



## **Training For All (TFA)**

### **Intensive Training Programme (ITP) 2021-23**

**For Personnel of  
Department of Women Development & Child Welfare, Telangana**

### **TRAINING PROGRAMME FOR CHILD DEVELOPMENT PROJECT OFFICERS (CDPOs)**



# TRAINING PROGRAMME FOR CHILD DEVELOPMENT PROJECT OFFICERS (CDPOs)

## SESSION PLAN

### Aims:

1. To equip the CDPOs with knowledge and skills for carrying on various services effectively under Mission Saksham Anganwadi and Poshan 2.0, Mission Shakti and Mission Vatsalya.
2. To equip the CDPOs with knowledge on Preparation of Implementation Action Plan
3. To inculcate a positive attitude in CDPOs for effective service delivery with Honesty and Integrity

### Objectives:

At the end of the training, the CDPOs will be able to:

1. Restate the Vision & Mission, key activities of the Women Development & Child Welfare Department; Role & Responsibilities of the CDPO.
2. Review, Monitor & Prepare Project implementation plan using department applications/Apps
3. Recognize steps to combat image based abuse
4. Describe disciplinary proceeding related procedures and draft para wise remarks
5. Motivate their subordinate employees with Supportive Supervision for effective delivery of services
6. Converge with other departments for achieving 'Child Friendly and Women Friendly Gram Panchayat'.
7. Describe CDPO's role under Mission Vatsalya Scheme for effective Child Protection
8. Handle the team effectively with team spirit
9. Manage stress and conflict effectively
10. Document success stories and case studies for propagation among members of public
11. Apply the primary laws and legal provisions which afford protection to women in legal distress or trouble.
12. Describe various women empowerment schemes
13. Value Honesty, Integrity, transparency and accountability under the Right to Information Act
14. Demonstrate Bystander Intervention effectively

## SESSION PLAN

DAY	SESSION	TOPIC	Faculty
<b>DAY-1</b>			
<b>Day-1</b> Forenoon (3Sessions)	10.00 am to 11.20 am	<ul style="list-style-type: none"> <li>• Registration</li> <li>• Inauguration &amp; Introduction of the Participants</li> <li>• Training Programme Overview</li> </ul>	
	<b>Tea break 11.20 am to 11.50 am</b>		
	SESSION - I 11.50 am to 12.40 pm	<ul style="list-style-type: none"> <li>• Overview of the WD &amp; CW Dept. and Schemes and Services delivered by the Dept &amp; Overview of the - Mission Saksham Anganwadi &amp; Poshan 2.0 , Mission Vathsalya and Mission Shakti &amp; Scheme for Adolescent Girls in the age group of 14-18 years</li> <li>• Roles &amp; Responsibilities of CDPOs</li> </ul>	
	SESSION – II 12.40 to 01.30 pm	<ul style="list-style-type: none"> <li>• Right to Information Act, 2005</li> </ul>	
<b>Lunch break 1.30 pm to 2.30 pm</b>			
Afternoon (2Sessions)	SESSION – III 2.30 pm to 03.20 pm	<ul style="list-style-type: none"> <li>• Stress and Conflict management</li> <li>• CDPO as Team leader - Team spirit &amp; Handling the team</li> </ul>	
	<b>Tea break 3.20 pm to 3.50 pm</b>		
	SESSION - V 3.50 pm to 04.40 pm	<ul style="list-style-type: none"> <li>• Documentation of Success stories</li> </ul>	
	SESSION - VI 04.40 pm to 05.30 pm	<p><b>Small group exercise</b></p> <ol style="list-style-type: none"> <li>1. Role of Honesty and Integrity in strengthening delivery of services to children and women</li> <li>2. Effective Community Mobilisation strategies &amp; Jan Andolan pp.509-517</li> <li>3. Child Friendly &amp; Women Friendly Village pp.202-245; 518</li> <li>4. Protection of Children from Sexual Offences Act, 2012: Awareness creation p.561</li> <li>5. RTI Act: Drafting of Speaking Order</li> </ol>	<b>PDI Team</b>

DAY	SESSION	TOPIC	Faculty
<b>DAY-2</b>			
<b>Day 2</b> Forenoon (3Sessions)	10.00 am to 10.15 am	<ul style="list-style-type: none"> <li>Recap</li> </ul>	
	SESSION - I 10.15 am to 11.20am	<ul style="list-style-type: none"> <li>Presentations by groups</li> <li>Role Play</li> </ul>	PDI Team
	Tea break 11.20 am to 11.50 am		
	SESSION - II 11.50 am to 12.40 pm	<b>Convergence of Services - PRIs</b> <ul style="list-style-type: none"> <li>Child Friendly and Women Friendly Gram Panchayat- role of CDPOs in achieving SDG goals/Themes</li> <li>Mahila Grama Sabha as per the Telangana Panchayat Raj Act, 2018.</li> </ul>	
	SESSION - III 12.40 pm to 1.30 pm	<ul style="list-style-type: none"> <li>Supportive Supervision</li> </ul>	
Lunch break 1.30 pm to 2.30 pm			
Afternoon (2 Sessions)	SESSION – IV 2.30 pm to 03.00 pm	<ul style="list-style-type: none"> <li>Discussion on G.O.MS.No:14 dated</li> </ul>	
	Tea break 3.20 pm to 3.50 pm		
	SESSION - V 3.00 pm to 05.30 pm	<b>Review, Monitoring &amp; Preparation of Project implementation plan</b> <ul style="list-style-type: none"> <li>Strengthening of the review system – Data retrieval and analysis (using Apps of State and Central Governments - M.Anganwadi /Arogyalaxmi, NHTS/Poshan Tracker, Commodity Supply chain Management, e-Sadhana, Dashboard, Analytics etc)</li> <li>Quarterly assessment of project indicators</li> <li>Preparation of Project Implementation Action Plan</li> <li>Preparation of Project Implementation Action Plan using of e- Sadhana data and other apps (All groups)</li> </ul>	)
<b>DAY-3</b>			
<b>Day 3</b> Forenoon (3 Sessions)	10.00 am to 10.15 am	<ul style="list-style-type: none"> <li>Recap</li> </ul>	
	SESSION - 1 10.15am to 11.00 am	<ul style="list-style-type: none"> <li>Presentations on Project Implementation Plan by groups.</li> </ul>	
	11.00 am to 11.30 am	<ul style="list-style-type: none"> <li>Honesty and Integrity</li> <li>Citizen charter and Grievance Redressal Mechanism</li> </ul>	
	Tea break 11.30 am to 11.50 am		

DAY	SESSION	TOPIC	Faculty
	SESSION - II 11.50 am to 12.40 pm	<ul style="list-style-type: none"> <li>• Disciplinary Proceedings related procedures</li> <li>• Para wise remarks</li> </ul>	
	SESSIONS-III 12.40 pm to 1.30 pm	<ul style="list-style-type: none"> <li>• Office Procedures - Important Registers and records to be maintained</li> </ul>	
<b>Lunch break 1.30 pm to 2.30 pm</b>			
Afternoon (2 Sessions)	SESSION - IV 2.30 pm to 03.20 pm	<b>Role of CDPO in Women Empowerment and safety</b> <ul style="list-style-type: none"> <li>• The Protection of Women from Domestic Violence Act, 2005 - Role as Protection officer</li> <li>• The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and The Criminal Law (Amendment) Act, 2013 (Nirbhaya Act )</li> <li>• Laws for Women Protection- Convergence related to women protection</li> <li>• Discussion on Women Protection Schemes</li> </ul>	
	Tea break 3.20 pm to 3.50 pm		
	SESSION - V 3.50 pm to 04.40 pm	<ul style="list-style-type: none"> <li>• Bystander Intervention for preventing crimes against women and children</li> </ul>	
	SESSION - VI 4.40 pm to 05.30 pm	<ul style="list-style-type: none"> <li>• Feedback</li> <li>• Valediction</li> </ul>	