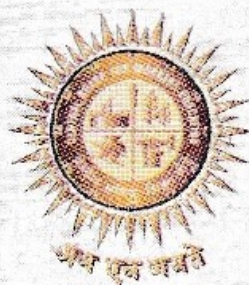


# Training Manual



CENTRAL BOARD FOR WORKERS EDUCATION





# PREFACE

The Central Board for Workers Education, since its inception in 1958, has been organizing a variety of training programmes for the workforce in organized, unorganized and rural sectors. Guidelines and instructions are being issued from time to time with regard to norms to be followed in organizing the programmes, expenditure Pattern, number of participants, target groups etc. The Board having its wide network throughout the length and breadth of the country, such guidelines/instructions are also aimed at ensuring uniformity in the procedures being adopted. However, it has been observed that many variations do take place. Some of the reasons for the variations are lack of clarity in understanding the meanings/concepts, differing interpretations by the field officers, diverse field conditions and so on.

After a number of interactions with officers at various fora, it was decided to bring out a manual, comprehensive in nature, with all related aspects in it so that uniformity in practices is achieved.

The manual has been prepared after a great deal of deliberations by the Group of Officers involved in the preparation and also interactions/discussions with other officers in knowing/understanding the field situations leading to differing interpretations and practices. The manual, besides giving basic guidelines/instructions, has incorporated all aspects in respect of all training programmes of the Board leaving almost no scope for variations.

The publication of this manual is a maiden attempt and the efforts put in by the team members in making this task successful are commendable. Particularly, the contribution of Shri K.S. Arumugam, Deputy Director (Education) who coordinated the whole work, Shri M. Joseph, Zonal Director (South) and the team leader Shri P. A. Abdul Salam, Regional Director, Allahabad deserve a word of appreciation.

I hope that this manual will be helpful to all Education Officers and Regional Directors and also to other Officers/staff of the Board in maintaining uniformity in conducting the training programmes.

**V. PARAMESWARAN**

Director,  
Central Board for Workers Education,  
NAGPUR

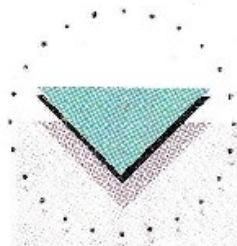
May - 2004



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The purpose of the manual is -

- ❑ To systematize and provide guidelines of CBWE programmes.
- ❑ To ensure quality and continuous improvement in all the CBWE programmes.
- ❑ To provide clarity on relevant points related to various aspects of the programmes.
- ❑ To promote and maintain uniformity in place of prevailing divergent practices in certain aspects of organizing and conducting programmes in the Regional Directorates.





### At Regional Directorates -

1. Training of Trainers
2. Personality Development Programme
3. Refresher Courses for Trainers
4. Joint Education Programmes
5. Self Generation of Fund Programmes
6. Need Based Seminars
7. Programmes on Workers Participation in Management
8. Quality of Life Programmes
9. Labour Welfare and Development Programmes
10. RAP's and Conscientization Camps
11. Special Seminars

(Note - The above programmes can be organized at the Regional Directorates to utilize the class room wherever possible)

### At Units -

1. Unit Level Classes
2. Functional Adult Literacy Classes
3. Joint Education Programmes
4. Need Based Seminars
5. Plant Level Programmes (1 day)
6. Quality of Life Programmes
7. Self Generation of Fund Programmes
8. Programmes on Workers Participation in Management
9. Labour Welfare and Development Programmes

### At Informal Sector Points -

1. Rural Awareness Camps (2 - Day)
2. Conscientization Camps (4 - Day) for Rural/ Unorganized/ Weaker Sections
3. Special Seminars (2 - Day)
4. Labour Welfare and Development Programmes (2 - Day)





### Preparation and allocation of Targets:

- In the preparation of targets, the Regional Directorate is given freedom to choose from among the prescribed programmes which are suitable to their local conditions and matching with manweeks of the available Education Officers.
- The target proposal for each Regional Directorate for the following year should be discussed and finalized in the EOs meeting and the same should be sent to the Head Office for approval before 7th March every year.
- The designated authority at Head Office after verifying the proposal and satisfied that the programmes are in conformity to the prescribed pattern and the manweeks available in accordance to the number of E.Os present in Regional Directorate will send the approval to the Regional Directorate so as to reach it before 25th March every year.

### Allocation of Targets to Education Officers :

- Soon after receiving the Head Office approval for the target, the Regional Director should convene a meeting of E.Os and based on the discussion and consensus in the meeting, he / she should then allot individual targets to all Education Officers equitably.
- Regional Director should assign individual targets for the following year, in writing to all E.Os of the Regional Directorate before 31st March every year to enable them to conduct the programmes from 1st April onwards.

### Other Instructions :

1. All organized sector programmes shall be conducted in team.
2. As far as possible, team combination of E.Os should change from programme to programme so that every one will get a chance to work with each other.
3. Functional area allocation to E.O should be restricted to rural programmes only. In the case of organized sector programmes the purpose of area allocation to E.Os shall be restricted to contact work and propagation of CBWE scheme. Programmes in



organized sector shall be allotted to all E.Os evenly irrespective of their area, so that every body will get equal opportunity to complete the target.

4. Study material should be supplied to the participants of all organized sector programmes – preferably in a book form. Study materials may also be supplied to the participants of unorganized / rural sector programmes.
5. In the case of all NBSs, JEPs and SGF programmes the EO concerned should collect a list of participants signed by the management and the same should be properly maintained in the respective files along with a programme report and time table.
6. Figures in vouchers of all paid programmes have to be printed / typed / cyclostyled instead of writing by hand.
7. In all the programmes attendance sheet should be maintained with entries of presence on all the days.
8. The Regional Directors should inspect some of the training programmes conducted by all Education Officers. These inspections can be within the present ceiling of days of tour in a month. The role of Regional Director is inspection of the programme and not substituting the EO for taking classes.
9. Feedback has to be obtained and recorded for all programmes to facilitate future evaluation and audit support.
10. Age group of participants should be normally between 18 - 45.
11. Timings may be flexible to the need. Five discussion hours excluding lunch and tea are required in all the training programmes.
12. Organising and conducting programmes in the unorganized sector, like special seminars, programmes for weaker section etc. is the responsibility of the Education Officer, taking help from local agents/agencies, NGO etc. However in exceptional cases the services of the local rural volunteer may be utilized with the prior approval of the Regional Director if such help is considered necessary.
13. Expenditure pattern of programmes is given in annexure.



### **Monthly Meeting :**

1. Every Regional Director must hold monthly meeting of RD and EOs.
2. The meeting shall be called "Programme Review and Monitoring Meeting (PRMM)"
3. The meeting will transact minimum of the following four items:-
  - a. Review of target and achievement till date.
  - b. Impact and quality aspects of programmes conducted in the review month.
  - c. Allotment of programmes for current month to EOs equitably.
  - d. Sorting out of work problems and team formation.

Regional Director will be responsible for holding the meeting and to provide an environment of openness and spirit of accommodation in it. Efforts should be made to ensure that all the EOs are present in the monthly meeting.





Duration : 45 Days Full time

Manweeks allotted - 15

### Organising norms :

1. TOT should be proposed and conducted only in those Regional Directorates, where they could maintain at least 5 ULCs in the preceding year or where the scope is there to start ULC's. Allocation of TOT should be strictly linked with the potentiality of Unit Level Classes.
2. Training Needs to be identified by the E.O. in-charge before designing the programme.
3. The programme should be designed and planned by the E.O. in-charge in consultation with the R.D and other E.Os of the Regional Directorate at least one month in advance.
4. The Regional Directorate may conduct the TOT at locations outside the Center, if he/she is convinced that such programme is necessary to give due coverage to certain industry / industries or location after obtaining prior approval of the respective Zonal Director as TA & DA of the officers are involved if such programmes are conducted outside. As far as possible TOT should be conducted at the Regional Directorate in view of effective utilization of class room facilities.
5. The E.O. in-charge will be overall responsible for all the activities pertaining to the course. i.e. correspondence with management, union officials, registration of trainee, maintaining attendance, organising tour, local visits, relieving order etc.

### Target Group :

6. The participants can be enrolled from those industry / industries where ULC's could be conducted.
7. The participants for the programme shall generally be sponsored by the Trade Unions and released by the management of the respective unit.
8. The participants whose expenses are not borne by management but released by them can also be enrolled.



### **Course Focus & Time Table :**

9. Course focus should be on developing training and presentation skills and to provide necessary knowledge inputs to enable course participants to conduct ULCs effectively in their respective units.
10. Study material should be provided to make the programme more focused and effective.
11. Detailed time table for the entire course period covering the whole syllabus should be prepared by the E.O. in-charge in consultation with the RD and other EOs before the commencement of course.
12. Tour is included in the 45 days period of TOT for a period of 7 days covering 2000 kms. (To & Fro)
13. In a day's session, 2 E.Os have to be involved.

### **No. of participants :**

14. Minimum 15 and Maximum 30 participants can be enrolled for the course.

### **Guest Speakers :**

15. Experts in the fields of Trade Union, Management and Labour Laws should be invited.
16. The panel of guest speakers to be finalized by the E.O. in-charge in consultation with the RD and E.Os before commencing the programme and letters have to be addressed well in advance. Last minute arrangement of guest talks have to be avoided.

### **Expenditure Pattern :**

17. If a guest speaker is giving talk on different topics in different sessions then the payment should be paid accordingly. In no case more than two payments should be made to the same person in the same programme.
18. Subsistence Allowance to be paid to participants of private sector coming from areas beyond 8 kms at Non-residential Regional Directorates and are not in receipt of any allowance other than release time wages from their employers, set the following rates –



A Class City Rs. 150/- pm

B Class City Rs. 140/- pm

C Class City Rs. 130/- pm

19. Hostel Subsidy;-Board's contribution towards boarding charges (at Residential Regional Directorate) is Rs. 150/- per month.
20. Board's contribution towards Educational Tour to participants from private sector for whom no contribution has been paid by the employer will be Rs.275/- per head.
21. Local Conveyance charge to trainees coming from beyond 8 kms to the Regional Directorate to attend training classes is @ Rs. 30/- pm (subject to actual, if less).

#### **Examination:**

22. Examination should consist of:
  - Written examination - 3 hours duration, 100 marks out of which 60 marks for objective type questions with multiple choice and 40 marks for descriptive type. Pass mark 40.
  - Demonstration class should be of 30 minutes with maximum marks of 50. Pass mark 20.
  - Viva voce maximum marks 50. Pass mark 20.
  - Assessment team should consist of RD and 2 E.Os for demonstration and viva.
23. If a candidate is absent for the examination and gives sufficient reason for his absence, then he/she can be provided another opportunity to appear for a special examination to be conducted within 3 months after the completion of the course.

#### **Distribution of Manweeks :**

24. E.O in-charge should get 25% of manweeks allotted for TOT and the rest of the manweeks should be distributed to E.O in-charge and other E.O involved in the programme proportionately to the hours of engaging session by each.

#### **Conclusion & Followup :**

25. Feedback on effectiveness of the programme should be taken from candidates.



26. Certificate to be given on the last day of TOT. (Certificate should be centralised and printed and supplied to the Regional Directorate by Head Office).
27. Education Officers in-charge of the respective areas / organization / units should visit organizations and pursue to conduct ULCs.

#### **Forms and Vouchers:**

28. Existing Forms and Vouchers to continue.





Duration: 21 days full time

Manweeks allotted - 8

### Organising norms :

1. The programme should be designed and planned by the E.O. in-charge in consultation with the R.D and other E.Os at least one month in advance.
2. Training Needs to be identified by the E.O. in-charge before designing the programme.
3. The Regional Directorate may conduct the PDP in location outside the center, if he/she is convinced that such programme is necessary to give due coverage to certain industry / industries or location. However, this may be discouraged in view of effective utilization of the Regional Directorate's classroom facilities. Whenever programmes are conducted at outstations prior approval from the Zonal Director concerned has to be obtained.
4. PDP can be conducted for unorganised sector workers if sponsored by trade unions or other agencies.
5. The E.O. in-charge will be overall responsible for all the activities pertaining to the course. i.e. correspondence with management, union officials, registration of trainee, maintaining attendance, organising tour, local visit, relieving order, guest talk, etc.

### Target Group :

6. Participants for the programme shall generally be sponsored by the Trade Unions / Management and released by the management of the respective unit.
7. Participants sponsored by any other agencies (Govt. / Non-Govt.) can also be enrolled.

### Course Focus & Time Table :

8. The course focus should be on developing all round personality and leadership skills among the participants.
9. Study material should be provided to make the programme more focused and effective.



10. Detailed time table for the entire course period covering the whole syllabus should be prepared by the E.O. in-charge in consultation with the RD and EOs before the commencement of course.

**No. of participants :**

11. Minimum of 15 and Maximum of 30 participants can be enrolled.

**Expenditure Pattern :**

12. If a guest speaker is giving talk on different topics in different sessions then the payment should be paid accordingly. In no case more than two payments should be made to the same person in the same programme.
13. Subsistence Allowance to be paid to the participants of private sector coming from areas beyond 08 km at non residential Regional Directorates and not in receipt of any allowance other than release time wages from their employers at the following rates :
  - A Class City Rs. 150/- pm
  - B Class City Rs. 140/- pm
  - C Class City Rs. 130/- pm
14. Hostel Subsidy - Board's contribution towards boarding charges (at Residential Regional Directorate) @ Rs. 150/- per month per trainee.
15. Local Conveyance charge to trainees coming from beyond 8 kms to the Regional Directorate to attend training classes: @ Rs. 30/- pm (subject to actual, if less).

**Examination :**

16. No examination for PDP. But the minimum attendance of 90% is compulsory for the successful completion of the course.

**Distribution of Manweeks :**

17. E.O in-charge should get 12.5% manweek extra from the manweeks allotted for PDP and rest of the manweeks should be distributed among the E.O in-charge and other E.Os involved in the programme proportionately to the hours of engaging session by each.



### **Conclusion & Followup :**

18. Feedback on effectiveness of the programme should be taken from candidates.
19. Certificate to be given on last day of PDP.

### **Forms and Vouchers :**

20. Forms and Vouchers as existing.





Duration: 1 week (Full Time)      Manweeks allotted - 3

### Organising norms :

1. The programme should be designed and planned by the E.O. in-charge in consultation with the R.D and other E.Os at least one month in advance.
2. Training needs to be identified by the E.O. in-charge before designing the programme as far as possible.
3. Participants to be drawn from organizations where ULC's are conducted on regular basis or where there is scope for starting ULCs.
4. The E.O. in-charge will be responsible for overall activities pertaining to the course. i.e. correspondence with management, worker trainer, registration of worker trainers, maintaining attendance, relieving order, guest talks, etc.

### Target Group :

5. Only those trainers who have conducted at least one ULC in the preceding three years in their respective units.

### Course Focus & Time Table :

6. To equip, refresh and update worker trainers with current knowledge and new training techniques.
7. Study material should be provided to make the programme more focus oriented and effective.
8. Detailed time table for the entire course period covering the whole syllabus should be prepared by the E.O. in-charge in consultation with the RD and EOs before the commencement of course.

### No. of participants :

9. 20 to 30.

### Expenditure Pattern :

10. Study Material should be provided to make the programme more focused and effective.



11. Payment of TA and DA to those trainers who are not paid TA/DA by the management - 2nd Class Rail / Bus fare and daily allowances at rates specified by CBWE can be paid.

**Examination :**

12. No examination for this course. But the minimum attendance of 95% is compulsory for the successful completion of the course.

**Distribution of Manweeks :**

13. E.O in-charge will get 1 manweek and the rest will be distributed among the E.O. in-charge and other E.Os involved in the programme proportionately to the hours of engaging session by each.

**Conclusion & Followup :**

14. Feedback on effectiveness of the programme should be taken from candidates.
15. Certificate to be given on last day of course.

**Forms and Vouchers :**

16. Forms and Vouchers as existing.





### II. Training Programmes Unit Level Programmes -

Duration : 1 day (Full Time) Manweeks allotted - 0.5

Duration : 2 days (Full Time) Manweeks allotted - 1.0

Duration : 3 days (Full Time) Manweeks allotted - 1.5

#### Organising norms :

1. The programme should be designed and planned by the E.O. in-charge in consultation with Management / Trade Union in their respective area.
2. Training needs to be identified by the E.O. in-charge before designing the programme.
3. The E.O. in-charge is overall responsible for all the activities pertaining to the course. i.e. correspondence with management, getting demand draft and final report of the programme, Guest Talk, etc.
4. 2 E.Os to be engaged to conduct the programme irrespective of the number of guest speakers involved.
5. The stationery should be provided by the Regional Directorate to the participants if the management is not supplying the same. (e.g. Pad, Pen, Folder, etc.).

#### Target Group :

6. Any industry / organization / agency willing to take our services on payment of fees.
7. Programme can be organized in Regional Directorate also.

#### Course focus & Time table :

8. As per need of the target group.
9. Study Material should be provided to make the programme more focus oriented and effective.
10. Detailed time table to be prepared by the E.O. in-charge in consultation with Management before the commencement of course.

#### No. of participants and Mode of Payment of course fee :

11. Upto of 20 participants @ Rs. 5000/- and Rs. 200/- extra per participant for 1 day SGF.



12. Upto of 20 participants @ Rs. 6000/- and Rs. 250/- extra per participant for 2 day SGF.
13. Upto of 20 participants @ Rs. 7000/- and Rs. 300/- extra per participant for 3 days SGF.
14. If the number of participants is less than 20 the maximum fees to be paid remains the same as stipulated.
15. The Demand Draft should be drawn in favour of "The Director, Central Board for Workers Education, Nagpur" payable at Nagpur and the same should be received by Regional Director and forwarded to the Head Office.
16. The original receipt of Demand Draft will be sent by Head Office to the concerned organization.
17. The respective Regional Directorate can issue a provisional invoice in the prescribed format to the Management, if demanded.

#### **Guest Speakers :**

18. Experts in field of concerned topics should be invited.
19. Two Guest Talk for 1 Day SGF; 4 Guest Talks for 2-Day SGF; and 6 Guest Talks for 3-Day SGF may be arranged.

#### **Incentive :**

20. Incentive remuneration of Rs. 500/- shall be paid to the E.O. In-charge of the programme (However the total amount of incentive received shall not exceed Rs. 5000/- in a year).
21. An incentive of Rs. 250/- per programme can be paid to the Regional Director and the total incentive thus received in a year shall not exceed Rs. 5000/-

#### **Examination :**

22. No examination for this course.

#### **Distribution of Manweeks :**

23. Programme will be accounted in the name of E.O in-charge and manweeks will be distributed among the E.O in-charge and E.Os involved in the programme proportionately to the hours of sessions engaged by each.



### **Conclusion & Followup :**

24. Feedback on effectiveness of the programme should be taken from candidates.
25. Certificates to be issued to participants of the programme.

### **Forms and Vouchers :**

26. Forms and Vouchers as existing.





Duration: 2 days (Full Time)

Manweeks allotted - 1.0

### Organising norms :

1. The programme should be designed and planned by the E.O. in-charge in consultation with Management / Trade Union / Other Agencies in their respective area.
2. Training needs to be identified by the E.O. in-charge before designing the programme as far as possible.
3. The E.O. in-charge is overall responsible for all the activities pertaining to the course. i.e. correspondence with management, trade union, and other agencies for the programme, Guest talk, etc.
4. 2 E.Os to be engaged to conduct the programme.
5. Programme can be organized in Regional Directorate also.

### Target Group :

6. Any industry / organization / agency willing to take our services as per their needs.

### Course focus & Time table :

7. As per need of the target group.
8. Study material should be provided to make the programme more focused and effective.
9. Detailed Time table to be prepared by the E.O. in-charge in consultation with Management/Trade Union before the commencement of course.

### No. of participants :

10. 20 to 30.

### Guest Speakers :

11. Number of Guest Speakers : NIL

### Examination :

12. No examination for this course.

### Distribution of Manweeks :

13. The programme will be accounted against E.O in-charge and



manweeks to be distributed among the E.Os involved proportionately to the hours of sessions engaged by each.

### **Conclusion & Followup :**

14. Feedback on effectiveness of the programme should be taken from candidates.
15. Certificates can be issued for participation in the programme.

### **Forms and Vouchers :**

16. Forms and Vouchers as existing.





Duration : 2 days (Full Time)

Manweeks allotted - 1

3 days (Full Time)

Manweeks allotted - 1.5

### Organising norms :

1. The programme should be designed and planned by the E.O. in-charge in consultation with Management / Trade Union / Other Agencies in their respective area.
2. Training needs to be identified by the E.O. in-charge before designing the programme.
3. The E.O. in-charge is overall responsible for all the activities pertaining to the course. i.e. correspondence with management, trade union, and other agencies for the programme, guest talk, etc.
4. 2 E.Os to be engaged to conduct the programme.
5. Programme can be organized in Regional Directorate also.

### Target Group :

6. Management and / or Trade Unions willing to take our services.

### Course focus & Time table :

7. To promote participative culture and conducive work environment.
8. Study Material should be provided to make the programme more focused and effective.
9. Detailed Time table to be prepared by the E.O. in-charge in consultation with Management before the commencement of course.

### No. of participants :

10. 20 to 30.

### Guest Speakers :

11. Number of guest speakers : NIL

### Examination :

12. No examination for this course.

### Distribution of Manweeks :

13. The programme will be accounted against E.O in-charge and



manweeks distributed proportionately among the E.Os involved to the hours of sessions engaged by each.

**Conclusion & Followup :**

14. Feedback on effectiveness of the programme should be taken from candidates.
15. Certificate to be issued for participation in the programme.

**Forms and Vouchers :**

16. Forms and Vouchers as existing.



## Programmes for Trained Workers at Plant Level



Duration : 1 day (Full Time)

Manweeks allotted- 0.5

### Organising Norms -

1. The workers trained long back are unaware about the latest developments that have taken place since the introduction of the New Economic and Industrial Policy of the Government of India.
2. In view of the changing scenario in the industrial field, it is imperative to keep the workers who were trained long back in the Unit Level Classes, in touch with the latest developments in the labour field to improve their functional efficiency.
3. The Board therefore started One Day Programme at Plant Level for those employees who have been trained some time back.
4. The Education Officer has to be in contact with the establishment where the need arises to conduct the programmes and fix up in consultation with managements and trade unions. The dates have to be finalized to the mutual convenience. Need based themes have to be selected for discussion to refresh, reorient the workers.
5. The number of trainees, teaching hours and schedule have to be as per the guidelines specified in related programme.

### Study Material -

6. Standard study material has to be given to the trainees as they are already trained and need upgradation of their information and knowledge.



## Quality of Life Programmes for Workers & Their Spouses (Organised Sector)



Duration : 2 days (Full Time)

Manweeks allotted - 1.0

Duration : 4 days (Full Time)

Manweeks allotted - 2.0

### Organising norms :

1. A detailed survey in running form should be prepared by the E.O. in-charge in consultation with Management / Trade Union / Other Agencies and submitted to Regional Director well in advance along with the tentative list of 40 participants.
2. The E.O. in-charge is overall responsible for all the activities pertaining to the course. i.e. correspondence with management, trade union, and other agencies for the programme, arrangement of guest talk, etc.
3. 2 E.Os need to be engaged to conduct the programme in case of 4 days programme if necessary.
4. Programme can be organized in the Regional Directorate also.

### Target Group :

5. This programme is for couples - i.e. employee with his/her spouse. The same couple should attend the programme from beginning till end.
6. This programme may be conducted in any industry/organization/agency willing to take our services as per their needs.

### Course focus & Time table :

7. To enhance the Quality of Life of participants.
8. Detailed Time table to be prepared by the E.O. in-charge well in advance and a copy to be submitted to the Regional Director.

### No. of participants :

9. Maximum strength of 40 participants. (20 couples)
10. Participants mentioned in the tentative list must be present in the programme and new names can be added to tentative list in place of absentees.



### **Guest Speakers :**

11. Experts from fields of Family Planning, Health and Hygiene, HIV/AIDS, Behavioural Science, Family Counselling etc., may be invited.

### **Attendance :**

- a) Attendance on all the days is compulsory for both husband and wife for receiving the payment.
- b) The payment will be made only to those participants to whom payment is not made by management for attending the programme.
- c) For receiving the payment the literate participant have to sign their name in full and for illiterate participant's left thumb impression (Both Male and Female) must be embossed in the voucher.
- d) In case of thumb impression in the voucher the concerned E.O. in-charge should write "LTI" and write the name of the participant beside the thumb impression of the concerned participant.

### **Examination :**

12. No examination for this course.

### **Distribution of Manweeks :**

13. The programme of both 2 & 4 days will be accounted in the name of E.O in-charge and manweeks will be distributed among E.O in-charge and other E.Os involved in the programme proportionate to the hours of sessions engaged by each.

### **Conclusion & Followup :**

14. Feedback on effectiveness of the programme should be taken from candidates.
15. No Certificate.

### **Forms and Vouchers :**

16. Forms and Vouchers as existing.





Part-time Unit Level Classes 45 days	Manweeks allotted - 0.10
Full-time Unit Level Classes 3 weeks	Manweeks allotted - 0.10
Part-time Unit Level Classes 1 month	Manweeks allotted - 0.10
Full-time Weekend Unit Level Classes (9 Weekend Days)	Manweeks allotted - 0.10

### Organising norms :

1. The programme should be designed and planned by the Worker Trainer in-charge in consultation with the management and Trade Union and obtain prior permission from respective Regional Directorate in the prescribed format.
2. The E.O. in-charge of the respective ULC must inspect the programme at least once a month.

### Target Group :

3. Any industry / organization where worker trainers are present.

### Course focus & Time table :

4. As per need of the target group and prescribed syllabus.

### No. of participants :

5. 20 to 30.

### Duration and Timings :

6. Timing as per management / Trade union's convenience.
7. Part-time Unit Level Classes (45 days) - 1 hour per day for 5 days a week.
8. Full-time Unit Level Classes (3 weeks) - minimum 5 training hours per day for 5 days a week.
9. Part-time Unit Level Classes (1 month) - 1 hour per day for 5 days a week.
10. Full-time Weekend Unit Level Classes (9 Weekend Days) - 5 hours per weekend day
11. 4 days Study Tour to a distance of not more than 1000 kms. (to & fro) is included in the respective ULCs. More than this limit can be allowed if the managements are willing.



### **Expenditure Pattern for all ULCs :**

- a) Honorarium to Trainer : (to be paid by Regional Directorate on submission of attendance sheet and final report in the prescribed format):
  - 1st six batches - Rs. 150/- per month
  - 7th batch onwards - Rs. 200/- per month
- d) TA and DA to be paid to the worker trainer accompanying the ULC trainees on the study tour will be 2nd Class train / bus fare and daily allowance @ Rs. 25/- per day on submission of TA bill to the Regional Directorate after the study tour, if not paid by the management.

For 45 Days ULCs (Part Time) - 2 local visits @ Rs. 12/- per head.  
No local visits are allowed for other categories of ULCs.

### **Examination :**

- 12. No examination for this course.

### **Distribution of Manweeks :**

- 13. E.O in-charge will get entire manweeks.

### **Conclusion & Followup :**

- 14. Feedback on effectiveness of the programme should be taken from candidates.

### **Forms and Vouchers :**

- 15. Forms and Vouchers as existing.





Duration: 6 months (Part Time)      Manweeks allotted - 0.10

### Organising norms :

1. The programme should be designed and planned by the Worker Trainer in-charge in consultation with the management and Trade Union and obtain prior permission from respective Regional Directorate in the prescribed format.
2. The E.O. in-charge of the respective FALC must inspect at least twice.

### Target Group :

3. Any industry / organization where worker trainers are present.

### Course focus & Time table :

4. As per need of the target group and prescribed syllabus.

### No. of participants :

5. 20 to 30.

### Duration and Timings :

6. As per management and trade union convenience.
7. Part-time FALC (6 months) - 1 hour per day for 5 days a week.

### Expenditure Pattern :

8. Honorarium to Trainer - Each session of FALC to be considered as two ULC for computing the honorarium. (as applicable to ULCs.)
9. Local Visit : 4 (four) @ Rs. 12/- per head per visit to be paid to the participants towards transportation charges.

### Examination :

10. No examination for this course.

### Distribution of Manweeks :

11. E.O in-charge will get entire manweeks.

### Conclusion & Followup :

12. E.O in-charge / Worker Teacher should collect the Feedback on effectiveness of the programme.



13. No Certificate.

**Forms and Vouchers :**

14. Forms and Vouchers as existing.





Duration: 2 days (Full Time)

Manweeks allotted - 0.75

**Organising norms :**

1. The Survey should be conducted by the Education Officer with the assistance of Rural Volunteer (R.V.) in prescribed format and to be submitted along with the tentative list of 40 participants to Regional Director.
2. R.A.Ps should be conducted in the selected block.
3. New Rural Volunteers, as far as possible should be encouraged.
4. Within a period of 6 months R.A.P should not be repeated in the same village.
5. Norms for selecting New Rural Volunteer:  
A) Basic qualification - 10th passed.  
B) Must be ready to work voluntarily and have aptitude in social work.
6. A person voluntarily wishing to extend his services as a Rural Volunteer can be utilized by Regional Directorate as and when the Regional Directorate conducts R.A.P. But, before conducting the programme the aspiring R.V. should submit to Regional Directorate information stating his qualification, experience in social work, permanent address along with an application stating his readiness to extend service voluntarily as per the norms of CBWE.
7. The application should be approved by E.O. in-charge and Regional Director.
8. Signature of R.V. is required only on payment voucher of his / her honorarium and not in any other forms. Rural Volunteer need not maintain any register henceforth and E.O / R.D should not put sign on any other papers of R.V.
9. Service of R.V. to be taken for organizing the programme and his presence is compulsory on both the days.



10. No assistance of other E.O. in R.A.P.
11. The E.O. in-charge is overall responsible for all the activities pertaining to the programme.
12. Complete postal address of each participant should be written with details such as father's / mother's / husband's name, name of village, Post Office /Block / Mandal / District, Pin Code. (Address should be specific and total to identify the participant).
13. The proposed venue address and route particulars should be attached along with Temporary Advance Form.
14. The payment should be made in the presence of any significant person of that village or dignitary as far as possible.
15. Only single form and voucher required in R.A.P. Duplicates are not necessary.

**Target Group :**

16. Landless labour, Agricultural workers & marginal farmers, fisheries labour, rural artisans, forest labour, educated unemployed in rural areas, tribal labour, plantation workers, others.
17. Age group - 18 to 45 years
18. Any segment of population in the prescribed age group in the selected Block.
19. One participant from one family (House) to be admitted as participant so as to cover all the community of that village as far as possible.

**Course focus & Time table :**

20. Creation of awareness of labour-related matters like Minimum Wages, Equal Remuneration Act, Child Labour, creating awareness of social evils, Family Budget etc., formation of self-help groups, self motivation, creation of harmonious relations among people / workers / employers/ Govt. and others concerned from whom cooperation is required. i.e. creation of social/economic/cultural awareness to increase the standard of living, quality of life, enable participants to become more responsible citizens.



21. Time table should be prepared in advance and subjects must contain topics mentioned in survey report and other topics given by headquarters from time to time.

**No. of participants :**

22. Maximum 40 participants.
23. 40% of participants of tentative list must be present to conduct the programme and new names added to tentative list should be mentioned separately.

**Attendance :**

- a) Attendance on both the days is compulsory.
  - b) For receiving the payment the literate participant have to sign their name in full and for illiterate participant's left thumb impression (both male and female) must be put on the voucher. If the signature is not clear, it is to be followed with thumb impression of the participant.
  - c) In case of thumb impression in the voucher, the concerned E.O. in-charge should write "LT]" and write the name of the participant beside the thumb impression of the concerned participant.
24. Honorarium to Rural Volunteer Rs. 500/-.

**Examination :**

25. No examination for this course.

**Distribution of Manweeks :**

26. E.O in-charge will get entire manweeks.

**Conclusion & Followup :**

27. On completion of the RAP report has to be submitted by E.O in the Proforma.
28. Feedback on effectiveness of the programme should be taken from candidates.
29. Followup strategy to be evolved as per Head Quarter's directive from time to time.
30. No Certificate.

**Forms and Vouchers :**

31. Existing Forms and Vouchers to continue.



## Quality of Life Programmes for Workers & Their Spouses (Rural / Unorganised Sector)



Duration : 2 days (Full Time)

Manweeks allotted - 1

Duration : 4 days (Full Time)

Manweeks allotted - 2

Non-Residential

### Organising norms :

1. This programme is for couples i.e. husband and his wife. The same spouses will attend the programme throughout.
2. The Survey should be conducted in prescribed format along with the tentative list of 40 participants by the E.O. in-charge in consultation with N.G.O or Organising agency and the same should be submitted to Regional Director.
3. Programmes should be conducted in all the districts to cover the area of Regional Directorate.
4. No assistance of other E.Os in 2 days Quality of Life programme.
5. In case of 4 days Quality of Life programme, assistance of R.V may be taken wherever necessary.
6. The E.O. in-charge is overall responsible for all the activities pertaining to the programme. Banner must be displayed as far as possible.
7. Complete postal address of each participant should be written with details such as father's / mother's / husband's name, name of village / house number, Post Office, Block / Mandal / District, Pin Code. (Address should be specific and total to identify the participant).
8. The proposed venue address and route particulars should be attached along with Temporary Advance Form.
9. The payment should be made in presence of any significant person of that place or dignitary as far as possible.
10. Only single form and voucher required in Quality of Life Programmes both 2 & 4 days. No duplicates.

### Target Group :

11. The age of spouses (husband & his wife) - 18 to 45 years.



12. Any segment of population in the prescribed age group of the area.

**Course focus & Time table :**

13. To enhance the Quality of Life of participants.
14. Detailed Time table to be prepared by the E.O in-charge well in advance and a copy to be submitted to the Regional Director.

**No. of participants :**

15. Maximum strength of 40 participants. (20 couples)
16. 40% of participants of tentative list must be present to conduct the programme and new names added to tentative list should be mentioned separately in place of absentees.

**Attendance :**

- a) Attendance on all the days is compulsory for both the same Husband and Wife for receiving the payment.
- b) For receiving the payment the literate participant have to sign their name in full and for illiterate participant's left thumb impression (both male and female) must be embossed in the voucher.
- c) In case of thumb impression in the voucher, the concerned E.O. in-charge should write "LTI" and write the name of the participant beside the thumb impression of the participant concerned.

**Examination :**

17. No examination for this course.

**Distribution of Manweeks :**

18. E.O in-charge will get entire manweeks.

**Conclusion & Followup :**

19. Feedback on effectiveness of the programme should be taken from candidates.
20. Followup as per Head Quarter's directions.
21. No Certificate.

**Forms and Vouchers :**

22. Forms and Vouchers as existing.





Duration : 2 days (Full Time)

Manweeks allotted - 1

**Organising norms :**

1. The Survey should be conducted in the prescribed format used for R.A.P by the E.O. in-charge in consultation with N.G.O or Organising agency and submit the same to the Regional Director along with the tentative list of 40 participants.
2. Programmes should be conducted in all the districts / area of Regional Directorate.
3. No assistance of other E.O. in Special Seminars.
4. The E.O. in-charge is overall responsible for all the activities pertaining to the programme. Banner must be displayed as far as possible.
5. Complete postal address of each participant should be written with details such as father's / mother's / husband's name, name of village / house number, Post Office, Block / Mandal / District, Pin Code. (Address should be specific and total to identify the participant).
6. The proposed venue address and route particulars should be attached along with the Temporary Advance Form.
7. The payment should be made in the presence of any significant person of that place or a dignitary as far as possible.
8. Only single form and voucher required in Special Seminars. No duplicates.

**Target Group :**

9. Age group - 18 to 45 years.
10. Any segment of population in the prescribed age group of the area under each category.
11. One participant from one family (House) so as to facilitate coverage of all the community of that village as far as possible.



### **Course focus & Time table :**

12. Creation of Social / Economic / Cultural awareness to increase the standard of living, Quality of Life and enabling participants to become more responsible citizens.
13. In the case of Labour Welfare and Development Programme, creating awareness of Labour Welfare Funds, Welfare Schemes and motivation for action to get the benefits by group efforts.
14. Time table should be prepared before hand and subjects must contain topics mentioned in survey report and other topics given by headquarters from time to time.

### **No. of participants :**

15. Maximum strength of 40 participants.
16. 40% of participants of tentative list must be present to conduct the programme and new names added to tentative list should be mentioned separately.

### **Attendance :**

- a) Attendance on both the days is compulsory.
  - b) For receiving the payment, literate participant have to sign their name in full and for illiterate participant's left thumb impression (both male and female) must be put in the voucher. If the signature is not clear, it is to be followed with thumb impression of the participant.
  - c) In case of thumb impression in the voucher the concerned E.O. should write "LTI" and write the name of the participant beside the thumb impression of the participant concerned.
17. Service of casual labour can be utilized for serving drinking water, cleaning, floor arrangements, etc. on both the days @ Rs. 50/- per day.
  18. Service of RV can be utilized wherever necessary and honorarium be paid.

### **Examination :**

19. No examination for this course.



### **Distribution of Manweeks :**

- 20. E.O in-charge will get entire manweeks.

### **Conclusion & Followup :**

- 21. E.O in-charge should take feedback on effectiveness of the programme from candidates.
- 22. Followup strategy to be evolved as per Head Quarter's directives from time to time.
- 23. No Certificate.

### **Forms and Vouchers :**

- 28. The existing Forms and Vouchers will continue.



## Conscientization Programmes (Unorganised Sector / Weaker Sector & Rural Sector)



Duration: 4 days (Full Time)

Manweeks allotted - 2

### Organising norms :

1. The Survey should be conducted by the E.O. in-charge in consultation with N.G.O, Organising agency or Rural Volunteer and report in running form should be submitted to the Regional Directorate along with a tentative list of 40 participants.
2. Programmes should be conducted in the entire rural as well as in urban / semi-urban areas catering to both heterogeneous and homogenous group of workers for unorganized and weaker section.
3. Rural Conscientization programme should be conducted only in the adopted block / mandal.
4. Assistance of Rural Volunteer is discretionary in unorganized and weaker section programmes.
5. The E.O. in-charge is overall responsible for all the activities pertaining to the programme. Banner must be displayed as far as possible.
6. Complete postal address of each participants should be written with detail's such as father's / mother's / husband's name, name of village / house number, Post Office, Block / Mandal / District, Pin Code (Address should be specific and total to identify the participant).
7. The proposed venue, address and route particulars should be attached along with the Temporary Advance Form.
8. The payment should be made in the presence of any significant person of that place or dignitary as far as possible.
9. Only single form and voucher required in all four days conscientization programme.
10. The conscientization programme has to be residential. If it could not be done, sufficient justification should be given.
11. The conscientization programme should not be repeated within a gap of 6 months in the same village/place.

### Target Group :

12. Age group - 18 to 45 years.



13. In case of rural conscientization programme any segment of population where a change intervention is needed including the selected participants in R.A.Ps within the selected block or the mandal can be the participants.
14. One participant from one family (House) so as to facilitate the coverage all the community of that village / place as far as possible.
15. Target groups for unorganized sector will consist of workers engaged in Handloom, Powerloom, Khadi & Rural Industries, Small Scale Industries, Industrial Estate, Handicrafts, Sericulture, Coir Industries, Beedi Industries, Salt Workers, Health Workers, Rag Pickers, Cine Workers, Ship Breaking Workers and other similar groups of workers.
16. Target group for weaker section will consist of Women Workers, Child Labour, Young Workers, Handicapped Workers, Civic and Sanitation Workers, Construction Workers, Head Load Workers, Rickshaw Drivers, Stone Quarry Workers and other similar groups of workers.

#### **Course focus & Time table :**

17. First two days should cover the topics as in case of RAPPs (refer RAP, item 20). Next two days, concentration should be on specific problems of the village, finding solutions through the participants themselves, motivation for formation of self-help groups and follow up by the self-help groups for bringing more awareness and overall improvement.
18. Time table should be prepared in advance and subjects must contain topics mentioned in survey report and other topics given by headquarters from time to time.

#### **No. of participants :**

19. Maximum 40 participants.
20. 40% of participants of tentative list must be present to conduct the programme and new names added to tentative list should be mentioned separately.

#### **Guest Speakers :**

21. Number of Guest Speakers - 4.
22. Experts from fields of Labour Welfare, Family Planning, Health and Hygiene, HIV/AIDS, Doctors, Teachers, etc. may be invited.



**Attendance :**

- a) Attendance on all the days is compulsory.
  - b) For receiving the payment the literate participants have to sign their names in full and for illiterate participant's left thumb impression (both male and female) must be put in the voucher. If the signature is not clear, it is to be followed with thumb impression of the participant.
  - c) In case of thumb impression in the voucher the concerned E.O. should write "LTI" and write the name of the participant beside the thumb impression of the participant concerned.
23. Service of casual labour can be utilized for serving drinking water, cleaning, floor arrangements, etc. on all the days @ Rs. 50/- per day.
24. Honorarium to Rural Volunteer (if service availed) is Rs. 1000/-

**Examination :**

25. No examination for this course.

**Distribution of Manweeks :**

26. E.O in-charge will get entire manweeks.

**Conclusion & Followup :**

27. E.O in-charge should take feedback on effectiveness of the programme from candidates.
28. Follow up strategy to be evolved as per Head Quarter's directives from time to time.
29. No Certificate.

**Forms and Vouchers :**

30. The existing Forms and Vouchers will continue.

**Note :-**

- i. The RAP is conducted for generating awareness among participants. The Conscientization Camp is organized with a view to start the process of self approach and empowerment. Therefore in addition to providing information and awareness in the beginning of Conscientization Camp, by the end of the programme concerted empowerment process should be initiated by formation of Self Help Groups. The uniqueness of Conscientization programme must be understood and implemented.



- ii. Guest speakers should be selected with care and have to be well versed in the field of discussion. A Register should be maintained at the Regional Directorate with full details of speakers like name, address, position, topic, date, amount paid etc. This Register should have entries of all the programmes. The voucher form also should have these details.
- iii. Programmes can be residential depending upon field requirements.
- iv. Timings may be flexible keeping in view the field conditions and requirements but a minimum of 5 hours excluding tea, lunch etc. is necessary.



### Expenditure Pattern of various Training Programmes

Sr. No.	Name of Programmes	Accommodation	Travel (conveyance)	Stay P.M.	Boarding	Per diem	Guest Talk @
1	2	3	4	5	6	7	8
1	Training of Trainers	Nil	(*) To & fro Train/Bus fare	(*) A-150 B- 140 C-130	(*) Rs. 150/- p.m. per head	Nil	250 x 6 = 1500
2	Personality Development Programme	Nil	"do"	"do"	"do"	Nil	250 x 4 = 1000
3	Refresher Course for Trainers	Nil	Rs. 12/- D.A. & to/fro Tr/Bus fare (*)	Nil	Nil	Nil	250 x 1 = 250
4	SGF (1-Day)	Nil	Nil	Nil	Nil	Nil	250 x 2 = 500
5	SGF (2 - Day)	Nil	Nil	Nil	Nil	Nil	250 x 4 = 1000
6	SGF (3 - Day)	Nil	Nil	Nil	Nil	Nil	250 X 6 = 1500
7	JEP & NBS (2-day)	100	Nil	Nil	Nil	Nil	Nil
8	JEP (3-Day)	150	Nil	Nil	Nil	Nil	Nil
9	Quality of Life (2 Days)	150/-	Nil	Nil	2400/-	3600/-	250 x 3 = 750 (X)
10	Quality of Life (4 Days)	1000	800/- or actual whichever is less	3200	4800/-	7200/-	250 x 4 = 1000 (X)
11	RAP (2 Day)	150/-	Nil	Nil	2400/-	3600/-	150 X 3 = 450
12	Conscientization Camps for Rural Workers / unorganised / weaker section (4-days)	1000/-	800/- or actual whichever is less	3200/-	4800/-	7200/-	150 x 4 = 600



Study Material	Refreshment	Mike	Honorarium	Local Visit	Study Tour	Misc	Local Convey (To & Fro) Actual	Stationery @ per trainee /A.V Aids	Total Exp.
9	10	11	12	13	14	15	16	17	18
Nil	Nil	Nil	Nil	12/- To & fro x 6 visits	per head 275/- Boards to actuals	Nil	Rs. 30/- P.M per head limited to actuals	Nil	actual
Nil	Nil	Nil	Nil	Nil	Nil	Nil	30/- sub	Nil	actual
Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	actual
330/-	Nil	Nil	Nil	Nil	Nil	80/-	Nil	80/- (A.V Aids)	990/-
660/-	Nil	Nil	Nil	Nil	Nil	160/-	Nil	160/- (A.V Aids)	1980/-
1000/-	Nil	Nil	Nil	Nil	Nil	250/-	Nil	250/- (A.V Aids)	3000/-
160	Nil	Nil	Nil	Nil	Nil	50	80	Nil	400/-
250	Nil	Nil	Nil	Nil	Nil	80	120	Nil	600/-
Nil	Nil	Include with accom charge	Nil	Nil	Nil	200/-	Nil	Nil	7100/-
15/- per trainee	Nil	"do"	Nil	Nil	Nil	1500/-	Nil	Nil	actual
Nil	Nil	"do"	500/-	Nil	Nil	200/-	Nil	Nil	7300/-
15/- per trainee	Nil	Nil	1000/- (only for Rural)	Nil	Nil	1500/-	Nil	Nil	actual



Sr. No.	Name of Programmes	Accommodation	Travel (conveyance)	Stay P.M.	Boarding	Perdiem	Guest Tak @
1	2	3	4	5	6	7	8
13	Prog. on Labour Welfare & Development	150/-	Nil	Nil	2400/-	3600/-	150 X 3 = 450
14	Spl. Sem. - Unorg. Sector, Women Workers Parents of child labour / child labour, SC/ST workers. (2-day)	150/-	Nil	Nil	2400/-	3600/-	150 x 3 = 450
15	Unit Level Classes	Nil	Nil	Nil	Nil	Nil	150 x 6 = 900
16	Functional Adult Literacy Class	Nil	Nil	Nil	Nil	Nil	150 x 6 = 900
17	Need Based Special Seminar	Nil	Nil	Nil	Nil	Nil	NIL
18	Special Seminars for Trained Workers at Plant Level	Nil	Nil	nil	Nil	Nil	250 x 2 = 500



Study Material	Refresh ment	Mike	Hanora rium	Local Visit	Study Tour	Misce	Local Convey (To & Fro) Actual	Stationery @ per trainee /A.V Aids	Total Exp.
9	10	11	12	13	14	15	16	17	18
Nil	Nil	Include with accom	Nil	Nil	Nil	200/-	Nil	Nil	6800/-
Nil	Nil	'do'	Nil	Nil	Nil	200/-	Nil	Nil	6800/-
Nil	Nil	Nil	150 up to 6th batch, from 7th batch onwards 200 p.m. respectively	12/- per head (6 visit)	35/- per day for the trainers & actual 2nd class rail fare	Nil	Nil	Rs. 3/- per trainee	actual
Nil	Nil	Nil	300 up to 6th batch, Rs. 400 from 7th batch onwards	'do'	'do'	Nil	Nil	Rs. 3/- per trainee	actual
Nil	Nil	Nil	(.) as of ULC	Nil	NIL	Nil	Nil	Nil	actual
700/-	Nil	Nil	Nil	Nil	Nil	100/-	Nil	Nil	1300/-

(\*) These amounts are paid only when, the respective management is not paying. Whereever managements are paying TA/DA & other charges CBWE need not spend on the same

(.) After completion of 4 session, he shall be getting honorarium of one month as of ULC

(x) Guest talk fee Rs 250/- in organised sector and Rs. 150/- in informal sector. This may be implemented appropriately according to the nature of programme.





# Training Manual

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