

ST.JOSEPH'S DEVELOPMENT TRUST
GENGUVARPATTI,
THENI-DT.
SKILL ENHANCEMENT TRAINING PROGRAMME



Venue :
SJDT OFFICE -TRAINING HALL

Date:
31.05.2024 to 03.06.2024

REPORT ON THE SKILLS ENHANCEMENT TRAINING PROGRAMME FOR THE CARE TAKERS OF CHILDREN'S HOMES

Introduction:

St. Joseph's Development Trust conducted four days Training programme for the care takers of Children's homes on Skills enhancement from 31st May 2024 to 3rd June 2024. The care takers who are placed at Puthu punal, Puthu Vasantham, Puthu Irudam and Puthu Udayam participated. The total number of participants were thirty. The key objective is to prepare the care takers before the commencement of the Academic year for Children. The topics focused for the training programme are as given below:

1. The special ways and methods of handling children
2. Child rights and legislation.
3. Children's Physical and Mental health.
4. Child friendly Environment.
5. Nurturing Social interactive skills.
6. Motherly care and support for Children.



Schedule for four days of staff training

Day: 1 – 31.05.2024 [Friday]

TIME	SESSION	TOPIC	PRESENTER
9.30 to 9.40 AM		Morning Praise	Bro. Xavier, FSC & Mr. Augustine Selvaraj
9.45 to 11.15 AM	1 st	Inaugural Address to the trainees	Mr. Augustine
11.15 to 11.30 AM		Tea Break	
11.30 to 1.00 PM	2 nd	What the children need from us?	Bro. Xavier, FSC
1.00 to 2.00 PM		Lunch Break	
2.00 to 3.30 PM	3 rd	Child Care with POSCO Act	Mr. Augustine Selvaraj Ex-member CWC, Dindigul
3.30 to 3.45 PM		Tea Break	
3.45 to 5.30 PM	4 th	Group interaction- Learning outcome in to the work field	Bro. Xavier, FSC & Mr. Augustine Selvaraj
From 5.30 pm.		Planning / Budgeting / Review Session	All Staff

Day: 2 – 01.06.2024 [Saturday]

TIME	SESSION	TOPIC	PRESENTER
9.30 to 9.40 AM		Morning Praise	Bro. Xavier, FSC & Mr. Augustine Selvaraj
9.45 to 11.10 AM	1 st	Life skills to the Staff	Bro. Xavier, FSC
11.10 to 11.20 AM		Tea Break	
11.20 to 12.30 PM	2 nd	Qualities of the Child Care givers	Bro. Joseph Fernando, FSC
12.30 to 1.30 PM		Lunch Break	
1.30 to 3.30 PM	3 rd	How to handle the children in their problems	Mr. Prof. Joseph William Dept of Social work Anugraha – Dindigul.
3.30 to 3.45 PM		Tea Break	
3.45 to 5.00 PM	4 th	Child rights/ JJ acts / Child protection policy	Mr. Augustine Selvaraj
5.00 to 5.30 PM	5 th	Group Interaction – about Training Programme	Bro. Xavier, FSC & Mr. Augustine Selvaraj
From 5.30 pm.		Planning / Budgeting / Review Session	All Staff

Day: 3 – 02.06.2024 [Sunday]

TIME	SESSION	TOPIC	PRESENTER
9.30 to 9.40 AM		Morning Praise	Bro. Xavier, FSC & Mr. Augustine Selvaraj
9.45 to 11.00 AM	1 st	SWOT analysis	Bro. I. Sebastian, Executive Director
11.00 to 11.15 AM		Tea Break	
11.15 to 12.30 PM	2 nd	SWOT analysis – continuation	Bro. I. Sebastian, Executive Director
12.30 to 1.30 PM		Lunch Break	
1.30 to 3.30 PM	3 rd	Sharing of Difficulties and challenges in our last year programme	Bro. I. Sebastian, & Mr. Augustine Selvaraj
3.30 to 3.45 PM		Tea Break	
3.45 to 5.30 PM	4 th	Display of Planning / Budgeting / Review Session	All Staff

Day: 4 – 03.06.2024 [Monday]

TIME	SESSION	TOPIC	PRESENTER
9.30 to 9.40 AM		Morning Praise	Bro. Xavier, FSC & Mr. Augustine Selvaraj
9.45 to 11.00 AM	1 st	SWOT analysis	Bro. I. Sebastian, Executive Director
11.00 to 11.15 AM		Tea Break	
11.15 to 12.30 PM	2 nd	Holiday Guidelines	Bro. I. Sebastian, Executive Director
12.30 to 1.30 PM		Lunch Break	
1.30 to 3.30 PM	3 rd	Group Workshop	All staff with Bro. I. Sebastian, & Mr. Augustine Selvaraj
3.30 to 3.45 PM		Tea Break	
3.45 to 5.00 PM	4 th	Finalizing the Planning / Budgeting / Review Session	All staff with Bro. I. Sebastian, & Mr. Augustine Selvaraj
5.00 to 5.30 PM	5 th	Feedback session	All Staff

List of the Staff- participating in Training Programme

S. No.	Name of the Institution	Name of the Staff
1.	Pudupunal Children Hostel	1.Ms. Divya Paul 2.Ms. Divya Bharathi 3.Mrs. Amutha 4.Ms. Dhanalakshmi 5.Ms. Therese Dayana 6.Ms. Nandhini 7.Ms. Subadharshika 8.Ms. Pavithra
2.	Puduvasantham Children Hostel	1. Mrs. Mary 2. Ms. Indhumathi 3. Ms. Amali Akila 4. Ms. Jeya Geetha
3.	PuduUdayam & PuduVidiyal Special children Home	1. Mrs. Angel Mary 2. Mr. Packiaraj 3. Ms. Raghavi
4.	PuduIrudayam Children Hostel	1. Mrs. Anusuya 2. Mrs. Binila 3. Mrs. Jeyasudha 4. Ms. Kokila 5. Ms. Chinnaveerammal 6. Ms. Perarasi 7. Ms. Menaki
5.	Administration	1. Bro. Xavier Raja, FSC 2. Mr. Augustine Selvaraj 3. Mrs. Thareni 4. Ms. Devibala 5. Mrs. Sathiya



Responsibilities for SJDT staff during training programme

S. No.	Responsibilities	Name of the Staff	Name of the Institution
1.	Power Point Presentation & sound systems	Mrs. Thareni & Therese Dayana	Administration
2.	Morning Praise	Bro. Xavier & Mr. Augustine	Administration
3.	Lighting the Lamp arrangements	Ms. Divya Bharathi with College Girls	Pudupunal
4.	Stationaries (White board, Markers, Duster, Chart papers & Dummy sheets)	Mrs. Sathiya & Therese Dayana	Administration
5.	Food, Tea, Snacks & Water arrangements & பாக்ஷு மட்டை குட்டு	Mrs. Sathiya	Administration
6.	Food Distribution	1 st day – 2 nd day 3 rd day 4 ^h day	Pudupunal Staff Puduvasantham staff\ PuduIrudayam staff PuduUdayam staff
7.	Cleaning & Arrangements	Therese Dayana & College Girls	All Departments
8.	Minutes writing	Mrs. Angel mary ,Mrs. Anusuya, Mrs. Binila & Ms. Divyapaul	All Departments
9.	Photo Taking	Mrs. Thareni & Ms. Therese Dayana	Administration

DAY -1

The training programme started with a prayer and followed by self introduction. Mr. Augustine Selvaraj briefed the objectives and scope of the four days training programme. The following are the highlights of the programme:

1. The objectives and activities of the organization.
2. Organizational rules and regulations.
3. Monthly review, sharing on the on going activities.
4. Important documents to be maintained.
5. Maintenance of Child protection rules.
6. Children's Education, preparatory steps on Children's higher education.
7. Activities related to Children's physical health.

8. Children's enrolment.
9. The schemes for the children.
10. Menu preparation.
11. Annual plan of action, Budgeting and accounts maintenance.
12. The problems and challenges faced by the care takers while handling children.
13. The personal efforts of the care takers for the next academic year.
14. Attendance and leave regulations for the coming academic year.
15. Regulations of care takers appointment, agreement and retention.
16. Monthly parents meet regulations.
17. Legal awareness.
18. Handling of school related issues.
19. The problems and challenges of children communicating with parents over the telephone.

Session -1

Topic : Child protection and the needs of Children and care takers

Resource person : Bro. Xavier

Bro. Xavier started the session by raising the question Why do children like cartoon most?



Every care taker answered the question in their own way. **Bro. Xavier** answered by saying that every scene in the cartoon speaks but human beings do not communicate with children. This is the children to like the cartoon most.

1. Care taker should love the children.
2. He explained the seven habits of Stephen Covey in relation to Emotional bank account. The beautiful relationship gains positive thinking than the negative thought.
3. Care taker should play with the children. They should permit the children to play according to their interest but within the framework of the organization.
4. Care takers should be available to attend the needs, spending more time with the children would lead to Children's development.
5. Care takers should be trustworthy.
6. Children are

Dependent from I std to VI std

Independent from VII std to IX std

Interdependent from X std to XII Std.

We need to follow the hierarchy of dependent to independent and inter dependent.

7. Care taker should find out the problems of the children and help them. The problems of children need a careful listening and encourage the children to solve the problems and personal issues on their own.
8. Care takers should encourage the children because the encouragement would lead the children to grow better. Bullying the children will lead to further complications.
9. Care taker should try to fulfill the promises given to the children. If the promises cannot be fulfilled then the promises should be given.
10. Care takers should handle the children with patience. Their own personal bias or anger should never be projected towards the children. Children should be respected. They need gentle touch. Care taker should never be rude or roughs and toughs.

SESSION -2 Child Rights – Resource person Augustine selvaraj

Children are in the age group of 0 -18. The children are divided into three stages:

1. Early Childhood - 0-
2. Late Childhood - 7-13
3. Adolescence - 14 -18.

CHILD RIGHTS:

1. Right to live.
2. Right for protection.
3. Right to Education.
4. Right to Recreation.

POCSO ACT 2012 was explained.

Section 3 to 14 highlights the punishments.



Group Discussion:

Care takers were divided into three groups and they were asked to discuss on the following questions:

1. What are the lessons learnt?
2. What are the required changes?
3. How to incorporate the changes in the existing action plans?

After the discussion on the above questions, the first day came to an end with the feedback.

DAY 2

The day started with a prayer from the Gospel highlighting "Let children come to me for their's is the kingdom of God". Later, the previous day's lessons were shared by the participants. It was useful to re capture the learnings.

A few tips to be a responsible care taker: These tips are contributed by Mr. Augustine Selvaraj.

1. Respect others and you will be respected.
2. Reflect before start advising.
3. Allow the children to speak.
4. Don't compel the children. But convince them.
5. Don't compare children but encourage them.
6. Respect children's emotions.
7. Allow children to ask questions.
8. Bring up the children with good habits.
10. Allow children to express their own views.
11. Train the children to follow the schedule.
12. Teach the children to solve their own problems independently.
13. Train the children based on their needs and interests.
14. Create a good social environment for children.



Games Session:

The number games enabled the children to improve listening skills. This game energises the children for learning.

SESSION 2

Topic: Problems and challenges of Children and Ways to solve them

Resource person: ***Prof. Joseph*** William, Department of Social Work, Anugraha College, Dindigul.

The session was started with the importance of communication. The relationship is nurtured through communication. All the great leaders had good communication skill. So, a care taker should acquire a good communication skill.

A care taker is in the place of a mother. A mother is nurtured with the qualities of sacrifice, patience, endurance, selflessness, love, compassion and etc. So the care taker needs to possess these qualities while handling the children. A mother is equivalent to hundred school masters. A care taker should never ever treat the children with partiality.

Children have to be treated equally. When a child is attracted to others by its achievements, that child is treated differently by the care taker. This perhaps affects other children. Running a children's home is a team work. The word TEAM is expanded as Together Everyone Achieves More.



He differentiated the terms 'Hard work' and 'Smart Work'. Hard work needs a lot of physical energy, less thinking skill. But Smart work needs application of knowledge and intelligence. It saves time and effort.

CHILD RIGHTS:

The resource person explained the simple way of remembering the four-fold rights of Children with Tamil letters. *Va - Vaa and Pa - Paa.*

1. Right to live.
2. Right to learn
3. Right to protection
4. Right to participation.

Later He spoke on the practical problems of children and the ways to solve them. He divided the participants into four groups and each group was given a topic for discussion. The topics are as given below:

Group 1. Child Marriage.

Group 2. Child Labour

Group3. Child Abuse

Group4. Common problems of Children.

Each group was asked to discuss on the causes, consequences and remedies of the above topic. After the discussion the leader of the group presented the content of the discussion before the other group members.

TIME MANAGEMENT:

Mr. Robin Sharma, the American writer gives the basic guidelines to start the day. He said the first one hour after waking up from bed is more important. If someone gets up at 5:00 AM. He could spend the first one hour by dividing them as 20:20: 20

The first 20 minutes is for brushing up and nature call. Take a pen and paper and write down the list of activities to be done for the day.

Second 20 minutes is meant for Yoga, meditation or simple exercises.

The third 20 minutes is to get into action by referring the written paper.

He also mentioned 3Cs are important to achieve success in life.

1. Concentration
2. Consistency
3. Co-operation.

He taught the following games:

1. Rope game- Helped to form different shapes.
2. Balloon game- Helped to acquire team work skill.



3. Straw game- Helped for learning Unity is strength.
4. Paper game- Improved Team work skill.



The session came to an end with the review and feedback. The participants decided to bring the essential changes as required for the Children's homes.

DAY 3

The day started with a prayer from the book of *Exodus - Chapter :24*. This passage conveys the message that Moses prepared himself before meeting the people and convincing the people of Israel.

Session -1

Bro. Sebastian started the session by sharing that Moses prepared himself to lead the people of Israel. So, we should also prepare ourselves before we start taking care of the children. The previous two days training content was recaptured. Brother said that the change of heart among the care takers will bring a change among children. So let us make a resolution first as ' I change myself'.



The people in the world are classified into four categories:

1. Top People -10%



2. Brighter people-20%
3. Average people-50%
4. Above average people-20%

So, the 1 and 2 consists of 30 % and 3 and 4 consists of 70%.

While we motivate and encourage the the 70% of people, sooner they will come under 30% category.

GROUP DISCUSSION 1:

Department wise discussion was carried out on the merits and demerits towards the behavior of the children. Later it was presented before Brother. The key topics were time table, student behavior, accommodation, action plan, Behavior of care takers with the children.



GROUP DISCUSSION 2:

How many meetings are conducted for the care takers, children and organization. An analysis was done after the group presentation.

WORK: No work is easy. Every work involves risk, difficulties and challenges. Life becomes interesting with challenges and meeting ups and downs of life.

Brother Sebastian explained through the graph for keeping the children active.

Graph:

The third day of the training came to an end with a home work of analysing evening time table, sports and games, holiday terms, box room, trip format, Admission things and documents.

DAY 4

The session started with the home work, which was given on the previous day.

The participants briefed on the following:

1. Evening time table.
2. Games
3. Holiday terms and conditions.
4. Box room
5. Slow learners agenda
6. School trip format
7. Child's things and documents

Breakfast aschelminths school:

Our children should also benefit from the Government breakfast scheme. We need to fix the time for

1. Arranging the food.
2. Snacks distribution
3. Evening time table.

All the above should be presented clearly during the monthly review meeting.



RECORDS AND MAINTENANCE:

Each center should maintain uniform records and documents:

1. Children's admission record
2. Children's attendance record
3. Children's movement
4. Staff Attendance and movement.
5. Vegetables, groceries and rice
6. School visit (with class teacher and HM Signature)
7. Medical record and Health observation
8. Government visitor note
9. Parents meeting
10. Mark register
11. Staff meeting minutes
12. Maintenance record
13. Menstrual record
14. Leave, left letter file.

Training follow up work:

Based on the training input changes have to be done for morning and evening time table, Action plan and work responsibility.

Social Values:

Moral class have to be taken for children, especially for class 6 and 12. Ten values have to be taught to the children.

Problems of the care takers:

Change never comes from outside, but begins at home.



1. New strategies have to be followed through the training programmed.
2. Children's health issues: Periodical Health checkup has to be done. New strategy has to be introduced.
3. Outsiders inclusive: When you get outsiders, please enquire and permit.
4. **Drop out:** Collect the data and record to the sponsorship department.
5. Warden's violent behavior: The staff should never express grief towards the children.
6. **Staff risk:** The lack of coordination and communication of staff affects the programmed and the time table.
7. **Phone Using:** The care taker should not use phone for personal reasons. The phone should be used during the allotted time alone.
8. **Outsiders contact:** The outsiders should not make unnecessary problems with our Children. Specially in terms of relationship.
9. **Child Abuse:** Staff should not use the children for their own purpose. Care takers should not scold the children by using abusive words.
10. Children should not enter into staff room without a reason.
11. All care takers submitted their monthly review documents and action plan to the office Director and got signed.

THE TRAINING ENDED WITH A VOTE OF THANKS.



ST. JOSEPH'S DEVELOPMENT TRUST - GENGUVARPATTI

Skill Enhancement Training Program for SJDT Staff: Knowledge Acquired from Training and Its Application in the Daily Living of Children in the Program

S.No	Department	Name of The Staff	Acquired Knowledge from the Training and Application in Day-to-Day Children Living
1.	Pudhu Punal Children's Hostel	1. Ms.Dhivya Paul 2. Ms. Divya Bharathi 3. Mrs. Amutha 4. Ms. Dhanalakshmi 5. Ms.Nandhini 6. Ms. Therese Dayana 7. Ms. Subadharshika 8. Ms. Pavithra	Learnings: <ul style="list-style-type: none"> • How to be a good warden/staff • Awareness regarding the prevention of child marriage • Awareness regarding the prevention of child labour • Awareness of child rights & acts (POCSO, etc.) • Understanding children and their problems • Importance of concentration, consistency, and cooperation (3 Cs)
2.	Pudu Iruthayam Children's Hostel	1. Mrs. Anusiya 2. Mrs. Binila 3. Mrs. Jeyasudha	Learnings:

		<p>4. Ms. Kokila</p> <p>5. Ms. Chinna Veeramal</p> <p>6. Ms. Perarasi</p> <p>7. Ms. Menagi</p>	<ul style="list-style-type: none"> • Do not compare children with others • Do not force children • Listen to their opinions • Motivate them to succeed • Importance of concentration, consistency, and cooperation (3 Cs) • Change "punishment" to "correction"
3.	Pudu Vasantham Children's Home	<p>1. Mrs. Mary</p> <p>2. Ms. Indhumathi</p> <p>3. Ms. Amali Akila</p> <p>4. Ms. Jeya Geetha</p>	<p>Learnings:</p> <ul style="list-style-type: none"> • Encourage children to ask questions • Reflect before advising • Respect children's emotions and feelings • Train children to follow a schedule • Create a good social environment • Train children to meet their needs and give instructions
4.	Pudu Udhayam/Vidiyal Special Children Home	<p>1. Mrs. Angelmary</p> <p>2. Mr. Packiyaraj</p> <p>3. Ms. Ragavi</p>	<p>Learnings:</p> <ul style="list-style-type: none"> • Show love to the children

			<ul style="list-style-type: none"> • Understand children's expectations from staff • Respect children and handle children with special needs • Prioritize children's needs and emergencies
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Resolution for Implementing Knowledge Gained from Skill Enhancement Training into Daily Practices for the SJDT Staff

S.No	Department	Name of The Staff	Resolutions from Training and Application in the Day-to-Day Living of the Children
1	Pudhu Punal Children's Hostel	1. Ms.Dhivya Paul 2. Ms. Divya Bharathi 3. Mrs. Amutha 4. Ms. Dhanalakshmi 5. Ms.Nandhini 6. Ms. Therese Dayana 7. Ms. Subadharshika 8. Ms. Pavithra	Resolutions: <ul style="list-style-type: none"> • Respect our children • Listen to their voices • Play games with children • Protect children from sickness and malnutrition • Spend time with them • Follow children's rights acts Motivate them • Avoid using mobiles while with children

2	Pudu Iruthayam Children's Hostel	<ol style="list-style-type: none"> 1. Mrs. Anusiya 2. Mrs. Binila 3. Mrs. Jeyasudha 4. Ms. Kokila 5. Ms. Chinna Veeramal 6. Ms. Perarasi 7. Ms. Menagi 	<p>Resolutions:</p> <ul style="list-style-type: none"> • Always appreciate children for good deeds • Encourage responsibility • Call children by their names and show respect • Implement children's rights • Strengthen academic performance and life skills • Avoid using mobiles while with children • Spend time with them, motivate them to become good humans • Use "correction" instead of "punishment"
3	Pudu Vasantham Children's Home	<ol style="list-style-type: none"> 1. Mrs. Mary 2. Ms. Indhumathi 3. Ms. Amali Akila 4. Ms. Jeya Geetha 	<p>Resolutions:</p> <ul style="list-style-type: none"> • Encourage children to solve their own problems • Be a role model • Spend more time with children facing difficulties • Play games with children • Avoid using mobiles while with children

4	Pudu Udhayam/Vidiyal Special Children Home	1. Mrs. Angelmary 2. Mr. Packiyaraj 3. Ms. Ragavi	Resolutions: <ul style="list-style-type: none">• Treat children with love and care• Always be caring• Give quick attention to children
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Knowledge Acquired from the Training Program

Resolution Taken from This Training and Applied to the Children/Program



Pudhu Iruthayam



Pudhu Punal



Pudhu Vasantham



Pudhu Udayam/Vidiyal







