

**SCHEDULE OF CAPACITY BUILDING PROG. MODULE - I  
FOR PRESIDENTS AND SECRETARIES**

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**TOPIC: 1. SHG Vision, Concept, Objectives, Functioning and Methodology  
2. Records, Registers and Accounting System**

SESSIONS	TOPICS
<b>Eve of Training</b>	<b>Arrival at 4 p.m. -Registration and Introduction</b>
	<b>1<sup>ST</sup>. DAY</b>
I SESSION	<ul style="list-style-type: none"> <li>⇒ Self introduction by each participant</li> <li>⇒ 'Ice Breaking' and warming up games</li> <li>⇒ Picture Selection and Identification game by each participant sharing reasons for choice of picture followed by observations or impressions of participants (positive or negative) on each other.</li> <li>⇒ Introduction and Out line of training programme.</li> <li>⇒ Expectations of participants.</li> </ul>
II - III SESSION	<ul style="list-style-type: none"> <li>⇒ Social Analysis leading to consciousness of marginalisation of the rural poor at all levels and need for social transformation and empowerment at all levels (social, economic and political)               <ul style="list-style-type: none"> <li>➤ Group discussion on marginalisation of the poor in spheres of education, health and banking facilities.</li> <li>➤ Sharing of group reflections and experiences.</li> <li>➤ Game of reversing triangle representing three tier class structured society, by changing only 3 points (stones) instead of 9 points (stones).</li> <li>➤ Game of changing the direction of a downward looking fish by changing only three sticks instead of 8 sticks, ;to create an awareness of broadening vision.</li> <li>➤ SHGs as a means and process towards social change and empowerment, by presenting a new direction and vision for the poor and marginalised.</li> </ul> </li> </ul>
IV - V SESSION	<ul style="list-style-type: none"> <li>⇒ SHGs – Concept, Vision, Objectives, Characteristics, Basis, Principles and Stages of Formation and Methodology of growth from pre-formation stage to self-reliance.</li> </ul>
VI SESSION	<ul style="list-style-type: none"> <li>⇒ Team Management and Participation of SHG members in decision taking process.               <ul style="list-style-type: none"> <li>➤ Role play on various types of participation and communication followed by reflection and discussion on each type and on ideal participation of members.</li> <li>➤ Role play on three types of communication followed by reflection and discussion on each type and on ideal communication.</li> </ul> </li> </ul>
After Dinner	<ul style="list-style-type: none"> <li>⇒ Presentation of Skits by 4 groups on topics given earlier.               <ol style="list-style-type: none"> <li>1. Present Socio-economic Status of the poor and need for transformation</li> <li>2. Lack of availability of credit in emergencies &amp; Need for micro-credit</li> <li>3. Present status of women in society</li> <li>4. Future role of women with enhanced capacity and economic power.</li> </ol> </li> </ul>

<b>SESSIONS</b>	<b>TOPICS</b>
<b>2<sup>ND</sup>. DAY</b>	
I - II SESSION	⇒ Importance of Rules and Regulations: <ul style="list-style-type: none"> <li>➤ Administration and Management of a SHG in a systematic manner according to rules and regulations and not in a personal haphazard manner, based on model / sample by-laws and sharing of experiences/ problems in observance of rules and regulations</li> </ul>
III – IV SESSION	⇒ How to conduct meetings and record proceedings / minutes in the proceedings register / minutes book. <ul style="list-style-type: none"> <li>➤ Practical exercises, in two separate groups –on conducting a meeting, taking a decision on a given topic and recording proceedings in a proper format.</li> <li>➤ Reporting on group exercise, decisions taken and feed back from observers.</li> </ul>
V SESSION	⇒ Importance of Maintenance of Records and Registers in a systematic manner (Explanation of the system already implemented for the groups by the animators) <ul style="list-style-type: none"> <li>➤ Savings Register</li> <li>➤ Contribution Register and</li> <li>➤ Attendance Register</li> <li>➤ Minutes / Proceedings Register</li> <li>➤ Daily Diary</li> <li>➤ Individual Pass Books</li> </ul>
VI SESSION	⇒ Introduction to Accounting Procedures and Books of Accounts – Double Entry System: Importance of Maintenance of Books of Accounts in a systematic manner (Explanation of the system already implemented for the groups by the animators) <ul style="list-style-type: none"> <li>➤ Cash Book, Bank Book, General Ledger, and Trial Balance.</li> </ul>
<b>3<sup>H</sup>. DAY</b>	
I – III SESSION	⇒ Three Types of Leaders: Autocratic, Laissez-faire and Democratic. Pins and Straws game bringing out the three types of leader. Followed by reflection and discussion on qualities of a good leader.
IV - SESSION	⇒ Interaction with Bankers : <ul style="list-style-type: none"> <li>➤ SGSY and Direct Bank Linkage</li> <li>➤ Periodical Assessment / Rating of SHGs based on NABARD Format</li> </ul>
V SESSION	⇒ Evaluation and Action plan Planning monthly supervision and monitoring of groups by animators.  ⇒ Conclusion

**N.B. :** Since the Training Programme is a residential one, the six sessions will be spread out from 7.30 a.m. to 8.00 p.m., with two breaks of one hour each for meals and for evening relaxation. In between sessions there will be short breaks of 10 minutes during which some warming-up games will be conducted for breaking the monotony.