<ul style="list-style-type: none">• Need and importance of monitoring growth of a child from birth to five years• Demonstration on use of weighing / height measurement scales (Infantometer, Stadiometer, Baby and Adult weighing Scale)• Introduction of method of growth monitoring through CAS Phone• Five steps for growth monitoring by using New Growth Standards.<ul style="list-style-type: none">• Determining correct age of the child• Accurate weighing of the child• Plotting the weight accurately on growth chart.(chart of appropriate gender)• Interpretation of the direction of growth curve and recognizing if the child is growing properly.	<ul style="list-style-type: none">• Practical session• Group Discussions• Video clips• Power point presentation• Brain storming
--	--	---

	<ul style="list-style-type: none"> ✓ Discussing the child's growth and follow-up action needed, with the mother • Stunting, wasting, underweight and overweight. 	
DAY-3 Session- V TIME: 3.00- 4.00 PM Topic: Growth monitoring of children, management of GMDs		
(continues....)		
TIME: 4.00-4.15 PM	TEA BREAK	
DAY-3 Session- VI TIME: 4.15- 5.30 PM Topic: Management information system in AW Services, Introduction of registers, committees at AW, organization of community based events.		
<ul style="list-style-type: none"> • To familiarize the need, scope and significance of management information system and allied registers. 	<ul style="list-style-type: none"> • Familiarization of registers, • Calendar • Tool Book • ALMSC, Mothers, AG Club ECCE etc. • Co-ordination and association of public and community in CBE • Guidelines of CBE in respect of target group, duration and name of the event 	<ul style="list-style-type: none"> • Discussion • Demonstration • Feed back

<ul style="list-style-type: none"> To equip the participants with strategies and managerial skills to organize community based events. 	<ul style="list-style-type: none"> Themes and messages to be given in CBE (Kunjoonu, Dambhathi Sangamam , Varna sangamam etc.) 	
<p>DAY-4 TIME: 9.15- 9.30 AM FEEDBACK</p>		
<p>DAY-4 Session- I, II & III TIME: 9.30- 1.00 PM Topic: Instruction for field visit, instructions for organizing nutrition services, nature walk, strategies for creation of learning tools using locally available material</p>		
<ul style="list-style-type: none"> To familiarize the participants with various strategies to be adopted for field visits, nutrition services and nature walk. To equip the participants with skills for developing effective learning tools using locally available low cost materials. 	<ul style="list-style-type: none"> Preparedness for the field visit to demonstrate ECCE Activity in the class room by the participants Trainees provided with growth chart, check list, feeding chart etc. for field visit. Counselling of mothers to handle growth chart Counselling of Pregnant women and lactating mothers 	<ul style="list-style-type: none"> Lecture class Video clips PPT Visit to nearby AWC to observe how to organize nutrition services, conducting growth monitoring, demonstration of ECCE activities, personal hygiene, home care, advise and counseling in respect of neonatal care Check list(Refer page 21 of ICDS Manual for district level functionaries 2017)
<p>TIME: 1.00- 2.00PM LUNCH</p>		

DAY-4 Session- IV TIME: 2.00-3.00 PM Topic: Discussion and feedback on field visit		
<ul style="list-style-type: none"> To recap the process and procedural sequences of an effective field visit. 	<ul style="list-style-type: none"> Each group shares their experience at AWC, assessment of resource person about the field visit of each group 	<ul style="list-style-type: none"> Reflective Discussion
DAY-4 Session- V TIME: 3.00-4.00 PM Topic: Online training sessions, e –ILA, ILA modules, updation of house visit data with CAS Phone		
<ul style="list-style-type: none"> To familiarize the various methodologies and strategies to initiate and undertake online training in reference to the guidelines of Incremental learning approach. 	<ul style="list-style-type: none"> Discussion on guidelines of Incremental Learning Approach (ILA) & e-ILA Salient aspects of 21 ILA Modules & take aways CAS dashboard 	<ul style="list-style-type: none"> Demonstration Practice session Take aways
TIME: 4.00- 4.15 PM		
TEA BREAK		

DAY-4 Session- VI TIME: 4.15-5.30 PM Topic: Online training sessions, e –ILA, ILA modules, updation of house visit data with CAS Phone (continues)		
DAY- 5 TIME: 9.15 -9.30 AM Feedback		
DAY-5 SESSION-I TIME:9.30-10.30 AM TOPIC: Various acts & women related legislations		
<ul style="list-style-type: none"> • To understand the various schemes and programmes implemented by WCD and other allied departments • To familiarize the scope and objectives of various legislations for the well-being of women. 	<ul style="list-style-type: none"> • Acts and legislations of WCD: <ul style="list-style-type: none"> • DV Act • Dowry Prohibition Act • Child marriage prohibition act • POCSO Act • POSH act • MWPSA Act • JJ Act • RPwD Act • Abolition of child labour • Child rights act • Right to education Act 	<ul style="list-style-type: none"> • Lecture class • Video clips • PPt • List of referral centres
TIME: 10.30- 10.45 TEA BREAK		

DAY-5

SESSION-II

TIME:10.45- 11.45 AM

TOPIC: Various acts & women related legislations

(Continues)

DAY-5

SESSION-III

TIME: 11.45- 1.00 PM

TOPIC: Anganwadi Infrastructure facilities, special reference to child friendly concept

- To familiarize the criteria regarding funding by various schemes to initiate and undertake construction of child friendly learning spaces.

- Schemes for Building construction
- Source of Fund
- Convergence (MGNREGS)
- Smart AW
- Building as Learning aid (BALA)
- Baby friendly toilet
- Drinking water facility
- Protection walls
- Indoor and outdoor facilities
- Wall painting
- Children's park

- Discussion

TIME:1.00-2.00 PM

Lunch

DAY-5

SESSION-IV

TIME : 2.00- 3.00 PM

TOPIC: Stress management, communication & counselling skill

- To equip the participants with stress management, communication and counselling skills.

- Communication – definition and functions, communication cycle, use of age appropriate language
- Migrant Labourers Language skills
- Barriers to Communication /protocol during communication
- How to improve communication – active listening, responding to the feelings, giving and receiving feedback, avoid noise, avoid ambiguity etc.,
- Discuss about Inter personal and group communication
- Pyscho social counseling session

- Group discussion
- Role play
- Input session
- Case studies
- Reflective notes

DAY-5 SESSION-V TIME: 3.00- 4.00 PM TOPIC: Stress management, Communication &counselling skill		
(Continues....)		
TIME: 4.00-4.15 PM		
TEA BREAK		
DAY-5 SESSION-VI Time 4.15- 5.30 PM TOPIC: Preparation of IEC materials-Social messages and communication materials		
<ul style="list-style-type: none"> • To master skills • To enable the participants to develop communication materials related to issues concerning children and women. 	<ul style="list-style-type: none"> • Preparation of communication material (Poster, charts, leaflets, banners, badges, mobile visual aids voice clips etc. 	<ul style="list-style-type: none"> • Post test shall be conduct based on the structured format
DAY-6 TIME: 9.15- 9.30 AM FEEDBACK		

DAY-6

SESSION-I

TIME : 9.30- 10.30 AM

TOPIC : Strengthening skills of leader ship, motivation, negotiation skills, team work and management of conflict.

- To foster leadership, motivation, negotiation skills to develop effective team work for management of conflict.

- Characteristics of a leader
- Leadership style
- Motivation – concept need and importance
- Negotiation skills required to achieve the best results
- Stages of conflict and techniques of conflict resolution at AWC
- Team work characteristics (commitment, contribution, communication etc.)

- Role Play

TIME: 10.30- 10.45
TEA BREAK

DAY-6

SESSION-II

TIME:10.45- 11.45 AM

TOPIC: Strengthening skills of leader ship, motivation, negotiation skills, team work and management of conflict.

(Continues)

DAY-6 SESSION-III TIME: 11.45 – 1.00PM TOPIC: Convergence with community		
<ul style="list-style-type: none"> To develop skills and awareness to ensure effective convergence of community assisted programmes. 	<ul style="list-style-type: none"> Conduct house hold survey Conduct home visits Organization of NHED Sessions, ECCE Meeting, Observations of various days of national importance Convergence meeting with ASHA /ANM /LHB Meeting with PRI Members MSK,Jagrathasamithi, Child protection committee,OSCetc 	<ul style="list-style-type: none"> Feed back Review
TIME: 1.00-2.00 PM		LUNCH
DAY-6 SESSION-IV TIME: 2.00 – 3.00 PM TOPIC: House visit by AW functionaries and health officials.		
<ul style="list-style-type: none"> To familiarize the need, scope and undertaking of house-visits to ensure the well-being of target women population. 	<ul style="list-style-type: none"> Need and importance of Home visit Planning and co ordination health officials for joint visit Prioritization of visit (High risk Pregnancy , new born baby, low birth baby, families with severe underweight baby, children not coming to AWC With essential IEC Materials and CAS phone 	<ul style="list-style-type: none"> Presentation Discussion Demonstration of adaptable models

DAY-6

SESSION-V

TIME: 3.00-4.00 PM

TOPIC: Prevention of endemic disease among children and IMNCI

- To equip the participants to frame plans and programmes to prevent endemics among children.

- Causes and general symptoms of diseases
- Role of AWW in prevention and management of emerging endemic diseases
- Need and importance of organising VHSND
- Management of neonatal and childhood Illness

- Reflective reading
- Presentation
- Consolidation

TIME: 4.00-4.15 PM

TEA BREAK

DAY-6

SESSION-VI

TIME: 4.15- 5.30PM

TOPIC: Prevention of endemic disease among children and IMNCI

(Continues)

DAY- 7

TIME: 9.15- 9.30 AM

FEEDBACK

DAY-7

SESSION-I

TIME: 9.30-10.30 AM

TOPIC: Orientation to new schemes and programmes/orders and norms –MWCD &KWCD

- | | | |
|--|--|--|
| <ul style="list-style-type: none">• To familiarize the participants with various programmes for the development of women by MWCD | <ul style="list-style-type: none">• Introduction of new schemes and programmes• Supplementary Nutrition Programme• Aswasanidhi• First 1000 days• Educational Assistance to women headed family• Mangalya scheme for widow remarriage• Abhayakiranam• Sahayahastham• PMMVY• Domestic violence Prohibition• Dowry Prohibition• Nirbhaya• Gender park• NNM• Beti Bachao Beti Padhao• National Creche scheme• Mahilasakthi Kendra• One stop centre• RBSK• Swadhar Greh Scheme• PSS• Ujjwala• PMMVY• Scheme for Adolescent Girls | <ul style="list-style-type: none">• Brain storming• PPt• Elaboration• Consolidation |
|--|--|--|

TIME: 10.30- 10.45 AM		TEA BREAK	
DAY-7 SESSION-II TIME:10.45- 11.45AM TOPIC: Orientation to new schemes and programmes/orders and norms –MWCD &KWCD (Continues)			
DAY-7 SESSION-III TIME:10.45-1.00 PM TOPIC: Service Matters			
<ul style="list-style-type: none"> • To ensure awareness and procedural skills to tackle various service- related issues and problems 	<ul style="list-style-type: none"> • Appointment • Honorarium • Periodical hike in Honorarium • Leave • TA/DA • Promotion • Retirement • Pension • Welfare fund • Insurance schemes etc 	<ul style="list-style-type: none"> • Lecture class • Video Clips • Power point presentation • Case studies 	
TIME: 1.00- 2.00 PM		LUNCH	

DAY-7 SESSION-IV TIME:2.00-3.00 PM TOPIC: Evaluation of Trainees		
<ul style="list-style-type: none"> To evaluate the strength and qualitative effectiveness of the intervention package administered after the pretest 	<ul style="list-style-type: none"> Post test Future endeavours 	<ul style="list-style-type: none"> Test tool Qualitative Analysis Feed back
DAY-7 SESSION-V TIME:3.00- 4.00PM TOPIC: Evaluation of Trainees		
(Continues)		
TIME: 4.00- 4.15 PM		TEA BREAK
DAY-7 SESSION-VI TIME: 4.15- 5.30 PM TOPIC: Concluding session		
<ul style="list-style-type: none"> Concluding session 	<ul style="list-style-type: none"> Appreciation Distribution of certificate and attendance TA/DA 	