



ICT-RTM TRAINING APPROACH USER MANUAL

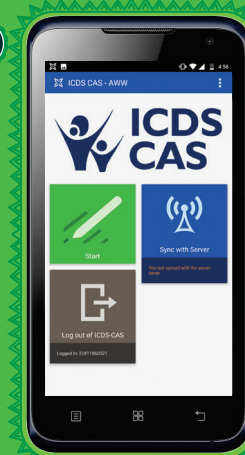


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Ministry of Women and Child Development
Government of India





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ABBREVIATIONS



AWC	Anganwadi Center
AWW	Anganwadi Worker
CAS	Common Application Software
CDPO	Child Development Project Officer
DIO	District Information Officer
DPO	District Programme Officer
ICDS	Integrated Child Development Service
ICT-RTM	Information and Communication Technology enabled Real Time Monitoring
LS	Lady Supervisor
MT	Master Trainer
MWCD	Ministry of Women and Child Development
QC	Quality Control
SDA	Service Delivery Agency
SLO	State Level Official
UT	Union Territory



OBJECTIVE



CT-RTM driven by Common Application Software (ICDS-CAS) will function through a mobile application at the level of Anganwadi Workers and Sector Supervisor and a comprehensive web-based dashboard, at block, district, State/UT and MWCD level, providing real-time information about Anganwadi Service delivery. It will enable to identify the area of concern to be focused on priority and to employ appropriate and timely interventions therein.

In this context, according to the ICT-RTM training approach, AWWs are trained in ICDS-CAS AWW app in four phases, LS are trained in ICDS-CAS LS app and also Block Helpdesks are trained in ICDS-CAS IT app.

ICT-RTM training approach

Category	Trainee	Trainer	Duration	Training contents	Venue	Monitoring
1. ICDS Officials	State/UT level officials, DPOs and CDPOs	SDA	1 day	Brief introductions to AWW, Supervisor and Issue Tracker apps	State	NA
2. Helpdesk Personnel	State level helpdesk + State ICDS officials including SIO district level helpdesk + DIOs block level helpdesk	SDA	1 days	Training on checking and preparing devices	State	NA
3. Master Trainers	Master Trainers (MTs) (ICDS Supervisors or external hired trainers as MTs)	SDA	4 days 4 th Day: Practice at field by MTs	How to be an effective trainer, introduction to smart phone, introduction to AWW application, household management, Home Visit Scheduler, growth monitoring & daily feeding, AWW management, etc.	State/ District	NA
4. AWW Stage I	AWWs	MTs	2 days (classroom) 1-day handholding at field for slow learners	As per the AWW training schedule (Module I)	Block/ Sector	SLO/DPO/CDPO <i>(State to ensure the AWCs remain open and functional during training days)</i>
5. Helpdesk Personnel	State level helpdesk + State ICDS Officials including SIO district level helpdesk + DIOs block level helpdesk	SDA	4 days	Helpdesk roles & responsibilities, brief introductions to AWW and Supervisor apps, issues escalation flows and complete walk through of Issue Tracker app, introductions to dashboard, steps to be taken in device preparations	State	NA
6. AWW Stage II Refresher	MTs	SDA	4-6 hours	Refresher/Walk-through of AWW Stage II (as mentioned in the MTs trainer's manual)	District	NA

7. AWW Stage II	AWWs	MTs	2 days (Classroom) 1 day (Field - handholding for slow learners) (2 weeks from Stage I)	As per the AWW training schedule (Module II)	Block	SLO/DPO/CDPO <i>(State to ensure the AWCs remain open and functional during training days)</i>
8. AWW Stage III Refresher	MTs	SDA	4-6 hours	Refresher/Walk-through of AWW Stage III (as mentioned in the MTs trainer's manual)	District	NA
9. AWW Stage III	AWWs	MTs	2 days (Classroom) 1 day (Field - handholding for slow learners)(1 week from Stage II)	As per the AWW training schedule (Module III)	Block	SLO/DPO/CDPO <i>(State to ensure the AWCs remain open and functional during training days)</i>
10. AWW Stage IV Refresher	MTs	SDA	4-6 hours	Refresher/Walk-through of AWW Stage IV (as mentioned in the MTs trainer's manual)	District	NA
11. AWW Stage IV	AWWs	MTs	2 days (Classroom) 1 day (Field - handholding for slow learners)(1 week from Stage III)	As per the AWW training schedule (Module IV)	Block	SLO/DPO/CDPO <i>(State to ensure the AWCs remain open and functional during training days)</i>
12. ICDS Supervisors	ICDS Supervisors	SDA	2 days 2 nd Day: Practice at field on actual data	Introductions to smart phone, introductions to LS app, AWC management, Home visits by LS, Sector management, etc.	District/ State	NA
13. ICDS Officials	State Level Officials, DPOs and CDPOs	SDA	1 day	Dashboard training (Data Driven Monitoring)	State	NA

ICT-RTM of ICDS-CAS: Training of Anganwadi Services Officials

Name of the State/UT:

Venue:

State/UT Anganwadi Services officials, (State/UT level officials,DPOs, CDPOs etc.)				Date:
Sl. No.	Name	Designation	Mobile No.	Signature
			Total attendance	
Signature of SDA Trainer 1				
Signature of SDA Trainer 2				
Signature of SDA Trainer 3				

Trainer details	Name	Designation	Mobile No.	E-mail
SDA Trainer 1				
SDA Trainer 2				
SDA Trainer 3				

ICT-RTM of ICDS-CAS: Training of Master Trainers

Name of the State/ UT:

Venue:

Master Trainers				Day 1: Date:.....	Day 2: Date:.....	Day 3: Date:.....	Day 4: Date:.....	Day 5: Date:.....
Sl. No.	Name	Designation	Mobile No.	Signature	Signature	Signature	Signature	Signature
Total attendance								
Signature of SDA Trainer 1								
Signature of SDA Trainer 2								
Signature of SDA Trainer 3								

Trainee details	Name	Designation	Mobile No.	E-mail
SDA Trainer 1				
SDA Trainer 2				
SDA Trainer 3				

ICT-RTM of ICDS-CAS: Training for Helpdesk

Name of the State/ UT:

Venue:

State/UT Helpdesk/District Helpdesk / Block Helpdesk etc.				Day 1: Date:.....	Day 2: Date:.....	Day 3: Date:.....	Day 4: Date:.....
Sl. No.	Name	Designation	Mobile No.	Signature	Signature	Signature	Signature
Total attendance							
Signature of SDA Trainer 1							
Signature of SDA Trainer 2							
Signature of SDA Trainer 3							

Trainer details	Name	Designation	Mobile No.	E-mail
SDA Trainer 1				
SDA Trainer 2				
SDA Trainer 3				

ICT-RTM of ICDS-CAS: Training of Lady Supervisors

Name of the State/ UT:

Venue:

District:

Lady Supervisors			LS app training		
			Day 1: Date:.....	Day 2: Date:.....	Day 3: Date:.....
Sl. No.	Name	Sector	Sign	Sign	Sign
Total attendance					
Sign of Master Trainer 1					
Sign of Master Trainer 2					

Trainee details	Name	Designation	Mobile No.	E-mail
Master Trainer 1				
Master Trainer 2				

ICT-RTM of ICDS-CAS: Training of Anganwadi Workers

Name of the State/ UT:

Venue:

District:

Block:

Anganwadi Workers			Stage 1			Stage 2			Stage 3			Stage 4		
Sl. No.	Name	AWC Code	Day 1: Date:..	Day 2: Date:..	Day 3: Date:..	Day 4: Date:..	Day 5: Date:..	Day 6: Date:..	Day 7: Date:..	Day 8: Date:..	Day 9: Date:..	Day 10: Date:..	Day 11: Date:..	Day 12: Date:..
			Sign	Sign	Sign	Sign	Sign	Sign	Sign	Sign	Sign	Sign	Sign	Sign
Total attendance														
Sign of Master Trainer 1														
Sign of Master Trainer 2														

Trainee details	Name	Designation	Mobile No.	E-mail
Master Trainer 1				
Master Trainer 2				



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