

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

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- TOPIC: 1. Closing of Books of A/Cs and Preparation of Financial Statement**  
**2. Annual Meeting and Change of President and Secretary**  
**3. Rotation of Leadership**

<b>SESSIONS</b>	<b>T O P I C S</b>
Eve of Training	<b>Arrival at 4 p.m. -Registration and Introduction</b>
	<b>1<sup>ST</sup>. DAY</b>
I – IV SESSIONS	<p>⇒ <b>Closing Books of Accounts :</b></p> <ul style="list-style-type: none"> <li>➤ Closing of Savings Ledgers, Loan Ledgers and carrying forward balances to new ledgers</li> <li>➤ Closing of Ledgers of nominal accounts by transferring totals to, or debiting totals to Contribution Ledger</li> <li>➤ Carrying forward excess of contribution over expenses to new ledger.</li> </ul>
V – VI SESSIONS	<p>⇒ <b>“Lutts &amp; Mipps” – Group solving Problem Game</b> (Involving Mathematical calculations) The objective of the game is:</p> <ul style="list-style-type: none"> <li>i. to study the sharing of information in task oriented groups;</li> <li>ii. to focus on co-operation in group-problem-solving;</li> <li>iii. to observe the emergence of leadership behaviour in group problem-solving</li> </ul>
	<b>2<sup>ND</sup>. DAY</b>
Whole Day	<p>⇒ <b>Finalising Accounts :</b> (Based on examples of some groups)</p> <ul style="list-style-type: none"> <li>➤ Preparation of Trial Balance after closing Accounts.</li> <li>➤ Preparation of Financial Statement (Balance Sheet) in given format</li> <li>➤ Preparation of Schedule of Savings from Individual Savings Ledgers</li> <li>➤ Preparation of Schedule of Loans from Loan Ledgers</li> </ul> <p>⇒ <b>Annual Meeting:</b></p> <ul style="list-style-type: none"> <li>➤ Preparation of annual report. (Based on examples of some groups)</li> <li>➤ Conducting annual meeting (Practical Exercise)</li> </ul>

SESSIONS	TOPICS						
	<b>3rd. DAY</b>						
I – IV SESSIONS	<p>⇒ <b>Rotation of Leadership</b>– (President and Secretary) Through Role Play &amp; Games</p> <ul style="list-style-type: none"> <li>➤ Purpose and Objective</li> <li>➤ Election of new leaders</li> <li>➤ Training of new leaders by out-going leaders</li> <li>➤ <b>Games:</b> <p><b>“Toothpicks”</b> Game to analyse helpful behaviour. The objective of the game is:</p> <ol style="list-style-type: none"> <li>i. to identify different approaches of assisting others in a task</li> <li>ii. to explore the effects of various helping approaches on task accomplishment and interpersonal relations</li> </ol> <p><b>“Problem Solvers”</b> Game. The objective of the game is to analyse the dynamics involved in following types of helpers ( in this case, Presidents and Secretaries helping or training new leaders or office bearers) :</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">i. Referent Helper</td> <td style="width: 50%;">iv. Coercive Helper</td> </tr> <tr> <td>ii. Expert Helper</td> <td>v. Legitimate Helper</td> </tr> <tr> <td>iii. Rewarding Helper</td> <td>vi. Charismatic Helper</td> </tr> </table> </li> </ul>	i. Referent Helper	iv. Coercive Helper	ii. Expert Helper	v. Legitimate Helper	iii. Rewarding Helper	vi. Charismatic Helper
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V SESSION	⇒ EVALUATION AND 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.