

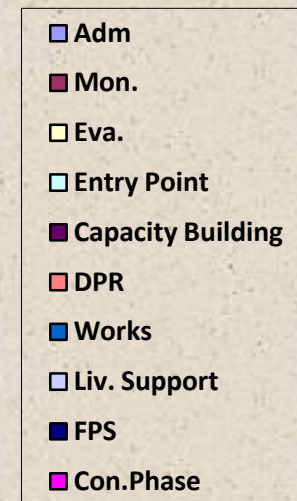
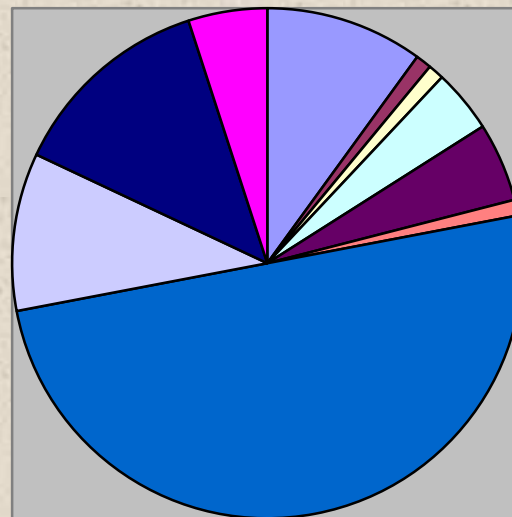
GURDASPUR - I

ANNEXURE - I

WORKS DETAILS

Annexure-I

Project: IWMP – Gurdaspur I, BUDGET AT A GLANCE													
Name of watershed	Effective Area	Budget	Adminisrtation	Monit oring	Evalua tion	Entry Point	Capacity Building	DPR	Works	Livelihood Support	Production System	Consolida tion Phase	Total
			10%	1%	1%	4%	5%	1%	50%	10%	13%	5%	100%
Talwara Gujara n-Mirthal	1681	20172000	2017200	201720	201720	806880	1008600	201720	10086000	2017200	2622360	1008600	20172000
Total	1681	20172000	2017200	201720	201720	806880	1008600	201720	10086000	2017200	2622360	1008600	20172000



VILLAGE WISE WORKS DETAILS

ANNEXURE-II

Sr.No .	Name of village	Type of structure	Nos.	Contents in cum	Rate	Unit	Total cost
1	Mirthal	Crate Wire Structue	10	90.00	1740	per cum	156600-00
2DO....	Run off control structure	10	125.00	3100	per cum	387500-00
3DO....	Diversion Channel	1	110.00	3100	per cum	341000-00
4DO....	Stone Masonary Structure	3	225.00	3100	per cum	697500-00
5DO....	Retaining Wall	2	180.00	3100	Per Cum	558000-00
6	Phulara	Crate Wire structure	8	75.00	1740	per cum	130500-00
7DO....	Run off control structure	5	75.00	3100	per cum	232500-00
8DO....	Stone Masonary Structure	2	180.00	3100	per cum	558000-00
9DO....	Vegetative Fencing		1000 Mtrs	25/-	per cum	25000-00
10DO....	Retaining Wall	2	130.00	3100	Per Cum	403000-00
11	Ghebe	Crate Wire structure	8	60.00	1740	per cum	13920-00
12DO....	Run off control structure	5	75.00	3100	per cum	232500-00

13DO....	Stone Masonary Structure	2	165.00	3100	per cum	511500-00
14DO....	Vegetative Fencing		1000 Mtrs	25/-	per cum	25000-00
15DO....	Retaining Wall	2	120	3100	Per Cum	372000-00
16	Lahri Brahman	Crate Wire structure	8	60.00	1740	per cum	13920-00
17DO....	Run off control structure	5	75.00	3100	per cum	232500-00
18DO....	Stone Masonary Structure	2	175.00	3100	per cum	542500-00
19DO....	Vegetative Fencing		1000 Mtrs	25/-	per cum	25000-00
20DO....	Earthen Bund(W.H.S.)	1	2500 Cum	140/-	Per Cum	350000-00
21	Talwara Gujaraan-Mirthal	Crate Wire structure	8	60.00	1740	per cum	13920-00
22DO....	Run off control structure	5	75.00	3100	per cum	232500-00
23DO....	Stone Masonary Structure	1	125.00	3100	per cum	387500-00
24DO....	Vegetative Fencing		1000 Mtrs	25/-	per cum	25000-00
25DO....	Lift Irr.Project				Per Cum	1050000-00
26DO....	RW	2	100	3100	per cum	310000-00

27	Napwal	Crate Wire structure	8	60.00	1740	per cum	104400-00
28DO....	Run off control structure	3	50.00	3100	per cum	155000-00
29DO....	Stone Masonary Structure	1	110.00	3100	per cum	341000-00
30DO....	Vegetative Fencing		1200 Mtrs	25/-	per cum	30000-00
31DO....	RW	2	105	3100	per cum	325500-00
32	Chak Chimna	Crate Wire structure	8	60.00	1740	per cum	104400-00
33DO....	Run off control structure	3	50.00	3100	per cum	155000-00
34DO....	Stone Masonary Structure	1	110.00	3100	per cum	341000-00
35DO....	Vegetative Fencing		1200 Mtrs	25/-	per cum	30000-00
36DO....	RW	2	105	3100	per cum	325500-00
37	Dhaki Saidan	Crate Wire structure	8	60.00	1740	per cum	104400-00
38DO....	Run off control structure	3	50.00	3100	per cum	155000-00

39DO....	Stone Masonary Structure	1	105	3100	per cum	325500-00
40DO....	Vegetative Fencing		1200 Mtrs	25/-	per cum	30000-00
41DO....	RW	2	120	3100	per cum	372000-00
42	Nalunga	Crate Wire structure	8	60.00	1740	per cum	104400-00
43DO....	Run off control structure	3	50.00	3100	per cum	155000-00
44DO....	Stone Masonary Structure	1	115.00	3100	per cum	3256500-00
45DO....	Vegetative Fencing		1200 Mtrs	25/-	per cum	30000-00
46DO....	RW	2	100	3100	per cum	310000-00
				Total			11651110-00
				IWMP works			10086000-00
				NREGA works			1565110-00

ANNEXURE - II

TRAININGS

TRAINING AT DISTRICT LEVEL

The broad outline of the training programmes will include the followings:

A. District Level: The district level training will be for:

Group One: This training module is for the Chief executive officer (ZP) / Project Director, DRDA / Head of District level implementing agency / Managers, Member DPC, Directors (DRDA) / PO and subject matter specialists.

Objective: The objective of this training is to get a well informed team of project implementers and managers, decision makers and subject matter specialist.

Methodology: The training methodology at this level should be discussions, group exercise, simulation exercises, case studies and Panel discussions.

Duration: One day: Participants: 25

Participants: DC, ADC(D), APO (M), DSCO, SCOs, WDT members

Venue: Committee room, DC Office/Zila Parishad office/ committee room, ADC(D) office

Day	Session I	Topics	Address by	Time
1		Inaugural address	DC/ADC (D)	10.30-10.45 hrs.
		Overall view of IWMP	DSCO	10.45-11.00 hrs.
		Institutional Arrangement	Expert	11.00- 11.45 hrs.
		Formation of Institutions		
		Roles and Responsibilities		
		Different Institutions and reporting mechanisms		
		Tea Break		11.45-12.00 hrs.
	2	Financial Management	Expert	12.00-13.00 hrs
		What is financial management?		
		Difference between accounting and financial management		
		Rules and regulations		

		Coordination	Expert	13.00-13.15 hrs.
		Identifying the roles of different line departments.		
		Way to make path for participation of all.		
		Methods for agreement on protocols		
		Coordination skills		
		Convergence of resources and services	Expert	13.15-13.45 hrs.
		Role of convergence		
		How to facilitate convergence.		
		Lunch		13.45-14.30 hrs.
	3	Planning, approval, fund release and implementation.	Expert	14.30–14.45 hrs.
		What is planning?		
		How is a plan prepared with community participation?		
		What is the process of approval?		
		How are funds released.		
		Participatory Monitoring & Evaluation	Expert	14.45-15.00 hrs
		What is Monitoring, Evaluation, impact assessment, end term evaluation etc.		
		What is Participatory M&E.		
		How to facilitate participatory M&E.		
		Tea		15.00-15.15 hrs.
	4	Capacity Building	Expert	15.15-15.30 hrs.

		What is TNA		
		How is a TNA conducted		
		Sharing of a TNA schedule		
		Training Needs Assessment action planning.		
		Design of training modules		
		Planning for trainings		
		Conducting trainings		
		Review the deficiencies and working out strategies for smooth & effective implementation of IWMP.	Expert	15.30-15.45 hrs.
		How to conduct a review of implementation of IWMP.		
		Identifying the gaps in implementation.		
		How to prepare a strategy for smooth,effective implementation?		
		Preparation of Implementation plan.		
		Monitoring and Review strategies and plans.		

		Panel Discussions Clarifications and discussions	Experts from Line/Allied departments	15.45-16.15 hrs.

DISTRICT LEVEL TRAINING

Group Two: At the district level the second group would consist of member of Watershed Cell cum Data Centre

Objective: The objective of this training is to inform the team of Watershed Cell cum Data Centre (WCDC) on watershed, institutions involved in watershed, and the process of project planning, implementing and managing a watershed project.

Methodology: The training methodology at this level should be lecture cum discussion, group discussion, group exercises, case studies/success stories. A field visit has been planned for in-situ experience.

Duration: 6 days: Participants: 25

Class room sessions: 3 days

Exposure visit outside state: 3 days

Participants: WDT members, DSCO, SCOs, Field Staff

Venue: Committee Room, ADC (D) office/Zila Parishad Office

Day	Session	Training Topics	Address by	Time
1	I	Inaugural address	ADC (D)	10.30-10.45 hrs.
		Genesis concept – Policies programs process of watershed Development- Presentation	Expert	10.45-13.00 hrs.
		What is a Watershed and how is a watershed important as a development unit?		
		What are the steps in planning for watershed development?		
		What are the policies and programs of Govt Of India for Watershed Development?		
		Lunch		13.00-13.45 hrs.

	II	Participatory approach	Expert	13.45-15.30 hrs.
		What is participatory approach?		
		Importance of participatory approach		
		What are the different participatory tools used.		
		How to use the different tools and analyse.		
		Discussion on different participatory methods for planning, implementation and monitoring.		
2	I	Roles & responsibilities	Expert	10.30-11.30 hrs.
		What are the roles and responsibilities of each organisation and member in the team.		
		Clarification on roles and responsibilities.		
		Tea		11.30-11.45 hrs.
	II	Selection of PIAs & WDT	Expert	11.45-13.15 hrs.
		What is a PIA & WDT?		
		Criteria of the selection and the process adopted in selection.		
		Lunch		13.15-14.00 hrs.
	III	Plan & Budget approval procedures	Expert	14.00-15.00 hrs.
		What is a plan and how is it approved.		
		What is a budget and how is it approved.		

		Process and procedures for its approval and the follow up of the process.		
	IV	Institutional & financial arrangements	Expert	15.00-15.30 hrs.
		List of institutions involved in the project.		
		Role of different institutions.		
		Financial outlay of the project.		
		Financial allocation to different institutions from the budget.		
3	I	Community organization	Expert	10.30-11.45 hrs.
		Why community organization?		
		Role of community.		
		Process of community organization		
		Importance of community organization.		
		Meetings with community.		
		Process of decision making in the community.		
		Tea		11.45-12.00 hrs.
	II	Monitoring & Supervision	Expert	12.00-13.15 hrs.
		What is monitoring, evaluation, supervision, M&E, impact assessment.		
		Importance of monitoring, evaluation, supervision, M&E, impact assessment.		
		Tools for monitoring and evaluation		

		and process		
		Lunch		13.15-14.00 hrs.
	III	Inter & Intra agency coordination	Expert	14.00-14.30 hrs.
		Names of various agencies within the project.		
		Process of inter and intra agency coordination.		
		Role of the coordinator.		
	IV	Convergence with line department	Expert	14.30-15.15 hrs.
		Convergence and its importance		
		Need for convergence and process.		
4		Field Visit	Led by expert	Departure-Visits to successful watersheds
5		Field visit	Led by expert	Visits to successful watersheds
6		Field visit	Led by expert	Faculty support at University – at Nauni – Return to respective District..

DISTRICT LEVEL TRAINING

Group Three: District level heads of line departments, Zila Parishad & Watershed cell cum Data Centre.

Objective: The objective of this training is to apprise the Director, DRDA and District level heads of allied departments on fundamentals of watershed, institutions involved in watershed, participatory approaches, and the process of project planning, implementing and managing a watershed project.

Methodology: The training methodology at this level will be lecture cum discussion, group discussion, group exercises, case analysis. A field visit has been planned for field experience.

Duration: 3 days

Class room sessions: 2 days

Exposure visit: 1 day

Participants: 20

Venue: Zila Parishad Office/ADC (D) Office.

DAY	SESSION	TOPIC	TIME
	1	Inaugural address by DSCO	10.30-10.45 hrs.
1		Watershed vision What is a watershed and how is it defined?	
		Comparison of Hariyali 2003 and Common Guidelines, 2008	10.45-11.30 hrs.
	2	Fundamentals of watershed Basic principles of watershed based development.	
		Tea Break	11.30-11.45 hrs
		Criteria for selection of Watersheds	11.45-13.00 hrs.
		Basic Principles for selection of Watersheds	
		Lunch Break	13.00-13.45 hrs.
	3	Participatory approach in watershed management	13.45-15.00 hrs.
		What are participatory approaches and methods.	
	4	Why and how are participatory methods used.	

2	1	Roles & responsibilities	10.30-11.30 hrs.
		Roles and responsibilities of different departments and agencies.	
		Tea Break	11.30-11.45 hrs.
	2	Mandatory Provisions in the common Guidelines.	11.45-13.00 hrs.
		Dos and Don'ts	
		Lunch Break	13.00-13.45 hrs.
	3	Coordination, Linkages, convergence of programs	13.45-14.45 hrs.
		Importance of Coordination, Importance of linkages, and convergence of schemes such as MNREGA and other schemes from Allied departments.	
	4	Institutional and Financial Arrangements.	14.45-15.30 hrs.
		How to manage Finances?	
3		Field Visit	Field visit within District.

DISTRICT LEVEL TRAINING

Group Four : District level trainers and resource persons

Objective : The objective of this training is to train the District level trainers and resource persons so that they can further impart training to the staff and village community on fundamentals of watershed, institutions involved in watershed, participatory approaches, and the process of project planning, implementing and managing a watershed project.

Methodology: The training methodology at this level will be brain storming, lecture cum discussion, group exercise, simulated games, group tasks, practise oriented session, field visit, preparation and presentation of case studies and audio visual aids. A field visit has been planned for field experience.

Duration : Senior Trainers – Two Weeks- Participants 25

Junior trainers – Three weeks-Participants 25

Participants: Surveyors, ASIs from department of Soils, Local NGOs, Govt. Officials from Allied departments: Nos. 25

Venue: Zila Parishad Office/ADC (D) Office

Week – 1

DAY	SESSION	TOPICS	TIME
		MODULE – I- PROGRAMME MANAGEMENT	
	1	Inaugural address by DSCO	10.30-11.00 hrs.
		Tea Break	11.00-11.15 hrs.
1		Salient features of IWMP and guidelines	11.15-13.00 hrs.
		What is watershed ?	
		How is watershed delineated for development	
		Difference between Hariyali 2003 and common guidelines 2008.	
		Features of watershed development in India.	
		Salient features of watershed development guidelines.	
		Lunch break	13.00-14.15 hrs.
	2	Salient features of IWMP and guidelines-Contd	14.15-15.15 hrs.
		Operational Guidelines	
		Mandatory Provisions	
		Criteria for selection of Watershed	

DAY	SESSION	TOPICS	TIME
2	1	Identification of watershed Process of identification and demarcation. Need of watershed approach.	10.30-11.15 hrs.
		Tea Break	11.15-11.30 hrs.
	2	PRA for resource assessment What is a PRA What is resource assessment? Various methods of PRA Importance of such methods. Role of PRA in resource assessment Methods of PRA for resource assessment. Historical Transect and analysis	11.30-13.30 hrs.
		Lunch Break	13.30-14.15 hrs.
2	3	Survey for data collection Identification of needs of data Designing of tools	14.15-15.15 hrs.
		Methodology for data collection.	
		Data entry and problems	
		Data analysis and reporting	
3	1	M & E Monitoring and evaluation Concurrent Evaluation Impact assessment	10.30-11.30 hrs.
		Tea break	11.30-11.45 hrs.
	2	M & E - contd Importance of monitoring and evaluation. Role of monitoring and evaluation in watershed development.	11.45-13.15 hrs.
		Lunch break	13.15-14.00 hrs.
	3	Institutional Arrangements and coordination Different institutions in a watershed and their roles. Importance of coordination	14.00-15.00 hrs.

DAY	SESSION	TOPICS	TIME
	4	Resource Inventory What is a resource? What is an inventory? How is resource inventory taken? Importance of resource inventory for watershed management.	15.00-15.30 hrs.
		MODULE – II TECHNICAL	
4	1	Planning Project plan How important is Project Plan?	10.30-11.30 hrs.
		Tea Break	11.30-11.45 hrs.
	2	Action plan Need for Action Plan	11.45-13.00 hrs.
		Lunch Break	13.00-13.45 hrs.
	3	Treatment Plan Importance of Treatment Plan	13.45-14.30 hrs.
	4	Production Plan Management for increasing yield	14.30-15.30 hrs.
5	1	Income generation Activity (IGA) Difference between jobs and income generation Ownership Identification of an income generation activity. Market survey and Feasibility study.	10.30-11.45 hrs.
		Tea break	11.45-12.00 hrs.
	2	Income generation Activity (IGA) - Contd Planning for setting up an IGA Production planning, financial planning, market planning.	12.00-13.15 hrs.
		Lunch Break	13.15-14.00 hrs.
	3	CPR Management What is a CPR How is a CPR managed.	14.00-15.15 hrs.
	4	Importance of CPR management	

DAY	SESSION	TOPICS	TIME
6	1	Recap of 1st 4 days	10.00-12.00 hrs.
		Tea Break	12.00-12.15 hrs.
	2	Implementation Project management and planning Estimation of time accurately. Risk probability Scheduling simple activities. Preparation of Gantt Chart - difficult activities.	12.15-13.30 hrs.
		Lunch break	13.30-14.15 hrs.
	3	Critical path analysis Logical Framework Approach.	14.15-14.45 hrs.
		Stakeholder Analysis and their role in implementation and development. Stakeholder management and planning.	
		Preparation of project implementation plan and sharing with all the stakeholders.	
		Tea break	14.45-15.00 hrs.
	4	Feed back	15.00-15.45 hrs.

Week – 2

DAY	SESSION	TOPIC	TIME
		MODULE – III SOCIAL	
		Inaugural address by DSCO	10.30-11.00 hrs.
		Tea break	11.00-11.15 hrs.
1	1	Community mobilization Why community organization. Role of community. Importance of community organization.	11.15-13.15 hrs.
		Lunch Break	13.15-14.00 hrs.
	2	Community mobilization- contd Process of community organization Meetings with community. Process of decision making in the community	14.00-14.30 hrs.

DAY	SESSION	TOPIC	TIME
	3	Conducting meetings Need for community meetings Process of conducting meetings and preparation of minutes. Importance of meetings	14.30-15.30 hrs.
	4	Conducting meetings- contd Process of conducting meetings and preparation of minutes. Role of community meeting in development process. Follow up of meetings.	15.30-16.00 hrs.
2	1	Feedback	10.30-11.15 hrs.
		Tea Break	11.15-11.30 hrs.
	1	Group Dynamics What is a group? Different types of groups? How do groups contribute to development?	11.30-13.15 hrs.
	2	Group Dynamics-contd... Need for group and its management. Group cohesion and its role in development.	
		Lunch break	13.15-14.00 hrs.
	3	Conflict Management Conflict Resolution - Resolving conflicts rationally and effectively	14.00-14.30 hrs.
	4	Behavioral Management Skill for motivation	14.30-15.15 hrs.
3	1	Recap of previous two days	10.30-11.30 hrs.
		Tea Break	11.30-11.45 hrs.
		(Management- Motivation)	11.45-12.30 hrs.
	2	Leadership building/Development What is leadership building.	12.30-13.30 hrs.

DAY	SESSION	TOPIC	TIME
		Leadership Styles - Use the right one for the situation Who is a leader, What are the skills of a leader. Leadership Motivation Assessment Leading from the front Emotional Intelligence - Developing strong "people skills" Team Effectiveness Assessment - How well do you and your team work together? Forming, Storming, Norming, Performing - Helping new teams perform Successful Delegation - Using the power of other people's help The GROW Model - Coaching team members to improve performance Mentoring - An essential leadership skill How Good Are Your Motivation Skills?	
		Lunch break	13.30-14.15 hrs.
		Leadership Development-contd...	14.15-15.00 hrs.
	3	Emotional Intelligence - Developing strong "people skills" Team Effectiveness Assessment - How well do you and your team work together? Forming, Storming, Norming, Performing - Helping new teams perform Task Allocation The GROW Model - Coaching team members to improve performance Mentoring - An essential leadership skill	
	4	Convergence of Development Programmes schemes What is convergence How is convergence achieved. Importance of convergence.	15.00-15.45 hrs.
		<u>Module-IV Training</u>	

DAY	SESSION	TOPIC	TIME
4	1	Feedback and Recap of previous 3 days	10.30-11.45 hrs.
		Tea break	11.45-12.00 hrs.
	2	Training need assessment (TNA) What is TNA Need for a TNA Community and organizational analysis Learner analysis	12.00-13.15 hrs.
		Process to conduct a TNA. TNA analysis TNA action planning Job analysis Sharing TNA findings Report preparation	
		Lunch	13.15-14.00 hrs.
	3	Training techniques & methods Role of Trainers Trainer – A facilitators, organizer, special interest pleader, Managing team dynamics in training	14.00-14.45 hrs.
		Tea break	14.45-15.00 hrs.
	4	Training techniques & methods–contd.. Facilitation skills Role & importance of different methods.	15.00-15.30 hrs.
5	1	Recap	10.30-11.45 hrs.
		Tea Break	11.45-12.00 hrs.
	2	Preparation of simple low A.V. Aids Deciding on the topics for preparation of audio visual aids. Brief note to be prepared for the artists. How to guide the audio visual teams. Process of preparation	12.00-13.15 hrs.
		Lunch break	13.15-14.00 hrs.

DAY	SESSION	TOPIC	TIME
	3	Planning for training Identification of participants Designing of the sessions Writing learning objectives Writing of session plans Preparation of information notes and hand outs.	14.00-14.45 hrs.
	4	Conducting training Welcome note and address Practising listening, observing, paraphrasing Practising questioning, probing and dialogue	14.45-15.30 hrs.
		Practising feedback and managing group dynamics Practising facilitation skills Assessing facilitation skills.	
6	1	Feedback and recap	10.30-11.45 hrs.
		Tea Break	11.45-12.00 hrs.
	2	Communication skill What is communication skill? Role of communication in training and its improvement. Ice breaking Speaking to an audience and communicate complex ideas successfully. Making first impression. Questioning techniques.	12.00-13.15 hrs.
		Lunch Break	13.15-14.00 hrs.
	3	Preparation of Training Action plan Training objectives. Listing of tasks to be performed. Arranging for venue Arranging of stationary Role of communication in training and its improvement.	14.00-14.45 hrs.
		Feed back and Evolution of trainings Preparing for feedback	

DAY	SESSION	TOPIC	TIME
		Preparing a questionnaire for feedback. Expectations v/s training delivered. Facilitation of feedback and discussion.	
	4	Systematic approaches. What are systematic approaches. Analyse the organizations needs and training demand. Design a training system that learners and trainers can implement Develop a training "package" of resources and materials Implement the training package, Evaluate training,	hrs.

II. Cluster Level

Watershed Development Teams :

Objective: The objective of this training is to train the Watershed Development Teams

Methodology: The training methodology at this level will be lecture cum discussion, group exercises, simulation games, case analysis, field visits, practicals. A field visit has been planned for field experience.

Duration: 5 weeks.

Participants: WDT members and officials from Department of Soils – SDSCO, SCOs, Surveyors, ASIs.

Nos. 20

Venue: BDPOs Office

Week - 1

DAY	SESSION	TOPIC	TIME
		MODULE – I- CONCEPTUAL	
1	1	Inaugural address by SDSCO	10.30-11.00 hrs.
1		Vision of watershed What is a watershed and how is it defined? What is the vision behind watershed.	
		Criteria for selection of Watershed	11.00-11.45 hrs.
		Tea Break	11.45-12.00 hrs.
	2	Vision of watershed – contd... Basic principles of watershed based development.	12.00-13.15 hrs.
		Lunch	13.15-14.15 hrs.
	3	Basic principles of watershed based development.	14.15-15.00 hrs.
		Tea	15.00-15.15 hrs.
	4	Practical on different techniques.	15.15-15.45 hrs.
2	1	Feed back and recap	10.30-11.30 hrs.
		Tea	11.30-11.45 hrs.
	2	Salient features of watershed Guidelines What is watershed	11.45-13.00 hrs.

DAY	SESSION	TOPIC	TIME
		Features of watershed development in India.	
		Lunch	13.00-13.45 hrs.
	3	Salient features of watershed Guidelines – contd.... Salient features of watershed development guidelines.	13.45-14.15 hrs.
	3	Delineation and identification of watershed and sub watersheds Methodology of identification of watershed.	14.15-14.45 hrs.
		Tea	14.45-15.00 hrs.
	4	Delineation and identification of watershed and sub watersheds How is watershed delineated for development. Different techniques	15.00-15.30 hrs.
3	1	PRA for resource assessment What is a PRA What is resource assessment?	
	2	Different methods of PRA Importance of such methods.	
	3	Role of PRA in resource assessment Methods of PRA for resource assessment.	
	4	Historical Transect and analysis	
4	1	Feedback and recap	10.30-11.45 hrs.
		Tea	11.45-12.00 hrs.
	2	Survey and data collection procedures /methods Identification of needs of data Designing of tools adopted.	12.00-13.30 hrs.
	2	Methodology for data collection and process to be adopted	
		Lunch	13.30-14.15 hrs.
	3	Data entry and problems being faced	14.15-15.00 hrs.
		Tea	15.00-15.15 hrs.
	4	Data analysis and reporting procedure/formats	15.15-15.45 hrs.
5	1	Recap of 1st 4 days	10.30-11.30 hrs.
		Tea	11.30-11.45 hrs.
	2	Situation Analysis What is Situational Analysis Process of conducting a situational analysis.	11.45-12.30 hrs.

DAY	SESSION	TOPIC	TIME
		Situational analysis of the watershed	
		Lunch	13.00-13.45 hrs
	3	Situation Analysis Situational analysis of the community, institutions, and different stakeholders. Field exercise	3.45-14.30 hrs.
		Tea	14.30-14.45 hrs.
	4	Information analysis and reporting. How to analysis? How and whom to report? Discussions on reporting formats	14.45-15.30 hrs.
6	1	Feedback	10.30-11.00 hrs.
		Training methods and skills What is TNA? How is a TNA conducted?	11.00-11.45 hrs.
		Tea	11.45-12.00 hrs.
	2	Training methods and skills – contd... Sharing of a TNA schedule How is community and organizational analysis done?	12.00-13.00 hrs.
		Lunch	13.00-13.45 hrs.
	3	Training methods and skills – contd... Training Needs Assessment action planning. Design of training modules	13.45-14.30 hrs.
		Tea	14.30-14.45 hrs.
	4	Training methods and skills – contd... Planning for trainings Conducting trainings	14.45-15.30 hrs.

CLUSTER LEVEL
WEEK – 2
MODULE – II- TECHNICAL

DAY	SESSION	TOPIC	TIME
1	1	Inaugural address by SDSCO/SCO	10.30-11.00 hrs.
		Tea	11.00-11.15 hrs.
	2	Participatory planning What is participatory approach? Difference between PRA, PLA, RRA etc. What are the different participatory tools used. How to use the different tools and analyse.	11.15-12.30 hrs.
		Participatory planning– contd... Discussion on different participatory methods for planning, implementation and monitoring.	12.30-13.15 hrs.
		Lunch	13.15-14.00 hrs.
	3	Participatory planning– contd... Discussion on different methods for planning, implementation and monitoring.	14.00-14.30 hrs.
		Tea	14.30-14.45 hrs.
	4	Why Participatory planning is important? Importance of Participatory planning	14.45-15.30 hrs.
	1	Feedback	10.30-11.15 hrs.
		Tea	11.15-11.30 hrs.
2	2	Project plan What is a project plan? How is it prepared?	11.30-13.15 hrs.
		Lunch	13.15-14.00 hrs.
	3	Action Plan What is an action plan? How is it prepared? How can it be monitored? Importance of Action Plan	14.00-14.30 hrs.
	3	Treatment plan What is a treatment plan? How is it prepared and what is the basis of selection of the area? How is it monitored?	14.30-15.00 hrs.
		Tea	15.00-15.15 hrs.

DAY	SESSION	TOPIC	TIME
	4	Production plan What is production plan? How is a production plan prepared? Importance of Production Plan	15.15-15.45 hrs.
3	1	Feedback and recap of 1st two days	10.30-11.15 hrs.
		Tea	11.15-11.30 hrs.
	2	Employment/income Generation Difference between employment and income generation. Ownership Importance of income generation Identification of an income generation activity. Market survey and Feasibility study.	11.30-13.15 hrs.
		Lunch	13.15-14.00 hrs.
	3	Set up of IGA: Selection of viable Economic Activity Planning for setting up an IGA	14.00-14.30 hrs.
		Tea	14.30-14.45 hrs.
	4	Set up of an IGA: Production planning, financial planning, market planning. How to work out the economics of an Income General Activity?	14.45-15.30 hrs.
4	1	Feedback and recap of 1st three days.	10.30-11.30 hrs.
		Tea	11.30-11.45 hrs.
	2	CPR management & conservation practice. Discussions on various techniques of conservation practices	11.45-13.15 hrs.
		Lunch	13.15-14.00 hrs.
	3	CPR management & conservation practice-contd... Discussions on various techniques of conservation practices	14.00-14.45 hrs.
		Tea	14.45-15.00 hrs.
	4	Importance of CPR management & Conservation practices-Rules to be followed.	15.00-15.30 hrs.
	1	Feedback and recap	10.30-11.30 hrs.
		Tea	11.30-11.45 hrs.
5	2	Allied activities: Allied Activities that could be taken up.	11.45-13.15 hrs.

DAY	SESSION	TOPIC	TIME
		Lunch	13.15-14.00 hrs.
	3	Allied Activities relating to Agriculture, Horticulture, Animal Husbandry (Dairy Development)	14.00-15.00 hrs.
		Tea	15.00-15.15 hrs.
	4	Implementation Rules to be followed	15.15-15.30 hrs.
		Follow-up and Extension methods and communication skills Procedure to be adopted for follow up and extension methods	
6	1	Feedback and recap	10.30-11.30 hrs.
		Tea	11.30-11.45 hrs.
	2	Market linkages. Forward and backwards linkages Precautions to be taken	11.45-13.15 hrs.
		Lunch	13.15-14.00 hrs.
	3	Market linkages-contd... Market survey	14.00-14.30 hrs.
		Tea	14.30-14.45 hrs.
	4	Market linkages-contd... Technical assistance	14.45-15.15 hrs.

CLUSTER LEVEL

WEEK – 3

MODULE –III- SOCIAL

DAY	SESSION	TOPICS	TIME
1	1	Inaugural address by SDSCO	10.30-11.00 hrs.
		Tea	11.00-11.15 hrs.
	2	Community mobilization How to mobilize community? Role & importance of community Process of community mobilizations.	11.15-13.00 hrs.
		Lunch	13.00-13.45 hrs.
	3	Community mobilization- contd... Why community organization. Importance of community organization	13.45-14.30 hrs.
		Tea	14.30-14.45 hrs.
	4	Community mobilization-contd... Meetings and interaction with community. Process of decision making in the community	14.45-15.15 hrs.
		Views of participants regarding community mobilization and clarifications of their doubts.	15.15-15.45 hrs.
	1	Recap of 1st day	10.30-11.00 hrs.
		Tea	11.00-11.15 hrs.
2		Conducting meetings Need for community meetings Process of conducting meetings and preparation of minutes.	11.15-13.00 hrs.
		Process of conducting meetings and preparation of minutes.	
		Lunch	13.00-13.45 hrs.
	3	Conducting meetings-contd... Role of community meeting in development process. Follow up of decisions taken during the meetings.	13.45-14.30 hrs.
		Tea	14.30-14.45 hrs.
	4	Conducting meetings-contd...	14.45-15.30 hrs

DAY	SESSION	TOPICS	TIME
		Rules and Regulations for conducting meetings. Recording of decisions in the Proceeding book.	
	1	Feed back and recap of 1st two days	10.30-11.30 hrs.
		Tea	11.30-11.45 hrs.
3	2	Group Dynamics What is a group? Various types of groups? How do groups contribute to development? Need for group and its management.	11.45-13.00 hrs.
		Lunch	13.00-13.45 hrs.
	4	Group Dynamics-contd... Group cohesiveness.	13.45-14.15 hrs.
		Role of group members for village development	14.15-15.00 hrs.
4	1	Feedback and recap of 1st three days	10.30-11.30 hrs.
		Tea	11.30-11.45 hrs.
	2	Conflict management What is Conflict? How to manage and resolve conflicts?	11.45-13.00 hrs.
		Lunch	13.00-13.45 hrs.
	3	Behavioral dimensions Behavioral issues in development Level of motivation	13.45-14.15 hrs.
		Management-Motivation What is motivation? How to motivate a team? What precautions to be taken?	14.15-14.45 hrs.
		Tea	14.45-15.00 hrs.
	4	Management-Motivation-contd... How to improve performance through motivation. Performance management.	15.00-15.30 hrs.
5	1	Feedback and repack of 1st 4 days	10.30-11.30 hrs.
		Tea	11.30-11.45 hrs.
	2	Leadership Building	11.45-13.30 hrs.

DAY	SESSION	TOPICS	TIME
		What is leadership building? Leadership skills Who is a leader? What are the skills of a leader. Team Effectiveness Assessment - How well do you and your team work together? Successful Delegation - Using the power of other people's help The GROW Model - Coaching team members to improve performance Mentoring - An essential leadership skill How Good Are Your Motivation Skills?	
		Lunch	13.30-14.15 hrs.
	3	Leadership Building-contd... Team Effectiveness Assessment - How well do you and your team work together? Forming, Storming, Norming, Performing - Helping new teams perform Task Allocation The GROW Model - Coaching team members to improve performance Mentoring - An essential leadership skill	14.15-15.00 hrs.
		Tea	15.00-15.15 hrs.
	4	Convergence of Development Programmes/schemes What is convergence How is convergence achieved.	
		Discussion on issues relating to convergence	15.15-15.45 hrs.
6	1	Recap and feedback of 1st five days	10.30-11.30 hrs.
		Tea	11.30-11.45 hrs.
	2	Gender, Equity. Difference between Gender and Sex Gender awareness	11.45-13.00 hrs.
		Lunch	13.00-13.45 hrs.
	3	Equity:	13.45-14.15 hrs.

DAY	SESSION	TOPICS	TIME
		Role of women in village development	
		Tea	14.15-14.30 hrs.
	4	Women Empowerment Gender roles and needs Gender and development	14.30-15.00 hrs
		Feedback	15.00-15.30 hrs.

CLUSTER LEVEL

WEEK – 4

MODULE – IV - MANAGEMENT OF FINANCES

DAY	SESSION	TOPIC	TIME
		MODULE – IV- MANAGEMENT OF FINANCES	
1	1	Inaugural address by SDSCO	10.30-11.00 hrs
		Tea	11.00-11.15 hrs.
	2	Fund management components	11.15-13.00 hrs.
		What is fund management	
		How are funds managed?	
		What is the role of fund manager?	
		Lunch	13.00-13.45 hrs.
	3	Dos and don'ts	13.45-14.30 hrs.
		Tea	14.30-14.45 hrs.
	4	Maintenance of Funds How to generate funds?	14.45-15.00 hrs.
2	1	Feedback and recap of 1st day	10.30-11.15 hrs.
		Tea	11.15-11.30 hrs.
	2	Accounting procedures	11.30-13.00 hrs.
		Different types of accounting procedures	
		Lunch	13.00-13.45 hrs.
	3	Types of books to be maintained Tax implications	13.45-14.30 hrs.
		Tea	14.30-15.00 hrs.

DAY	SESSION	TOPIC	TIME
	4	Practice session	15.00-16.00 hrs.
3	1	Feedback and recap of 1st two days	10.30-11.30 hrs.
		Tea	11.30-11.45 hrs.
	2	Maintenance of records Basics of book keeping, accounting.	11.45-13.15 hrs.
		Lunch	13.15-14.00 hrs.
	3	Budget estimates Preparation of budget. Budget components	14.00-14.30 hrs.
		Tea	14.30-14.45 hrs.
	4	Managing cash flow and deviations from budget	14.45-15.30 hrs.
4	1	Feedback and recap of 1st three days	10.30-11.30 hrs.
		Tea	11.30-11.45 hrs.
	2	Credit/ grant linkages with the banks and other financial institutions Need and importance of linkages Why linkages	11.45-13.15 hrs.
		Lunch	13.15-14.00 hrs.
	3	Repayment of grants/revolving funds/loans Terms and conditions	14.00-15.00 hrs.
		Tea	15.00-15.15 hrs.
	4	Documentation: Documents required for loan purpose Process of repayment	15.15-15.45 hrs.
5	1	Feedback and recap of 1st 4 days	10.30-11.30 hrs.
		Tea	11.30-11.45 hrs.
	2	Project Management/ post project management How Project management is defined? What is project management and its principles? What is post project management and its principles? Introduction to Project Management & Planning	11.45-13.00 hrs.
		Lunch	13.00-13.45 hrs.
	3	Project Management/ post project management-contd...	13.45-14.30 hrs.

DAY	SESSION	TOPIC	TIME
		Time management Prioritizing the tasks Estimating Time Accurately Risk Impact/Probability Chart - Learning to prioritize risks Scheduling Simple Projects Gantt Charts - Planning and scheduling more complex projects	
		Tea	14.30-14.45 hrs.
	3	Project Management/ post project management-contd... Critical Path Analysis - Planning more complex projects Log frames and the Logical Framework Approach Planning Large Projects & Programs Stakeholder Management and Planning Influence Maps - Uncovering where the power lies in your projects	14.45-15.30 hrs.
6	1	Feedback and recap of 1st five days	10.30-11.30 hrs.
		Coordination & cooperation Need and importance of coordination and cooperation.	
		Tea	11.30-11.45 hrs.
	2	Rules and regulations for coordination and cooperation. Importance of coordination and cooperation.	11.45-13.15 hrs.
		Lunch	13.15-13.45 hrs.
	3	Convergence What is convergence Why convergence Areas of convergence How is convergence achieved. Importance of convergence.	13.45-14.30 hrs.
	4	Discussions and sharing of views amongst participants on convergence.	14.30-15.30 hrs.

CLUSTER LEVEL

DAY	SESSION	TOPIC	TIME
		MODULE – V- MONITORING & EVALUATION	
1	1	Inaugural address by SDSCO/SCO	10.30-11.00 hrs.
		Tea	11.00-11.15 hrs.
	2	Participatory monitoring and evaluation Monitoring and evaluation, impact assessment etc. Role of participatory process in M&E.	11.15-13.00 hrs.
		Lunch	13.00-13.45 hrs.
	3	How to conduct M&E	13.45-14.30 hrs.
		Tea	14.30-14.45 hrs.
	4	Field examples to be discussed.- success stories	14.45-15.30 hrs.
2	1	Feedback and recap of 1st day	10.30-11.15 hrs.
		Tea	11.15-11.30 hrs.
	2	Preparation of reports Basics rules for preparation of report How is report prepared? What is the structure of a report?	11.30-13.00 hrs.
		Lunch	13.00-13.45 hrs.
	3	Inputs for Reports: What should be included in a report.	13.45-14.15 hrs.
		Tea	14.15-14.30 hrs.
	4	Reporting Mechanism: Reporting mechanism and process.	14.30-15.15 hrs.
3	1	Feedback and recap of 1st two days.	10.30-11.30 hrs.
		Tea	11.30-11.45 hrs.
	2	Reporting system What is a reporting system?	11.45-12.30 hrs.
		How is it developed?	12.30-13.00 hrs.
		Lunch	13.00-13.45 hrs.
	3	Reporting system- contd... What is the importance of reporting system?	13.45-14.30 hrs.

DAY	SESSION	TOPIC	TIME
		Tea	14.30-14.45 hrs.
	4	Designing a reporting system Practice session and discussions	14.45-15.45 hrs.
4	1	Feedback and recap of 1st three days	10.30-11.30 hrs.
		Tea	11.30-11.45 hrs.
	2	Pre and post evaluation What is the baseline data collection? What is post project evaluation? What is pre project evaluation?	11.45-13.15 hrs.
		Lunch	13.15-14.00 hrs.
	3	Methodology for Evaluation: How to design a methodology for pre and post evaluation. How to prepare the tools for evaluation.	14.00-15.00 hrs.
		Tea	15.00-15.15 hrs.
	4	Data Entry: Data entry and analysis Reporting	15.15-15.45 hrs.
5	1	Feed back and recap of 1st four days	10.30-11.30 hrs.
		Tea	11.30-11.45 hrs.
	2	Development of success stories Why a success story is needed? What should a success story depict?	11.45-12.30 hrs.
		How should it be prepared? Some examples	12.30-13.45 hrs.
	3	What are the do's and don't's in writing a success story. Writing like a journalist.	
		Lunch	13.45-14.30 hrs.
	4	Writing few case studies-some examples	14.30-15.15 hrs.
6	1	Feedback and recap of 1st five days.	10.30-11.30 hrs.
		Tea	11.30-11.45 hrs.
	2	Social Audit What is social audit? What does social auditing involve?	11.45-13.00 hrs.
		Lunch	13.00-13.45 hrs.
	3	Logic behind Social Audit	13.45-14.30 hrs.

DAY	SESSION	TOPIC	TIME
		Project in which social auditing is essential and why?	
		Tea	hrs.
	4	Importance of Social Audit and its impact on project How is it important for the community and the decision makers?	14.45-15.30 hrs.

CLUSTER LEVEL

PROJECT IMPLEMENTATION AGENCY

Objective: The objective of this training is to train the Project Implementation agency.

Methodology: The training methodology at this level will be lecture cum discussion, group exercises, simulation games, case analysis, field visits, practical. A field visit has been planned for field experience.

Duration: Two weeks

WEEK – 1

DAY	SESSION	TOPIC	TIME
		MODULE – I- CONCEPTUAL	
1	1	Introduction & Registration	10.30-10.45 hrs.
		Inaugural address by ADC (D)/DSCO	10.45-11.15 hrs.
		Tea	11.15-11.30 hrs.
	2	Fundamentals of watershed What is a Watershed and how is a watershed important as a development unit? What are the policies and programs of Govt. Of India for Watershed Development. Difference between Hariyali 2003 and Common Guidelines for Watershed 2008.	11.30-13.30 hrs.
		Lunch	13.30-14.15 hrs.
	3	Watershed guidance What are the steps in planning for watershed development?	14.15-14.45 hrs.
		Tea	14.45-15.00 hrs.
	4	How is a watershed development planned and managed?	15.00-15.30 hrs.
	1	Recap of 1st day	10.30-11.15 hrs.
		Tea	11.15-11.30 hrs.
2		Roles and responsibilities	11.30-12.30 hrs.

DAY	SESSION	TOPIC	TIME
		Role of PIA and other agencies. PIA and project management	
	2	Critical path analysis	12.30-13.00 hrs.
		Lunch	13.00-13.45 hrs.
	3	Stakeholder Management and Planning Influence Maps - Uncovering where the power lies in your projects	13.45-14.45 hrs.
3	1	Recap of 1st day - Feedback	10.30-11.30 hrs.
		Tea	11.30-11.45 hrs.
		Institutional arrangements Institutions in a watershed and their roles and importance. Rules and regulations for institutional arrangements.	11.45-13.15 hrs.
		Lunch	13.15-14.00 hrs.
	2	Assessment Self Assessment by each institution.	14.15-14.30 hrs.
		Management of different institutional partners	14.30-14.45 hrs.
		Tea	14.45-15.00 hrs.
	3	Coordination between different institutions at a given point of time.	15.00-15.30 hrs.
4	1	Feedback and recap of 1st three days.	10.30-11.15 hrs.
		Tea	11.15-11.30 hrs.
	2	PRA tools & techniques What is participatory approach? PRA methods in planning PRA technique in implementation and monitoring.	11.30-13.00 hrs.
		Lunch	13.00-13.45 hrs.
	3	Difference between PRA, PLA, RRA etc. What are the different participatory tools used. How to use the different tools and analyze. Discussion on different participatory methods for planning, implementation and monitoring.	13.45-14.30 hrs.
		Tea	14.30-14.45 hrs.
	4	Discussion on different methods for planning, implementation and monitoring.	
5	1	Feedback and recap of 1st four days	10.30-11.30 hrs.
		DPR Preparation	

DAY	SESSION	TOPIC	TIME
		Tools & Techniques for preparation of Detailed Project Report. Importance of DPR and its implications	
		Tea	11.30-11.45 hrs.
	2	Process for preparation of DPR	11.45-13.00 hrs.
		Lunch	13.00-13.45 hrs.
	3	Components of DPR.	13.45-14.30 hrs.
		Tea	14.30-14.45 hrs.
	4	Discussions and sharing of views on preparation of DPR	14.45-15.30 hrs.
6	1	Feedback and recap of 1st five days	10.30-11.30 hrs.
		Tea	11.30-11.45 hrs.
		Community organization Importance and process of Community Organization in watershed management. Why community organization?	11.45-12.30 hrs.
		Role of community. Implementation Schedules and Importance of community organization.	12.30-13.15 hrs.
		Lunch	13.15-14.00 hrs.
	3	Process of community organization Meetings and interaction with community.	14.00-14.30 hrs.
		Tea	14.30-14.45 hrs.
	4	Process of decision making in the community. Discussions and sharing of views with participants on Community Organization.	14.45-15.30 hrs.

WEEK – 2

DAY	SESSION	TOPIC	TIME
		MODULE – I- CONCEPTUAL	
1	1	Introduction & Registration	10.30-10.45 hrs.
		Inaugural address by DSCO	10.45-11.00 hrs.
		Tea	11.00-11.15 hrs.
		Participatory planning What is participatory approach? Difference between PRA, PLA, RRA etc. What are the different participatory tools used. How to use the different tools and analysis. Discussion on different participatory methods for planning, implementation and monitoring.	11.15-13.15 hrs.
		Lunch	13.15-14.00 hrs.
	3	Project Action Plans Importance of action plans Discussion on different methods for planning, implementation and monitoring.	14.00-14.30 hrs.
		Tea	14.30-14.45 hrs.
	4	Follow up of actions plans Discussions and sharing of views on Project Action Plans	14.45-15.30 hrs.
2	1	Feedback and recap of 1st day	10.30-11.15 hrs.
		Tea	11.15-11.30 hrs.
		Team building Process and methods	11.30-13.00 hrs.
		Mentoring and motivating a team.	
		Lunch	13.00-13.45 hrs.
	3	Conflict resolution Types of conflicts How to resolve differences/conflicts in groups/community. Conflict resolution and its importance. How to ensure minimal conflicts. Ability to resolve conflicts	13.45-14.30 hrs.

DAY	SESSION	TOPIC	TIME
		Tea	14.30-14.45 hrs.
	4	Conflict resolution-contd...	14.45-15.30 hrs.
3	1	Feedback and recap of 1st two days.	10.30-11.15 hrs.
		Finance management What is financial management? Difference Between accounting and financial management.	
		Tea	11.15-11.30 hrs.
	2	Importance of different ratios in financial management. Rules and regulations	11.30-13.00 hrs.
		Lunch	13.00-13.45 hrs.
	3	Different types of accounting procedures	13.45-14.30 hrs.
		Tea	14.30-14.45 hrs.
	4	Types of books to be maintained Taxes implications	14.45-15.30 hrs.
4	1	Feedback and recap of 1st three days.	10.30-11.15 hrs.
		Tea	11.15-11.30 hrs.
	2	Participatory monitoring and evaluation What is monitoring, evaluation, supervision, M&E, impact assessment? Importance of monitoring, evaluation, supervision, M&E, impact assessment. Monitoring and evaluation,	11.30-13.00 hrs.
		Lunch	13.00-13.45 hrs.
	3	Participatory approaches and methods.	13.45-14.15 hrs.
		Tea	14.15-14.30 hrs.
	4	Tools for monitoring and evaluation and process Discussions on M&E	14.30-15.30 hrs.
5	1	Feedback and recap of 1st four days	10.30-11.30 hrs.
		Tea	11.30-11.45 hrs.
	2	Maintenance of assets created under IWMP How to maintain these assets?	11.45-13.15 hrs.

DAY	SESSION	TOPIC	TIME
		Lunch	13.15-14.00 hrs.
	3	Community role in asset management	14.00-14.30 hrs.
		Tea	14.30-14.45 hrs.
		Discussions and sharing of views on Assets Management	14.45-15.30 hrs.
6	1	Recap and feedback	10.30-11.30 hrs.
		Tea	11.30-11.45 hrs.
	2	Final report on WDP Preparatory needs for report on WDP. Components of report of WDP	11.45-13.00 hrs.
		Lunch	13.00-13.45 hrs.
	3	Project management of WDP	13.45-14.15 hrs.
		Tea	14.15-14.30 hrs.
	4	Financial management of WDP	14.30-15.15 hrs.

Watershed Level

Chairman watershed Committees, watershed committee Members, , Panchayat Members, Members from Watershed Sub committees.

Objective: The objective of this training is to train the heads and members of watershed committees/sub committees and panchayat members.

Methodology: The training methodology at this level will be class room sessions/lecture mode, field visits, video shows, case studies, hand on training and exposure visits. A field visit has been planned for field experience.

Duration: 5 days

Participants: 25

DAY	SESSION	TOPIC	TIME
1	1	Introduction & registration	11.00-11.15 hrs.
		Tea	11.15-11.30 hrs.
	2	Discussion on different participatory methods for planning, implementation and monitoring. Discussion on different methods for planning, implementation and monitoring.	11.15-13.00 hrs.
		Lunch	13.00-13.45 hrs.
	3	Fund management What is fund management? How are funds managed?	13.45-14.30 hrs.
		Tea	14.30-14.45 hrs.
	4	What is the role of fund manager Dos and don'ts for Fund Management	14.45-15.30 hrs.
2	1	Feedback and recap of 1st day	11.00-11.30 hrs.
	2	CPR Management What is CPR	11.30-13.00 hrs.
		Importance of CPR	
		Lunch	13.00-13.45 hrs.
	3	How are CPR managed	13.45-14.30 hrs.
		Tea	14.30-14.45 hrs.
	4	Good practices to be shared. Discussions on Good Practice and on importance of CPR	14.45-15.30 hrs.
3	1	Feedback & recap of 1st two days	11.00-11.30 hrs.

DAY	SESSION	TOPIC	TIME
		Tea	11.30-11.45 hrs.
	2	Participatory M&E What is monitoring, Why monitoring evaluation, supervision, M&E, impact assessment.	11.45-13.00 hrs.
		Lunch	13.00-13.45 hrs.
	3	Importance of monitoring, evaluation, supervision, M&E, impact assessment.	13.45-14.30 hrs.
		Tea	14.30-14.45 hrs.
		Monitoring and evaluation, Participatory approaches and methods.	
	4	Tools for monitoring and evaluation and process	14.45-15.30 hrs.
4	1	Feedback 7 recap of 1st 3 days	11.00-11.30 hrs.
		Tea	11.30-11.45 hrs.
	2	Post- project management How to design a methodology for pre and post evaluation. How to prepare the tools for evaluation.	11.45-13.00 hrs.
		Lunch	13.00-13.45 hrs.
	3	Data entry and analysis Reporting	13.45-14.15 hrs.
		What is WDF? Why WDF? Utilization of WDF	14.15-14.45 hrs.
		Tea	14.45-15.00 hrs.
	4	Benefit sharing Importance of benefit sharing Rules for benefit sharing.	15.00-15.30 hrs.
5	1	Feedback and recap of 1st four days	11.00-11.30 hrs.
		Tea	11.30-11.45 hrs.
	2	Coordination and convergence with other allied activities	11.45-13.00 hrs.
		Lunch	13.00-13.45 hrs.
		What is convergence?	13.45-14.00 hrs.
	3	How is convergence achieved?	14.00-14.15 hrs.

DAY	SESSION	TOPIC	TIME
		Tea	14.15-14.30 hrs.
	4	Importance of convergence. Discussions on convergence.	14.30-15.15 hrs.

WATERSHED LEVEL

Watershed secretary, Watershed Volunteers

Objective : The objective of this training is to train the watershed secretary and watershed volunteers.

Methodology: The training methodology at this level will be lecture, field visits, video shows, case studies, hand on training and exposure visits. A field visit has been planned for field experience.

Duration: 6 days

Participants: 20

DAY	SESSION	TOPIC	TIME
1	1	Introduction and registration	11.00-11.15 hrs.
		Tea	11.15-11.30 hrs.
	2	Awareness on participatory WDP What is participatory approach? Difference between PRA, PLA, RRA etc.	11.30-12.30 hrs.
	2	What are the different participatory tools used. How to use the different tools and analysis	12.30-13.15 hrs.
		Lunch	13.15-14.00 hrs.
	3	Discussion on different participatory methods/tools & techniques for planning, implementation and monitoring.	14.00-14.30 hrs.
		Tea	14.30-14.45 hrs.
	4	Discussion on different methods for planning, implementation and monitoring.	14.45-15.30 hrs.
2	1	Feedback & recap of 1st day	11.00-11.30 hrs.
		Tea	11.30-11.45 hrs.
	2	Organizing groups Process of Group formation Forming Norming Storming Performing	11.45-13.00 hrs.

DAY	SESSION	TOPIC	TIME
		Lunch	13.00-13.45 hrs.
	3	Rules and regulations in a group Why rules? Importance of rules	13.45-14.15 hrs.
		Tea	14.15-14.30 hrs.
		Conducting meetings Role and importance of meetings. Why meetings. Discussions points during meetings Process of conducting meetings.	14.30-15.00 hrs.
3	1	Feedback and recap of 1st two days.	11.00-11.30 hrs.
		Tea	11.30-11.45 hrs.
	2	Recording the proceedings Proceedings of the meetings Why recording the proceedings?	11.45-12.30 hrs.
		Record keeping of discussions	12.30-13.00 hrs.
		Lunch	13.00-14.15 hrs.
	3	Office management Importance of rules and regulations in office	14.15-14.45 hrs.
		Tea	14.45-15.00 hrs.
	4	Systems management	15.00-15.30 hrs.
4	1	Feedback & recap of 1st three days	11.00-11.30 hrs.
		Tea	11.30-11.45 hrs.
	2	Accounting procedures Different types of accounting procedures	11.45-13.00 hrs.
		Lunch	13.00-13.45 hrs.
	3	Types of books to be maintained	13.45-14.15 hrs.
		Tea	14.15-14.30 hrs.
	4	Discussions and sharing of views.	14.30-15.30 hrs.
5	1	Feedback & recap of 1st four days	11.00-11.30 hrs.
		Tea	11.30-11.45 hrs.
	2	Book keeping Importance of cash flow management	11.45-13.00 hrs.

DAY	SESSION	TOPIC	TIME
		Book keeping Importance of regular book writing – Maintenance of accounts.	
		Lunch	13.00-13.45 hrs.
	3	Types of books to be maintained How to maintain the books? Why maintain the books?	13.45-14.30 hrs.
		Tea	14.30-14.45 hrs.
	4	General discussions and clarifications of doubts, if any.	14.45-15.30 hrs.
6	1	Feedback & recap	11.00-11.30 hrs.
		Tea	11.30-11.45 hrs.
	2	Assisting SHGs and UGs: Identifying Economic activities for SHGs and also assisting UGs for identifying the works that require treatment.	11.45-13.00 hrs.
		Lunch	13.00-13.45 hrs.
	3	Effective payments.	13.45-14.15 hrs.
		Tea	14.15-14.30 hrs.
	4	Facilitation of payments/grants/bank linkages to SHGs	14.30-15.30 hrs.

WATERSHED LEVEL

SELF HELP GROUPS

Objective: The objective of this training is to train the Self Help Groups and make them self dependent.

Methodology: The training methodology at this level will be lecture, practice sessions, demonstrations, video films, field visits. A field visit has been planned for field experience.

Duration: 3 days

Participants: 30/35

Venue: Panchayat Ghar of respective village

DAY	SESSION	TOPIC	TIME
1	1	Introduction & Registration	10.30-10.45 hrs.
		Orientation on IWMP	10.45-11.15 hrs.
		What is a Watershed? How is it delineated?	
		Tea	11.15-11.30 hrs.
	2	How watershed is important to them as a development unit?	11.30-12.00 hrs.
		Concept of SHG	12.00-12.15 hrs.
		Importance of SHG	12.15-13.00 hrs.
		Lunch	13.00-13.45 hrs.
		Thrift & Credit management	13.45-14.30 hrs.
		Tea	14.30-14.45 hrs.
		Role of SHGs, especially women members in development process	14.45-15.30 hrs.
2	1	Feedback & recap of 1st day	10.30-11.00 hrs.
		Tea	11.00-11.15 hrs.
		Specialized system in	11.15-12.30 hrs.
	2	Nursery & home gardens	
		Qualities of good SHGs	12.30-13.15 hrs.
		Lunch	13.15-14.00 hrs.
	3	Specialized system in	14.00-14.30 hrs.

DAY	SESSION	TOPIC	TIME
		Vermi Composting	
		Tea	14.30-14.45 hrs.
	4	Green Fodder production, livestock rearing etc.	14.45-15.30 hrs.
3	1	Feedback & recap of 1st two days	10.30-11.00 hrs.
		Tea	11.00-11.15 hrs.
	2	Skill up gradation in Marketing – What is marketing? sales. How to plan for a market? How to ensure that the marketing is successful?	11.15-11.45 hrs.
		Identification of viable IGAs	11.45-12.30 hrs.
		Motivation for taking up IGAs	12.30-13.15 hrs.
		Lunch	13.15-14.00 hrs.
	3	Management of funds	14.00-14.15 hrs.
		Tea	14.15-14.30 hrs.
		Leadership development in SHGs	14.30-15.00 hrs.
		Benefit sharing Sharing of benefits	15.00-15.30 hrs.
	4	Rules & regulations	15.30-16.00 hrs.
		Rules for marketing and benefit sharing	
4		Field visit	Full day – visit to successful SHG in nearby villages.

WATERSHED LEVEL
ACCOUNTANTS

Objective: The objective of this training is to train the Accountants.

Methodology: The training methodology at this level will be lecture cum discussion, practicals and case studies. A field visit has been planned for field experience.

Duration: 2 days

Participants: 20

Venue: Panchayat Ghar

DAY	SESSION	TOPIC	TIME
1	1	Introduction & Registration	10.30-10.45 hrs.
		Salient features of watershed guidelines What is Watershed? How is it delineated? Difference between Hariyali 2003 and Common Guidelines for Watershed 2008.	10.45-11.30 hrs.
		Tea	11.30-11.45 hrs.
	2	Institutional arrangement Institutions in a watershed and their roles and importance. Rules and regulations for institutional arrangements. Assessment of each institution Management of different institutional partners Coordination between different institutions at a given point of time.	11.45-13.00 hrs.
		Lunch	13.00-13.45 hrs.
	3	Funding components & Management Main components	13.45-14.30
		Tea	14.30-14.45 hrs.
	4	Accounting procedures. books keeping Maintenance of record	14.45-15.30 hrs.
2	1	Feedback & Recap of 1st day	10.30-11.00 hrs.
		Tea	11.00-11.15 hrs.

DAY	SESSION	TOPIC	TIME
		Auditing Importance of auditing Why auditing?	11.15-12.00 hrs.
	2	Office management book keeping System management	12.00-12.30 hrs.
		village seed production collective marketing	12.30-13.15 hrs.
		Lunch	13.15-14.00 hrs.
	3	grading Integrated nutrient management. Integrated pest management etc.	14.30-14.30 hrs.
		Tea	14.30-14.45 hrs.
	4	Practice session and discussions, clarifications on doubts, if any.	14.45-15.30 hrs.

Watershed Level

USER GROUPS

Objective: The objective of this training is to train the User Groups.

Methodology: The training methodology at this level will be lecture, practical, demonstrations, video films and case studies. A field visit has been planned for field experience.

Duration: 4 days

Participants: 30/40

Two days at Panchayat Ghar

Two days – Exposure visit

DAY	SESSION	TOPIC	TIME
1	1	Introduction & registration	11.00-11.15 hrs.
		Tea	11.15-11.30 hrs.
		NRM What are natural resources?	11.30-12.30 hrs.

DAY	SESSION	TOPIC	TIME
		How should they be managed?	
	2	Importance of communities in natural resource management	12.30-13.15 hrs.
		Lunch	13.15-14.00 hrs.
	3	CPR management How are CPR formed? Rules and regulations?	14.00-14.30 hrs.
		Tea	14.30-14.45 hrs.
	4	How CPR are managed?	14.45-15.15 hrs.
2	1	Feedback & Recap of 1st day	11.00-11.30 hrs.
		Tea	11.30-11.45 hrs.
		Post Project Management of assets created. Assets created during project period.	11.45-12.30 hrs.
	2	Management of assets: What is WDF? Why WDF? Importance of WDF?	12.30-13.15 hrs.
		Lunch	13.15-14.00 hrs.
	3	Benefit sharing Sharing of benefits Importance of benefit sharing	
		Tea	14.30-14.45 hrs.
	4	Post project assets management How to build WDF? Record keeping	14.45-15.30 hrs.
3 & 4	1	Field Visit Field visit to successful watersheds for introduction to WCs/UGs who have managed their respective watersheds successfully.	Two full days within state.

WATERSHED COMMUNITIES

Objective: The objective of this training is to train the Watershed Communities

Methodology: The training methodology at this level will be Gram Sabha exhibitions, street plays, film shows, interactive sessions, display of slogans, wall paintings / writings regarding project details.

Participants: approx. 80/90

Venue: Village Panchayat Ghar

Duration : 1- day - 3 times at an interval of fortnight.

Sr.No.	Session	Topics	Time
1	I	Introduction & Registration	11.00-11.15 hrs.
2		Concept of Watershed Objectives of Watershed	11.15-11.45 hrs.
		Tea/ snacks	11.45-12.00 hrs.
3	II	Need and significance of Watershed. Long term and short term benefits.	12.00-13.00 hrs.
		Lunch	13.00-13.45 hrs.
4	III	Basics of watershed	13.45-14.15 hrs.
5		Role of women in village development	14.15-14.30 hrs.
6		Sharing of benefits.	14.30-14.45 hrs.
7		What is WDF? Why WDF?	14.45-15.00 hrs.
8		Importance of SHG, User groups and Watershed Committee.	15.00-15.30 hrs.