**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
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| 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
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| 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,
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| 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
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| 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 |