

# SEWA Manager Ni School: Training Outline

S.N.	Name of Program	Goal and Program Focus	Duration of Program (Days, Weeks, Numbers of Hours)
<b>A</b>	<b>COMMUNITY DEVELOPMENT TRAINING PROGRAMS</b>		
1.	How to Be Efficient Community Mobiliser: The Basics of Community Based Organizing	<ul style="list-style-type: none"> <li>- Develop understanding of community-based organization management, perception, motivation, group decision-making, delegation and leadership traits</li> <li>- Develop leadership styles in participants so they can apply these skills</li> <li>- Strengthen interpersonal relations among the community members</li> </ul>	3.5 days, 8 hours
2.	Short course on - How to Be Efficient Community Mobiliser: The Basics of Community Based Organizing	<ul style="list-style-type: none"> <li>- Understanding on the importance of organizing, types of organizing</li> <li>- Understand goal setting</li> <li>- Understanding others</li> <li>- Understand decision making</li> <li>- Understand qualities of a leader</li> </ul>	2 days, 8 hours
3.	How to Be Effective Community Mobiliser: Advanced Leadership	<ul style="list-style-type: none"> <li>- Develop leadership, planning and management skills of the leaders</li> <li>- Strengthen their sense of ownership and responsibility towards the business</li> <li>- Empower the importance of innovation to the efficiency and sustainability of the business</li> <li>- Help the leaders to enhance their marketing skills</li> <li>- Create awareness of efficient team working</li> <li>- Learn how risk can be managed efficiently</li> </ul>	2.5 days, 8 hours
4.	Formation, Management and Strengthening of Groups: Group Management	<ul style="list-style-type: none"> <li>- Emphasize the importance of forming a group, credit procedures and management of the group</li> <li>- Monitor and evaluate the program so that participants can strengthen their skills as planners and controllers</li> </ul>	2 days, 8 hours
5.	Social entrepreneurship: How to become successful Manager of Social Enterprise	<ul style="list-style-type: none"> <li>- Understanding on the importance of social enterprise</li> <li>- Learn how to build a social enterprise and make it viable</li> <li>- Understand about ownership</li> <li>- Understand how to sustain and grow a social enterprise</li> </ul>	1 day, 6 hours
6.	Community Learning Business Resource Centre Management	<ul style="list-style-type: none"> <li>- Develop understanding of stakeholders, sustainability, new activities, and customer and competition analysis</li> <li>- Help participants to view the sustainability of existing activities as well as explore new activities to raise the income of the centre</li> </ul>	3 days, 8 hours
7.	Young Generation: Connecting with the Emerging Future of SEWA	<ul style="list-style-type: none"> <li>- Understand the expectations and desires of young generation</li> <li>- Learn to connect the ideas of young generation with SEWA's goals</li> <li>- Understand the newer strategies required to achieve new goals following SEWA's ideology</li> </ul>	1 day, 6 hours
8.	Rural Marketing Skills	<ul style="list-style-type: none"> <li>- Develop understanding of rural marketing, consumer behaviour, market segmentation, targeting, promotion, product, price</li> <li>- Strengthen participants' enterprise management skills</li> </ul>	3 days, 8 hours



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9.	Healthy Body, Healthy Life: How to Become a Health and Hygiene Manager?	<ul style="list-style-type: none"> <li>- Understand importance of water and various sources of water; how water gets contaminated; how the contaminated water can be treated using various domestic techniques; how to keep the water, kitchen and utensils clean</li> <li>- Understand about food and menstrual hygiene; and how to maintain hygiene of body, teeth, hand, face, fingernails, ears, hair, armpit and bottom; clothes; toilet etc.</li> </ul>	1 day, 6 hours
10.	Immunization: Protecting Lives against Diseases	<ul style="list-style-type: none"> <li>- Know about Know about different Childhood Diseases</li> <li>- Understand the importance and benefits of Vaccines</li> <li>- Learn about challenges to Vaccination</li> <li>- Understand the role of a Master Trainer</li> </ul>	1 day, 4 hours
11.	Pathways for Accessing Better Water Quality: How to Become a Water Quality and Purification Manager?	<ul style="list-style-type: none"> <li>- Understand about importance of clean water, water quality, water sources and systems and standard water quantity</li> <li>- Learn about water and sanitation facility</li> <li>- Understand how water gets contaminated, how to measure water pollution, water and sanitation and hygiene</li> <li>- Understand different types of water treatment levels</li> <li>- Understand household water treatment methods like - filtration and straining, SODIS, sedimentation, Bio Sand Filter (BSF), Activated Alumina, chlorination of water in the pot etc.</li> <li>- Understand community water treatment methods and chlorination</li> </ul>	1 day, 5 hours
12.	Roles and Responsibilities of the WASH Committee: How to Become a Smart Barefoot Water Manager?	<ul style="list-style-type: none"> <li>- Understand about WASH, types of water sources, importance and usages of water, what is sanitation, need to focus on sanitation, problems due to poor sanitation, solutions</li> <li>- Understand need for WASH Committees, duties, structure, and qualities</li> <li>- Learn roles and responsibilities of WASH Committee and Village User Group</li> <li>- Understand about contribution and ownership, WASH Committee meeting cycle and agenda</li> <li>- Understand record keeping, formats and samples of finance records</li> </ul>	2 days, 7 hours
13.	How to Run Community Radio?: For the people, by the people and with the people	<ul style="list-style-type: none"> <li>- Develop understanding of the concept of community radio, how community radio works, how to make programs and how community radio can be started in the local area</li> </ul>	2 days, 8 hours
14.	How to Run Rural Home Stay?	<ul style="list-style-type: none"> <li>- Understand professional hospitality skills, online registration, payment gateway management, photography skills, etc.</li> <li>- Understand how to host guests</li> </ul>	1 day, 7 hours
15.	Capacity Building for Networking – How to be a Good Networker?	<ul style="list-style-type: none"> <li>- Focus on the ability of the trainees to recognize their own abilities in networking and developing relationships for collaboration</li> <li>- Emphasis on communication skills as a foundation for building relationships with stakeholders</li> </ul>	1 day, 8 hours
16.	Asset Based Community Development	<ul style="list-style-type: none"> <li>- Learn to identify ways of nurturing leadership and principles of ABCD</li> <li>- Practice simple monitoring and evaluation tools</li> <li>- Help participants facilitate community-driven development starting with the resources or assets that are locally available</li> </ul>	5 days, 8 hours



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<b>B</b>	<b>MANAGERIAL AND SOFT SKILLS TRAINING PROGRAMS</b>		
17.	Be Smart with Money: The Basics of Financial Management	<ul style="list-style-type: none"> <li>- Develop understanding of the principles of accounting, types of accounts, cost components, cost accounting, basic statements, daybooks and ledgers, final accounts and cash flow statements</li> <li>- Enable participants to make sound decisions regarding the cash flow of their enterprise and effective use of the limited resources available</li> </ul>	4 days, 8 hours
18.	Effective Communication Skills: How to Become a Good Communicator?	<ul style="list-style-type: none"> <li>- Develop understanding of types of verbal – non-verbal communication and communication barriers</li> <li>- Practice written communication and telephone etiquette</li> </ul>	1 day, 8 hours
19.	Presentation Skills: How to Become an Effective Presenter?	<ul style="list-style-type: none"> <li>- Learn to prepare for the presentation</li> <li>- Understand about making a presentation: speaking skills and visual skills</li> <li>- Understand about management skills and using visual aids</li> <li>- Becoming a Master Presenter</li> </ul>	1 day, 7 hours
20.	Retail Opportunity Training Initiative	<ul style="list-style-type: none"> <li>- Understand all about the retail industry; and the various support functions in retail</li> <li>- Understand concepts of grooming, platform skills, to be a good communicator, and a presenter</li> <li>- Understand customer loyalty, sales, and marketing process</li> <li>- Understand product demonstration process, product display, visual merchandising, store layout and design</li> <li>- Understand different opportunities in job market, resume writing, online job search, and practice sessions</li> </ul>	7 days, 7 hours
21.	Negotiation Skills	<ul style="list-style-type: none"> <li>- Develop understanding of negotiation skills with the help of different cases so that participants can strike a better deal in the businesses or enterprises they manage</li> </ul>	2 days, 8 hours
22.	The Basics of Conflict Management”: A tool which will be useful on a daily basis	<ul style="list-style-type: none"> <li>- Teach conflict management styles</li> <li>- Practice evaluating and resolving conflicts so that participants are able to understand how to incorporate conflict management in business and daily life</li> </ul>	1 day, 6 hours
23.	Team Work – How to Build a Good Team?	<ul style="list-style-type: none"> <li>- Develop understanding of self, others, different working styles, emotional management, interpersonal skills and teamwork</li> </ul>	1 day, 6 hours
24.	Capacity to Take Risk: How to Become a Successful Entrepreneur?	<ul style="list-style-type: none"> <li>- Develop knowledge of different types of risk</li> <li>- Develop understanding of the need to take risks and acquire an attitude of taking smart risks</li> <li>- Help participants explore what prevents them from taking risks and how they can overcome these fears; in order to build their self-confidence and inclination to become an entrepreneur</li> </ul>	1 day, 8 hours
25.	Time Management: How to Use your Time Wisely for Improving your Productivity?	<ul style="list-style-type: none"> <li>- Develop understanding of the importance of time management and the obstacles to timeliness and goal setting</li> <li>- Develop understanding of the difference between urgent and important and the fundamentals of time management</li> <li>- Enable participants to perform better in the work sphere</li> </ul>	1 day, 8 hours
26.	Achievement Drive” : A training which will be useful to understand about the inner drive	<ul style="list-style-type: none"> <li>- Develop understanding of how to meet goals, review progress and delegate</li> <li>- Develop understanding of procrastination and motivation so that participants are able to learn how to achieve goals</li> </ul>	1 day, 8 hours



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27.	Learning Orientation: The Basics of Learning Orientation	<ul style="list-style-type: none"> <li>- Develop understanding of the importance of learning, barriers of learning and the concept of getting ideas from different sources</li> <li>- Identify how to incorporate learning orientation into our enterprises</li> <li>- Strengthen skills to learn within the enterprises and enable participants to manage learning in different business practices</li> </ul>	1 day, 6 hours
28.	Managerial Effectiveness – How to Become an Effective Manager?	<ul style="list-style-type: none"> <li>- Learn how to build an organization and make it viable</li> <li>- Understand how to sustain and grow an organization</li> </ul>	1 day, 7 hours
29.	Change Management: How and Why to Change?	<ul style="list-style-type: none"> <li>- Understand what is change management</li> <li>- Know the factors for change</li> <li>- Become aware about the responses to change</li> <li>- Learn to organize for change</li> <li>- Learn the techniques of change management</li> </ul>	1 day, 6 hours
30.	Stress Management: How to De-stress Ourselves?	<ul style="list-style-type: none"> <li>- Understand the meaning of stress</li> <li>- Know when we are under stress</li> <li>- Understand the causes of stress</li> <li>- Learn about the effects of stress</li> <li>- Know about the types of stress</li> <li>- Learn how to de-stress ourselves</li> </ul>	1 day, 6 hours
31.	Decision Making	<ul style="list-style-type: none"> <li>- Understand decision-making, the decision-making process, styles of decision-making, accountability, consensus building, and decision-making in a group</li> </ul>	1 day, 6 hours
32.	Problem Solving	<ul style="list-style-type: none"> <li>- Understand basics of problem solving, steps of problem solving, basics of team work, and problem-solving dynamics in a group</li> </ul>	1 day, 6 hours
<b>C TRAINING PROGRAMS ON DIGITIZATION</b>			
33.	IT Management	<ul style="list-style-type: none"> <li>- Develop basic understanding of computers, hardware and software, Microsoft Office and the internet</li> <li>- Enable participants to learn how to use these applications in their routine work</li> </ul>	7 days, 7 hours
34.	Use of ICT Tools for Development of their Livelihoods	<ul style="list-style-type: none"> <li>- Develop understanding of different ICT Tools and the kinds of opportunities ICT Tools open up</li> <li>- Demonstrate the way everyday tasks can be done more efficiently and what new possibilities are available</li> </ul>	2 days, 8 hours
35.	E-retail	<ul style="list-style-type: none"> <li>- Understand how to be an E-Commerce Specialist, Service Provider, Space Provider, Logistic Support Provider, Aggregator</li> <li>- Understand how to be a facilitator to micro- entrepreneurs to sell their products through e-platforms</li> <li>- Capacity building on on-boarding, product listing, imaging and cataloguing, shipping, packaging and warehousing, accounts management, content development, creative writing, photography skills, payment gateway management, pricing and costing of products to be displayed on e-platform etc.</li> <li>- Understand infrastructure support to set up centres with the needed tools, equipment and connectivity</li> </ul>	1 day, 7 hours



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36.	Virtual Platforms for Meetings and Trainings	<ul style="list-style-type: none"> <li>- Understand the importance of virtual platforms</li> <li>- Know about different virtual platforms available to conduct meetings and trainings</li> <li>- Know advantages and disadvantages of using virtual platform to conduct meetings and trainings</li> <li>- Know about Google Meet and how to get started with it</li> <li>- Learn how to organize and manage meetings and trainings on Google Meet</li> </ul>	1 day, 4 hours
37.	New Forms of Working: How to Become an Efficient New Age Worker?	<ul style="list-style-type: none"> <li>- Understand the need of new working style</li> <li>- Learn how to use Social Media for growing business</li> <li>- Understand about e-retail and its benefits</li> <li>- Know about increasing livelihood opportunities through e-retail</li> <li>- Know about social networking to promote and sell their products</li> </ul>	1 day, 4 hours
38.	Digital Financial Literacy : Identification and Usage of Mobile Phones	<ul style="list-style-type: none"> <li>- Know the different types of phones and its usage</li> <li>- Understand about smart phone and tablet</li> <li>- Understand about different applications and settings in a phone</li> <li>- Learn to use the internet in a smart phone</li> </ul>	1 day, 4 hours
39.	Digital Financial Literacy : Digital Banking and Transactions	<ul style="list-style-type: none"> <li>- Understand about the different types of Digital transactions</li> <li>- Understand about different modes of financial transactions available from banks for digital transactions</li> <li>- Understand about USSD, POS Machine, AEPS, UPI and Mobile Wallet</li> </ul>	1 day, 4 hours
40.	Digital Financial Literacy : Paytm	<ul style="list-style-type: none"> <li>- Understand about documentation needed for using Paytm</li> <li>- Understand how to install Paytm in a smartphone</li> <li>- Learn about Paytm wallet and payment options in Paytm</li> <li>- Understand about the precautions to take while using Paytm</li> </ul>	1 day, 4 hours
41.	Digital Financial Literacy : Google Pay	<ul style="list-style-type: none"> <li>- Understand how to install Google Pay in a smartphone</li> <li>- Learn how to create account on Google Pay</li> <li>- Learn to do Digital Transactions using Google pay</li> <li>- Know the benefits of using Google Pay</li> </ul>	1 day, 4 hours
42.	Digital Financial Literacy : BHIM App	<ul style="list-style-type: none"> <li>- Understand what is BHIM app and requirements to use the application</li> <li>- Understand how to install and use BHIM app in a smart phone</li> <li>- Understand QR Code</li> <li>- Learn to do Digital Transactions using BHIM app</li> <li>- Understand points to keep in mind while using BHIM app</li> </ul>	1 day, 4 hours
43.	Digital Financial Literacy : PhonePe	<ul style="list-style-type: none"> <li>- Understand what is PhonePe and requirements to use the application</li> <li>- Understand how to install and use PhonePe in a smart phone</li> <li>- Understand UPI Pin</li> <li>- Learn to do Digital Transactions using PhonePe</li> <li>- Understand points to keep in mind while using PhonePe</li> </ul>	1 day, 4 hours



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44.	Digital Financial Literacy: Non-Banking to Banking	<ul style="list-style-type: none"> <li>- Develop understanding of economic well-being through knowledge of savings</li> <li>- Understand about importance about savings and interest</li> <li>- Understand importance and benefits of investment, loan, pension and insurance</li> <li>- Know the different types of phones and its usage</li> <li>- Learn to use different mobile application with the use of internet</li> <li>- Know about KYC</li> </ul>	1.5 days, 6 hours
45.	Digital Financial Literacy: Banking Services, Digital Services and Instruments	<ul style="list-style-type: none"> <li>- Understand about the different types of Digital transactions</li> <li>- Understand about different modes of financial transactions available from banks for digital transactions</li> <li>- Understand about USSD, POS Machine, AEPS</li> </ul>	2 days, 8 hours
46.	Digital Financial Literacy: Digital Platform, Digital Application and Mobile Wallet	<ul style="list-style-type: none"> <li>- Know the difference between Internet Banking and Mobile Banking</li> <li>- Understand about UPI and Bhim App</li> <li>- Know different types of Mobile Wallets and its usage</li> <li>- Know about different Digital platforms/application</li> <li>- Learn about NEFT/RTGS and IMPS</li> </ul>	2 days, 8 hours
<b>D VOCATIONAL TRAINING PROGRAMS</b>			
47.	How to Be an Expert of Garmenting: The Basics of Garmenting	<ul style="list-style-type: none"> <li>- Learn about machine control and how to thread on machine before actually going on fabric</li> <li>- Understand about various measurements and different patterns on fabric</li> <li>- Learn how to make skirt pattern, sleeves, bags, cushion cover and stitch the same; male waistcoat stitching, orbic skirt stitching, t-shirt stitching and simple pant stitching</li> </ul>	45 days, 5 hours
48.	How to Be an Expert of Garmenting: Advance Training of Garmenting	<ul style="list-style-type: none"> <li>- Understand basic maintenance of a sewing machine</li> <li>- Learn about cutting and pattern-making of various garments</li> <li>- Learn types of products included in accessories and how to take their measurements</li> <li>- Understand need and significance of bar tag/s and how to practically iron and package garments</li> <li>- Understand factors to keep in mind and their importance in the stages of stain identification and removal, making of fabric buttons and hook and loops/eyes</li> <li>- Understand the significance of quality control and finishing</li> </ul>	45 days, 5 hours
49.	How to Become an Expert of Embroidery: The Basics of Craft	<ul style="list-style-type: none"> <li>- Understand about basics of craft</li> <li>- Learn about aari work</li> <li>- Learn different designs and patterns in aari work</li> <li>- Understand the fundamentals of pattern and design making</li> </ul>	26 days, 7 hours
50.	How to Become an Expert in Different Embroidery Techniques: Advance Training of Craft	<ul style="list-style-type: none"> <li>- Learn about advance techniques of craft</li> <li>- Learn about printing and dyeing</li> <li>- Learn different designs and patterns using different threads</li> <li>- Understand the fundamentals of pattern and design making</li> </ul>	31 days, 7 hours



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51.	How to Become Expert of Block Printing	<ul style="list-style-type: none"> <li>- Learn process of block printing</li> <li>- Understand pre-dyeing activities</li> <li>- Learn to develop dyeing recipe and carry out dyeing of hank yarns and also learn finishing activities after dyeing the hank yarns</li> <li>- Learn how to produce faint and fast colours, vegetable colours, pigment colours over saris, bed-sheets, and napkins</li> <li>- Learn how to do printing over bed-sheets, napkins, saris, fabric, etc. with the help of blocks</li> </ul>	15 days, 8 hours
52.	Basic Food Processing Skills	<ul style="list-style-type: none"> <li>- Understand organizing and community-based organizations; how the organization starts and functions; that individual is the basic unit of organization; how to motivate oneself and take decisions</li> <li>- Learn basic qualities of a leader including communication, tenets of time management, importance of delegation and how to overcome delegation barrier</li> <li>- Understand methods of procurement, grading, cleaning, weighing, labelling, packaging system</li> <li>- Understand about record maintenance, purchase register, raw material inward and outward register, raw material stock and quality control register, processing register etc.</li> <li>- Understand about ingredients needed for preparing various items and learn how to prepare jams, juice, squash, pickles, tomato ketchup, garam masala etc.</li> <li>- Understand about costing and pricing, its importance and types</li> <li>- Learn about marketing</li> </ul>	25 days, 5 hours
53.	Advance Food Processing	<ul style="list-style-type: none"> <li>- Understand organizing and community-based organizations; and how the organization starts and functions including the life cycle of an organization; and basic concepts of organizational structure</li> <li>- Learn perception, motivation, and decision-making skills and how one should deal with others</li> <li>- Understand others and cohesiveness</li> <li>- Understand importance of proper communication in a group, how do we take decisions, how should one deal with others</li> <li>- Familiarization with basic qualities of a leader</li> <li>- Understand about store management, various types of store management in our daily life as well as basic concepts and principles of store management</li> <li>- Understand in brief about bakery and how and which type of food is made in the bakery</li> <li>- Understand about the functions of the oven used to make bakery items and ingredients needed in making bread, biscuits, cake, pancake, vegetable puff etc. including practical session</li> <li>- Understand about food quality, basic quality factors, importance of quality and customer's choice</li> <li>- Understand components of quality management, steps for improving quality</li> <li>- Understand about the sweets, how and which type of items are made in sweets</li> <li>- Understand meaning of savouries, which type of food is made in savouries, utensils used to make savouries</li> <li>- Understand about ingredients needed in making various savouries and learn how to prepare farsi puri, shakarpara, ratlami sev and samosa</li> <li>- Understand about marketing, costing, pricing, accounts, book-keeping, packaging, business plan, reporting and evaluation</li> </ul>	30 days, 5 hours



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54.	Advanced Food Processing skills (Jam, Jelly and Ketchup Processing Technician)	<ul style="list-style-type: none"> <li>- Understand how to prepare and maintain work area and process machineries for jam, jelly and ketchup processing</li> <li>- Learn how to do the preparation for production of various fruit and vegetable products</li> <li>- Learn how to do the production of jam, jelly and ketchup using various machineries as per the specifications and standards of the organization</li> <li>- Learn to document and maintain records of raw materials, process and finished products</li> <li>- Understand how to maintain food safety, hygiene and sanitation in work area and processing unit for processing food products</li> <li>- Learn about long term preservation of pickles made from mangoes and amla (gooseberry) and other types of pickles</li> <li>- Understand that mangoes and amla (gooseberry) are useful to produce pickles and pure pickles may be produced domestically by one's own self</li> <li>- Learn to produce at domestic level and generate livelihood</li> </ul>	2 days, 8 hours
<b>E AGRICULTURE TRAINING PROGRAMS</b>			
55.	Farm Management	<ul style="list-style-type: none"> <li>- Understand detailed information about the loan products</li> <li>- Learn how to promote bank loan products to farmers</li> <li>- Learn how to assist in due-diligence-process on loan as well as in loan processing; and follow-up of loan recovery</li> <li>- Learn how to coordinate with colleagues and customers</li> </ul>	2 days, 8 hours
56.	Agriculture Management	<ul style="list-style-type: none"> <li>- Develop understanding of soil and water management, nutrient management, integrated pests and disease management, crop management, animal husbandry management</li> <li>- Develop awareness of the challenges and the present status of agriculture</li> <li>- Learn management practices and input requirements (water, nutrients, and plant protection management) for sustainable agriculture</li> </ul>	2 days, 8 hours
57.	Seasonal Training- Cotton Cultivator (I, II & III)	<ul style="list-style-type: none"> <li>- Understand how to select cotton seed, how to prepare land and sow cotton</li> <li>- Learn how to do macro and micro-nutrient management for field crops</li> <li>- Understand weed management and integrated pest and disease management</li> <li>- Learn how to do irrigation management for field crops and how to manage harvest and post-harvest in cotton</li> <li>- Learn basic farm management, market survey and safety in the field</li> <li>- Learn how to maintain health and safety at workplace</li> <li>- Understand about actual costing, expense, outcomes of the whole expenditure; about including seeds, fertilizers, etc. and Farmers Field Book (FFB) i.e. 'Khedut Pothi',</li> <li>- Understand about proper arrangement of produced crops, fair price and knowledge about how to decrease the risk factor and how to directly link to the market</li> <li>- Understand the importance of financial planning (know regarding savings, consumption, borrowings, investments and insurance)</li> <li>- Learn how to prepare one's Financial Plan</li> <li>- Understand basic accounting concepts and various aspects of a Business Plan</li> </ul>	4 days, 8 hours





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58.	Pesticide and Fertilizer Applicators	<ul style="list-style-type: none"> <li>- Understand about nutrient requirement as per cropping pattern and identification of major pests and diseases infesting crops in particular areas</li> <li>- Learn about proper and safe use of plant protection chemicals and equipments</li> <li>- Learn about maintaining health and safety of self and other co-workers at workplace and how to increase profitability without affecting the fertility of the land</li> <li>- Learn how to increase profitability with production of diversified crops</li> <li>- Understand types of farming and increase efficiency of production and how to utilize value addition for crops</li> <li>- Learn about technology-based farming and about mapping fair price of crop in the market</li> </ul>	1 day, 8 hours
59.	Basics of Cumin Cultivation	<ul style="list-style-type: none"> <li>- Understand how to utilize natural available resources in farming and maintain health of the soil for better cultivation</li> <li>- Understand about water harvesting, drainage of water, storage, discarding empty boxes of fertilizers, etc.</li> <li>- Understand about chemical pesticides</li> <li>- Understand how to select seeds for cumin crop and how to improvise the seeds for cultivation</li> <li>- Understand about pre-preparation of soil before cultivation, soil testing</li> <li>- Understand how to control diseases and how to do pest control</li> <li>- Understand about market linkages to sell cumin</li> <li>- Understand basic accounting concepts and various aspects of a Business Plan</li> </ul>	1 day, 6 hours
60.	Organizing Weeding-Fertilizer for Cumin Cultivation and Conservation of Cumin Crops	<ul style="list-style-type: none"> <li>- Understand how to manage fertilizers needed for the cultivation of cumin</li> <li>- Understand how to identify weeding, disease and pests in cumin crop and how to treat them</li> </ul>	1 day, 5 hours
61.	Using Pesticides During Cumin Crop Cultivation and Important Facts to Consider	<ul style="list-style-type: none"> <li>- Understand about facts before buying and using chemical pesticides</li> <li>- Understand how to preserve pesticides</li> <li>- Understand how to provide primary treatment to crops to cope against the poisonous effects of pesticides</li> <li>- Learn important facts to consider at the time of harvesting</li> </ul>	1 day, 4 hours
62.	Organic Farming through New Farming Techniques	<ul style="list-style-type: none"> <li>- Understand how to produce organic fertilizers and medicines needed for crops</li> <li>- Understand how to reduce expenses by producing fertilizers and medicines on their own</li> <li>- Learn how to increase production and quality of the crops by using organic fertilizers and medicines for crops</li> </ul>	1 day, 5 hours



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F	<b>TECHNICAL TRAINING PROGRAMS</b>		
63.	Hand Pump Repairing Training Program: How to Become a Barefoot Technician?	<ul style="list-style-type: none"> <li>- Understand importance of water, various sources of water, ground water-based schemes, consequences of consuming unclean water, sources of contamination of water, sources and methods of contamination of water with reference to hand pump</li> <li>- Learn about hand pumps and its features, need of hand pumps in the village, what to do if a hand pump does not function, difference between a good and a bad hand pump, how to use hand pumps in a responsible manner, causes of faulty operations of hand pumps</li> <li>- Understand different types of hand pumps, various parts of hand pump, materials required for installation, process of installation and precautions</li> <li>- Understand about silting</li> <li>- Learn the importance of operation and maintenance of hand pumps</li> <li>- Learn identification of problem in hand pumps, tools for repairing, importance of servicing and trouble-shooting of hand pumps</li> </ul>	3 days, 6 hours
64.	Clean Drinking Water at Your Doorstep: How to Become a Local Water Resource Manager?	<ul style="list-style-type: none"> <li>- Understand need and importance of water and the exact availability of saline and fresh water on earth</li> <li>- Understand about scarcity of water and the problems which arise due to this scarcity and water cycle</li> <li>- Understand the need and importance of harvesting rain water and its management</li> <li>- Learn about the formation of various committees and their roles and responsibilities and how to clean tanks and maintain water quality</li> <li>- Learn step-by-step process of constructing rainwater harvesting tanks including pipe fitting work and evaluation</li> </ul>	2 days, 6 hours
<b>G MICRO-ENTERPRISE DEVELOPMENT TRAINING PROGRAMS</b>			
65.	Micro Enterprise Development: Economy, Entrepreneurship, Enterprise and Employment	<ul style="list-style-type: none"> <li>- Understand about pre-planning accurately about your enterprise</li> <li>- Understand about demand of employment and planning for sustainable entrepreneurship</li> <li>- Understand importance and effectiveness of networking</li> <li>- Learn about monitoring the progress of one's own enterprise</li> </ul>	1 day, 4 hours
66.	Micro- Enterprise Development Training for Managing Enterprises Successfully	<ul style="list-style-type: none"> <li>- Develop understanding of organizing, community learning, leadership skills, group management, budgeting, marketing, planning</li> <li>- Learn soft skills which will help strengthen the micro-enterprises and enhance the leadership skills of the participants</li> </ul>	1 month, 7 hours
67.	Short Course on Micro- Enterprise Development, for Managing Enterprises Successfully	<ul style="list-style-type: none"> <li>- Develop understanding of employment, entrepreneurship, economy, core businesses of villages, steps for new and successful enterprise, benefits of networking and planning</li> <li>- Develop understanding of planning structure for the development of a successful enterprise</li> </ul>	2 weeks, 6 hours



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68.	Crash Course on Micro- Enterprise Development, for Managing Enterprises Successfully	<ul style="list-style-type: none"> <li>- Develop understanding of employment, entrepreneurship, economy, core businesses of villages, steps for new and successful enterprise, benefits of networking and planning</li> <li>- Develop understanding of planning structure for the development of a successful enterprise</li> </ul>	6 days, 8 hours
69.	Business Plan Preparation	<ul style="list-style-type: none"> <li>- Develop understanding of how to identify a business idea and test the viability of the idea</li> <li>- Practice: writing a business plan and vision statements; preparing a basic budget; and setting specific and measurable goals</li> </ul>	3 days, 8 hours
70.	Mini MBA	<ul style="list-style-type: none"> <li>- Develop understanding of benchmarking and learning from others, social entrepreneurship, interpersonal relationship, funds management, accounting and budgeting</li> <li>- Develop understanding of rural enterprise, managing a network, public administration and the importance of computer skills</li> <li>- Practice assessing and harnessing opportunity, writing project plans</li> <li>- Help participants successfully run their enterprises</li> </ul>	3 months, 7 hours
<b>H OTHER TRAINING PROGRAMS</b>			
71.	How to become Self-reliant and Sustainable : Becoming a SEWA Member and learning Values of SEWA	<ul style="list-style-type: none"> <li>- Learn about SEWA and its activities in rural-urban areas</li> <li>- Understand how important SEWA's philosophy and the thought process of Gandhiji is to improve situations of life</li> <li>- Understand the strength of organizing and where it can be useful</li> <li>- Know if women could gain empowerment with the help of organizing</li> <li>- Understand the importance and contribution of women to the economy of India</li> <li>- Know if women could develop the understanding of self-care and health care</li> </ul>	3 days, 7 hours
<b>I Training Programmes through Virtual Platform/ for Self-Learning</b>			
72.	How to Be Efficient Community Mobiliser: The Basics of Community Based Organizing	<ul style="list-style-type: none"> <li>- Understanding on the importance of organizing, types of organizing</li> <li>- Understand goal setting</li> <li>- Understanding others</li> <li>- Understand decision making</li> <li>- Understand qualities of a leader</li> </ul>	2 days, 8 hours
73.	Social entrepreneurship: How to become successful Manager of Social Enterprise	<ul style="list-style-type: none"> <li>- Understanding on the importance of social enterprise</li> <li>- Learn how to build a social enterprise and make it viable</li> <li>- Understand about ownership</li> <li>- Understand how to sustain and grow a social enterprise</li> </ul>	1 day, 6 hours



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74.	Economy, Entrepreneurship, Enterprise and Employment	<ul style="list-style-type: none"> <li>- Understand about pre-planning accurately about your enterprise</li> <li>- Understand about demand of employment and planning for sustainable entrepreneurship</li> <li>- Understand importance and effectiveness of networking</li> <li>- Learn about monitoring the progress of one's own enterprise</li> </ul>	1 day, 4 hours
75.	Virtual Platforms for Meetings and Trainings	<ul style="list-style-type: none"> <li>- Understand the importance of virtual platforms</li> <li>- Know about different virtual platforms available to conduct meetings and trainings</li> <li>- Know advantages and disadvantages of using virtual platform to conduct meetings and trainings</li> <li>- Know about Google Meet and how to get started with it</li> <li>- Learn how to organize and manage meetings and trainings on Google Meet</li> </ul>	1 day, 4 hours
76.	New Forms of Working: How to Become an Efficient New Age Worker?	<ul style="list-style-type: none"> <li>- Understand the need of new working style</li> <li>- Learn how to use Social Media for growing business</li> <li>- Understand about e-retail and its benefits</li> <li>- Know about increasing livelihood opportunities through e-retail</li> <li>- Know about social networking to promote and sell their products</li> </ul>	1 day, 4 hours
77.	Digital Financial Literacy : Identification and Usage of Mobile Phones	<ul style="list-style-type: none"> <li>- Know the different types of phones and its usage</li> <li>- Understand about smart phone and tablet</li> <li>- Understand about different applications and settings in a phone</li> <li>- Learn to use the internet in a smart phone</li> </ul>	1 day, 4 hours
78.	Digital Financial Literacy : Digital Banking and Transactions	<ul style="list-style-type: none"> <li>- Understand about the different types of Digital transactions</li> <li>- Understand about different modes of financial transactions available from banks for digital transactions</li> <li>- Understand about USSD, POS Machine, AEPS, UPI and Mobile Wallet</li> </ul>	1 day, 4 hours
79.	Digital Financial Literacy : Paytm	<ul style="list-style-type: none"> <li>- Understand about documentation needed for using Paytm</li> <li>- Understand how to install Paytm in a smartphone</li> <li>- Learn about Paytm wallet and payment options in Paytm</li> <li>- Understand about the precautions to take while using Paytm</li> </ul>	1 day, 4 hours
80.	Digital Financial Literacy : Google Pay	<ul style="list-style-type: none"> <li>- Understand how to install Google Pay in a smartphone</li> <li>- Learn how to create account on Google Pay</li> <li>- Learn to do Digital Transactions using Google pay</li> <li>- Know the benefits of using Google Pay</li> </ul>	1 day, 4 hours
81.	Digital Financial Literacy : BHIM App	<ul style="list-style-type: none"> <li>- Understand what is BHIM app and requirements to use the application</li> <li>- Understand how to install and use BHIM app in a smart phone</li> <li>- Understand QR Code</li> <li>- Learn to do Digital Transactions using BHIM app</li> <li>- Understand points to keep in mind while using BHIM app</li> </ul>	1 day, 4 hours



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82.	Digital Financial Literacy : PhonePe	<ul style="list-style-type: none"> <li>- Understand what is PhonePe and requirements to use the application</li> <li>- Understand how to install and use PhonePe in a smart phone</li> <li>- Understand UPI Pin</li> <li>- Learn to do Digital Transactions using PhonePe</li> <li>- Understand points to keep in mind while using PhonePe</li> </ul>	1 day, 4 hours
83.	Healthy Body, Healthy Life: How to Become a Health and Hygiene Manager?	<ul style="list-style-type: none"> <li>- Understand importance of water and various sources of water; how water gets contaminated; how the contaminated water can be treated using various domestic techniques; how to keep the water, kitchen and utensils clean</li> <li>- Understand about food and menstrual hygiene; and how to maintain hygiene of body, teeth, hand, face, fingernails, ears, hair, armpit and bottom; clothes; toilet etc.</li> </ul>	1 day, 6 hours

