**On-site Capacity building Programme for Child Care Institutions - Ajmer**

**Child Resource Centre**

**Prorgramme Schedule**

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| **Day 1**  **23rd December 2019** | |
| **Time** | **Sessions** |
| 10:00 AM – 10:15 AM | Registration and Welcome |
| 10:15 AM – 11:00 AM | **Introductory Session –**   * Introduction of the Participants * Ice-Breaker * Sharing of Expectations * Pre-Training Assessment |
| 11:00AM - 11:15 AM | **Tea** |
| 11:15 AM – 12:15 PM | **Technical Session I –**   * Child development * Developmental Psychology * Understanding behavior dynamics, vulnerabilities and issues related to children as a developmental being * Sensitization on child protection |
| 12:15 PM – 1:30 PM | **Technical Session II –**  Communication and positive dealing with children at CCIs   * Mental health and emotional wellbeing * Understanding counseling * Techniques of positive disciplining * Life Skills Development for Children |
| 1:30 PM – 2:15 PM | **Lunch** |
| 2:15 PM – 3:15 PM | **Technical Session III –**   * Standards of Care at CCIs and Mandatory Provisions * Minimum Standards of Care and Statutory compliance by CCIs * Mandatory Procedures - * Physical Infrastructures * Clothing, bedding, toiletries, and other articles * Sanitation and Hygiene * Daily Routine * Nutrition and diet Scale * Medical Health and Registers * Education * Vocational Training * Recreational Facilities * Management Committee * Children’s Committees |
| 3:15 PM – 3:30 PM | **Tea** |
| 3:30 PM- 4:45 PM | **Technical Session IV –**   * Roles and Responsibilities of each CCI Personal * Mandatory procedures related to children and ensuring their safety and protection |
| 4:45PM – 6:00PM | **Technical Session V –**   * Understanding Rehabilitation, Restoration and Social Reintegration * Linking Children with NIAC services * Linking Children with Social Protection Schemes |

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| **Day 2**  **24th December 2019** | |
| **Time** | **Sessions** |
| 10:00 AM – 10:15 AM | Recap |
| 10:15AM - 11:15 AM | **Technical Session VI –**   * Understanding Case Management |
| 11:15 AM – 11:30 AM | **Tea** |
| 11:30 AM –12:30 PM | **Technical Session VII –**   * **Documentation, record keeping and reporting** * Maintaining Registers  1. Staff Attendance Register 2. Children Attendance Register 3. Central Admission register 4. Individual Case Files and ICP 5. Communication with CWC/JJB 6. Children Suggestion book 7. Medical File 8. Personal; belongings register 9. Management committee – Minutes register 10. Children’s Committee – Minutes Register 11. Nutrition/Diet file 12. Any other document |
| 12:30 PM – 1:00 PM | **Technical Session VIII –**   * Maintaining Individual Case Files * Developing Counseling Report |
| 1:00 PM – 2:00 PM | **Lunch** |
| 2:00 PM – 3:30 PM | * Developing Individual Care plan, |
| 3:30 PM – 3:45 PM | **Tea** |
| 3:45 PM- 4:30 PM | **Technical Session IX -**   * Developing Rehabilitation card and After Care plan for children * Reporting and complying to directions and suggestion by State or district authorities |
| 4:30 PM – 5:30PM | * **Concluding Session -** * Discussing queries and challenges * Discussing key concerns * Post-training assessment * Feedback on the training |
| 5:30 PM | Concluding Remarks and Vote of Thanks |