TRAINING MODULE

Training module on
Entrepreneurship Development Programme for
the members of the Self Help Group

PARTICIPANTS
Interested Members of Self Help groups

DURATION : 6 DAYS
Trainer : Sri K.Krishna Swamy

METHOD: CLASS ROOM SESSIONS
Resource Persons in the module preparations work shop

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Position/Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>S.C.Mahesh</td>
<td>Project Director, Zilla Panchayath Haveri District</td>
</tr>
<tr>
<td>02</td>
<td>B.K.Basavaraj</td>
<td>Deputy Director, ANSSIRD, Mysore</td>
</tr>
<tr>
<td>03</td>
<td>Chennabasappa</td>
<td>Director, jana Shikshana Samsthe</td>
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<tr>
<td>04</td>
<td>H.G.Jagadish</td>
<td>Director, RUDSETI, Mysore</td>
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<tr>
<td>05</td>
<td>Prof B.Suresh</td>
<td>Alianz business Academy, Bengaluru</td>
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<tr>
<td>06</td>
<td>D.V.Srinath</td>
<td>Handicraft promotion officer, D R T D C, Bengaluru</td>
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<tr>
<td>07</td>
<td>Dr.K.S.Premavalli</td>
<td>Sr.scientist, D F R L, Mysore</td>
</tr>
<tr>
<td>08</td>
<td>K.P.pradyumna</td>
<td>Chief Manager S B M Mysore</td>
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<tr>
<td>09</td>
<td>Chandrashekara Doddaman</td>
<td>Dy. Director K V I Zilla Panchayath, Mysore</td>
</tr>
<tr>
<td>10</td>
<td>B.M.Gotur</td>
<td>Training officer, C I D O K Dharawad</td>
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<tr>
<td>11</td>
<td>Rosy Sharin</td>
<td>S G S Y facilitator periapatna</td>
</tr>
<tr>
<td>12</td>
<td>Pharath Bhanu</td>
<td>S G S Y facilitator Hunsur</td>
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<tr>
<td>13</td>
<td>Netravati S</td>
<td>President S H G federation Srirangapatna Mandya District</td>
</tr>
<tr>
<td>14</td>
<td>Kamakshi,</td>
<td>Vandana S H G federation, shaynubhoganahalli, Hunsur Taluk</td>
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<tr>
<td>15</td>
<td>Shankara Ballakere</td>
<td>R P ANSSIRD Mysore</td>
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<tr>
<td>16</td>
<td>B.V.Devaraj</td>
<td>M D Ease training organisation Mandya</td>
</tr>
<tr>
<td>17</td>
<td>K.Krishnaswamy</td>
<td>Faculty, Training Director, ANSSIRD Mysore</td>
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</table>

Background:

The Rural Development and Panchayath Raj Department of G O K has contemplated various programmes for the empowerment of rural women and for their overall development. One such programme is to improve the financial capabilities of Self Help Groups. Under this concept, unique programmes are drafted, and one such programme makes women members of the Self Help Groups, encouraged and motivated not only to identify and began income generating activities. This could be possible only when these members of S H Gs will cultivate the entrepreneurship and to develop the required skills, they require the Entrepreneurship Development (EDP) training. Considering this requirement for an EDP training to SHG members, Abdul Nazir Sab State Institute of Rural development (ANSSIRD) arranged a work shop to prepare a suitable Training Module and also to prepare the reading materials. The Training module before is the one prepared in this workshop.
Training objective:

The E D P programme in general will help the members of the S H Gs to become financially self reliant, by helping them to commence the suitable Income Generating activities and managing them successfully and also to get motivated and to facilitate in providing all the requirements.

Training Methods

1. Subject presentation
2. Experimental activities
3. Quiz
4. Motivating games
5. Interface with successful entrepreneur
6. Group activity
7. Short films and immediate feedback
8. Field visit
9. Presentation of report on field visit through group discussions.

These methods will be utilized in accordance with their suitability to the individual sessions.

Expected outcome:

After the completion of the Training programme the members of the Self Help groups will be able to commence the income generating activities and become successful and thus become self reliant.

Teaching aids and Training materials:

1. Teaching Aids: By utilizing the experts in the field and already available reading materials, preparing multi media power point presentations, for each session and preparation of complementing reading materials.
2. Videos and short films: The ANSSIRD has already in possession of many films required for this training. Moreover the clippings can be obtained and utilized from National Institute of Rural Development NIRD, Hyderabad, C E D O K, and at Women and Child Development Department.
3. The Trainers manual is to be prepared.
4. A document consisting of answers to the Questions for Quiz and for General questionnaire for interfacing.

Complimentary materials required for Training.

1. Black or white board
2. Marker Pens
3. K G Sheets
4. Brown sheets
5. Sketch pens
6. White sheets
7. Multimedia projector, Computer system and generator
8. Hand out on success stories

TRAINING MODULE FOR THE ENTREPRENEUR DEVELOPMENT PROGRAMME FOR THE MEMBERS OF SELF HELP GROUPS.

<table>
<thead>
<tr>
<th>Session and time</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Day 1</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Session 1</strong></td>
<td>Ice breaking- mutual introduction</td>
</tr>
<tr>
<td>Complementary information</td>
<td>Discussion on Participant’s family background, professional experience, interest and hobbies.</td>
</tr>
<tr>
<td>objective</td>
<td>Since the participants are from different geographical and social background, it is required for them to have a detailed introduction which enables them to participate in the training in a congenial atmosphere, leaving hesitation and sharing experience with open mind.</td>
</tr>
<tr>
<td>Method</td>
<td>The mutual introduction of the participants will be made through various games. Game 1: <strong>introducing while moving from here and there without any restriction</strong>: Participants will be asked to walk here and there without any restrictions. As soon as they hear a clap 3 unknown should join together in a corner in the training hall. Each one will have a minute’s time to share their family background, education, occupation, with others. Again the movement starts and they have to assemble again with 5 unknown friends and this time they not only share their personal information they will also share their interest and hobbies (like, sport, art, literature, social service etc) with remaining 4 others. Again they have to assemble with 9 numbers and now along with their personal informations, hobbies they have to inform any of the worth remembering moment in their life, achievement, social service, or what they propose to do in future may also be shared.</td>
</tr>
</tbody>
</table>
Every time when one is introducing the others should listen aptly without talking. They are also asked to share, discuss informations in a given time in a short. After the participants may be highlighted the outcome of the games in the form of art of listening, conversing and time sense.

The participants, afterwards, may be asked to sit in a circle and close their eyes and they can be requested for a 5 minutes meditation. During the course of meditation a feable voice of OMKARA may be arranged to be heard. Afterwards each can be given an opportunity to share his views. It should be enquired who was able to remember more names and has conversed with more number of persons. Each time when somebody shared their achievement or notable thing, we have to ask other participants to appreciate.

2. Station game: each corner of the hall can be named after different cities and that place is the Railway bus station of that City. The participants can be moved freely and when they hear the number and a clap they have to assemble in any on of the stations. They have to get introduced to together as in the first game. Again they are asked to move and this time they have to chose a different station and different passengers. After three or four rounds they will be asked to sit in a circle and remaining is same as in the first game.

Game No 3 Introducing the partner: In this game in accordance with the number of participants, trainer may collect and keep flowers, fruits, vegetables, animal names, branded biscuits, chocolates etc. if total number is 40 twenty pair of such things should be kept arranged. If actual materials can not arranged the names can be written on a piece of paper like the name of the animal, figure, flower etc. Person who has the similar type of slip should make a group. Each person can be 5 to 10 minutes and each group will introduce their partner to the rest of the participants. While introducing they are advised to share family background, education, occupation, hobbies (like, sport, art, literature, social service etc) and they also have to share any of the worth remembering moment in their life, either good or bad achievement, social service, or what they propose to do in future may also be shared.

Game 4
Introducing each other while moving in a circle. The participants can be made to stand in two circle one within another. They may be asked to move in the opposite direction. when the trainer indicates the group should stop moving and they have to share family background, education, occupation, hobbies (like, sport, art, literature, social service etc) and they also have to share any of the worth remembering moment in their life, either good or bad achievement, social service, or what they propose to do in future to the opposite person. Similar movements may be made at least three
to 4 times. The outcome of this game is to introduce to many in a short span of time.

### Instructions to the trainers
- Depending on the time, space, number of participants, the trainers can choose one among the four games detailed above.
- They must be fully aware about the game and the skill to play, which they are going to select.
- All complementary materials should be kept ready before the start of the activity. It should be observed that all the participants should actively participate in the game. Activity should conclude in a given time.

### Expected outcome
1. After completion of the game, participants from different geographical and education background will come together as a team.
2. The trainers can identify the attitude of individuals.
3. Trainees will adjust to the training environment.
4. A relationship of trust and mutual understanding will establish among the trainees.
5. Harmonious relation between the trainee and the trainer will be established.

### Training materials
- Black or white board, marker pens, KG Sheets, Brown sheets, sketch pens, white sheet, Multimedia projector, generator, OMKARA CD

### Session 2
**Expectations of the Participants**

### Complementary subject
For acquiring more knowledge and skill during the training.

### Objective
The persons who come for the training have their own expectations. It is to correlate the objectives of the organizers with the expectations of the trainees.

### Method
During the session the Resource persons should make efforts to talk to individual participant and bring out what they are expected of the training. The R P may ask the trainees to list out their expectations in the book given to them. A time limit of 5 minutes can be fixed for this purpose. After everybody’s writing through brainstorming the expectations of the trainees can be listed in a chart. In Training module design, the trainer should confirm the expectations of the participants are included. Incase any of the expectations is not finding a place in the design; efforts should be made to include the trainee’s expectation.

### Suggestions to the trainees
Trainers to give maximum scope for the trainers to express their expectations. While consolidating the expectations, trainer should impress upon, the limitations, the Training objectives and the topics included in the Training design, to the trainees.

### Expected outcome
At the end of the session
- The trainees will learn the expectations they are having on
Trainees will come to know the Information in respect of more items to be included in the training design.

To sum up, the trainees will take home the purpose, the limitations, and the topics dealt in the programme.

<table>
<thead>
<tr>
<th>Training materials</th>
<th>Black or white board, marker pens, KG Sheets, Brown sheets, sketch pens, white sheet, Multimedia projector, generator,</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading material for the training</td>
<td>The time table for the training.</td>
</tr>
<tr>
<td>Duration</td>
<td>Half an hour 30 minutes</td>
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</table>

**Session 3**

**Need for entrepreneurship and the characteristic features of Entrepreneur**

**Complementing topics**

- Enterprise, entrepreneur, entrepreneurship
- Need for Entrepreneurship
- Difference in employment and self employment
- Characteristic features of entrepreneur
- The role of seller in the enterprise
- Characteristic features of the seller.

**Objectives**

- To impress upon the trainees the meaning of the three words Enterprise, entrepreneur, entrepreneurship
- To create owns own future-motivating the trainees to establish their own income generating activity.
- To impress upon the trainees the self contentment they get from venturing a own establishment, along with becoming self reliant and creating opportunity to provide jobs to others rather than becoming a worker or employee in other’s enterprise.
- While deliberating on the characteristics of an entrepreneur, it should be impressed upon the say that “no one will be a born entrepreneur but by imbibing the qualities and by learning from environment, any body can become entrepreneur”.
- At the same time another important information that ‘no one will be a born sales person’ should also be impressed upon.

**Method**

1. Topic presentation and discussion
2. exhibiting short films and invite immediate response from the participants.

**Instructions to Resource persons**

By screening the short films depicting the successfully adopted Income generating activities of Self Help groups and also short films produced by C E D O C, the Resource Person has to facilitate the trainers to list out the difference between the employment and the self employment. Similarly, trainer should list out from the participants themselves, the difference between characteristics of an entrepreneur and that of a seller, based on their (trainees) own experience, hearing from other sources and also from the films screened. Any left out points if
| Expected out come | After end of the session, the participants  
| | - Will know the importance of Self employment.  
| | - Will develop belief that anybody if he makes up his mind can become a successful entrepreneur.  
| | - Will list out and the important characteristics of entrepreneur  
| | - Will understand the Selling as one of the important part of the enterprise.  
| Training materials | Black or white board, marker pens, KG Sheets, Brown sheets, sketch pens, white sheet, Multimedia projector, generator,  
| Reading material for the training | First chapter of the handout.  
| Session No 4 |  
| Subject | **Different stages to be followed for establishing the Enterprise.**  

| Complementing topics | - Prepare the list explaining the different stages in establishing the Enterprise  
| | - The role of nationalized banks in providing financial Assistance to the self Help groups.  
| | - Different types of Skill Development trainings available in Karnataka and address of these Skill Development Training institutes  
| Objectives | The participants at the end of the session will be able  
| | - to list out the systems to establish the Enterprise  
| | - The information on the institutions to be contacted for establishing the enterprise.  
| | - The financial help available from the nationalized Banks  
| | - The opportuhites available for Skill development programmes  
| Method | Presentation of the topic and group discussion  
| Instructions to Resource persons | - To arrange the participants in to four groups  
| | - Give each group a subject from among Financial assistance, skill development, technology, infrastructure.  
| | - Groups to discuss on the available opportunities and institutions to be contacted  
| | - Direct the Group to make presentation based on the discussion  
| | - Further, Resource persons, complementing to the points presented, complete the discussion with left out points.  
| Expected out come | The participants will get information to follow the systems to establish the Enterprise and the institutions to be contacted for establishing the enterprise.  
| | - They will also understand the role of Nationalised Banks and procedures to be followed for getting the loans from the banks.  
|
- Get information on the institutions those provide Skill Development Training
- The participants will come to know about the role played by KVIC, CFTRI, DFRL and other institutions in providing rural Technology.

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Reading material for the training</td>
<td>First chapter of the handout “Skill for successful Marketing.”</td>
</tr>
<tr>
<td>Session duration</td>
<td>2 hours 30 minutes</td>
</tr>
</tbody>
</table>

**DAY 2**

**Session 5**  
**Yoga Pranayama and meditation.**

**Complementary topics**  
Yoga postures, inhaling and exhaling, Bastrika and Kapalabhati, Pranayama and Meditation.

**Objective**  
Sound mind in the sound body is most important complementary requirement for day to day affairs. Therefore the participants are to be impressed to learn and practice Yoga Pranayama and meditation.

**Method**  
Through experiments

**Instructions to Resource persons**  
Along with teaching Asanas (postures), Trainers to teach them the importance and usage of Yoga Pranayama and meditation.

**Expected out come**  
After the completion of the session the participant would be physically and mentally fit to do any work entrusted to them.

**Training materials**  
Mats or carpets and the big wall posters containing Yogasana’s different postures.

**Reading material for the training**  
The notes, with pictures containing the aspects of Yoga Pranayama and meditation

**Session duration**  
60 minutes.

**Session 6**  
**Recap of previous days activity**

**Complementary topics**  
Issues discussed in the previous day sessions

**Objective**  
Participants at the end of the session will recapping the previous days learning events and get clarified for any points still not understood.

**Method**  
Activity through games

**Instructions to Resource persons**  
Through different games the trainer should take up these activities.

Game 1. Number Game. Every participants is required to call a number from 1 to.... Each person should remember his number Ask the participants to change their place of standing and now different numbered people are standing at different places. Trainer should call a number that the person who had said that number should come forward and he must share one point of learning yesterday. This game should continue till all the participants have shared all the points of learning. The Trainer should note these
| points on a sheet of chart. The trainer may conclude the game only after deliberating the left out points and also giving clarifications to required points. The game could be played differently too. Taking names of patriots of our country, or sports person or cinema stars name also the can be enacted. Game 2 This exercise can also be conducted in a different manner also. Instead of numbers, a paper ball can be passed on from one participant to another and when whistle blows the person on whose hands the ball is there has to present a point of learning. Expected out come | Participants will be able to learn different subjects of Previous day and seek clarification for doubts. |
| Training materials | Black or white board, marker pens, KG Sheets, Brown sheets, sketch pens, white sheet, Multimedia projector, generator, |
| Reading material | None |
| Session duration | 30 minutes. |
| **Session 7** | **COMMUNICATION SKILL** |
| Complementary topics |  • Effective Speaking  • Effective listening  • Expressing the opinions through effective writing  • Co ordinate Behaviour within the team  • Mingling with every body without any prejudicial mind set  • Cultivating the leadership quilities |
| Objective |  • Self Help Group members to have effective communication with general public, people representatives, senior officials, and with colleagues  • Presentation of subject for discussion in the group meeting, and able to converse effectively in their personal capacity as well as the members of the Group  • Presentation of information in front of Senior Officials  • Members to face consequences without any demoralization.  • Creating team consciousness among the group members |
| Method | Through different experimental activities, Role play, presentation of the subject, Group discussion etc |
| Instructions to Resource persons | Trainers to oversee that all the participants take part in all the activities. They should impress upon the participants about Listening, Conversing, and writing skills which are the most important points in Communication. They should also deal with the barriers and also the points to overcome these barriers through case study or role play. Trainer should identify through observance, those who hesitates while talking from the dais and express stage fear while presenting the subject, and motivate them with self confidence and courage in those participants. Expected out come | The participants while dealing with the Self Help Group members deal with confidence. |
At any point of time they will transact with the General public without hesitation and with Self confidence
- At the end of the session participants by becoming effective listener, effective speaker and a good writer, will be able to communicate in a better way.
- They will transact effectively with the Group members.

<table>
<thead>
<tr>
<th>Training materials</th>
<th>Black or white board, marker pens, KG Sheets, Brown sheets, sketch pens, white sheet, Multimedia projector, generator, Pictures video clippings</th>
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</thead>
<tbody>
<tr>
<td>Reading material for the training</td>
<td>Ask the participants to read Third chapter</td>
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<tr>
<td>Session duration</td>
<td>4 hours 30 mts</td>
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</tbody>
</table>

### Day 3

<table>
<thead>
<tr>
<th>Subject</th>
<th>Yoga Pranayama and Meditation,</th>
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<tbody>
<tr>
<td>Subject</td>
<td>Recap of previous days learning events</td>
</tr>
<tr>
<td>Session 9</td>
<td>The techniques of identifying the Income Generating Activities.</td>
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</tbody>
</table>

#### Complementary topics
- The points to be followed while selecting the projects
- The opportunities available for projects based on resources
- Demand based projects and available opportunities
- Project opportunities in service sector
- Projects related food and agriculture
- Group activities

#### Objective
To provide knowledge and inputs to the participants regarding projects based on resources, projects based Demands and Projects in Service Sector. The information regarding the Projects related to food and agriculture and group activities would certainly help the participants to identify the right projects.

#### Method
Viewing Short films and immediate response on the film. Topic presentation and group discussion

#### Instructions to Resource persons (R Ps)
- R Ps to provide opportunities to view the short films and conduct discussion
  - While viewing the short film, ask the participants to note down the important points.
  - They will be able to understand projects based on resources, Demand based projects and Projects in service sector based on the points that they have noted.

#### Expected out come
Participants will be able to get the information regarding the method and the principles for starting the profitable ventures. Besides understanding the projects like projects based on resources, Demand based projects, Project available in service sector Projects related food and agriculture and Group activities facilitate them to identify income generating activities also.

#### Training materials
Black or white board, marker pens, KG Sheets, Brown sheets, sketch pens, white sheet, Multimedia projector, generator, Pictures video clippings CDs on income generating activity.

#### Reading material
Ask the participants to read fourth chapter
### Session 9: Preparation of Project Report and business plans

**Complementary topics**
- What is project report?
- What is the importance of project report?
- What are the procedures to be followed for preparation of the project report?
- Preparation of the model project report.

**Objective**
Full details are required for implementing any projects. For this understanding what is project report? What is the importance of project report? What are the procedures to be followed for preparation of the project report? is very much required.

**Method**
Using flip chart detailed information regarding what is project report? What is the importance of project report? What are the procedures to be followed for preparation of the project report? is to be imparted. The method for preparing project report may be by grouping the participants into 4 groups and through them different types of 4 project reports can be prepared.

**Instructions to Resource persons (R Ps)**
For any programme to be successfully implemented, collection of full details in the form of relevant data is required. (Eg., the Marriage ceremony in the house, festivals or other meetings and programmes). By giving these examples, answers in respect of questions like what is project report? What is the importance of project report? And what are the procedures to be followed for preparation of the project report? can be obtained from the participants themselves. By viewing some of the projects, participants have to be motivated to take up the projects afresh on their own.

**Expected outcome**
At the end of the session the participants would be able to list out the learning on the contents of the project report, importance of project report, and the procedures to be followed for preparation of the project report. They get confidence to prepare individual project report on the experience of the projects prepared in the groups.

**Training materials**
Black or white board, marker pens, KG Sheets, Brown sheets, sketch pens, white sheet, Multimedia projector, generator, Pictures video clippings CDs on income generating activity.

**Reading material**
Ask the participants to read 5th chapter

### Day 4

**Subject**
Yoga Pranayama and Meditation,

**Subject Recap of previous days learning events**

**Session 10**
Field visit

**Complementary**
- Visit to the Successful, unsuccessful S H Gs,
| **topics** | • S H Gs undertaking income generating activities  
• Sharing the experience with the Group members  
• Visit to the Markets like Super Bazars, Jatre, Sandies, Wholesale dealers, Janath Bazar, |
| **Objective** | • First hand information about the markets  
• To enhance the self confidence through meeting the successful Entrepreneurs  
• Meeting unsuccessful Entrepreneurs teach the mistakes not to be committed again  
• Available marketing for the products manufactured by the S H Gs |
| **Method** | To send the participants in 4 groups separately to the above mentioned groups like  
• successful groups with income generating activities  
• to the different Markets and  
• collect information with the pre prepared Questionnaires and  
• based on the answers, drawing up of the report by each group |
| **Instructions to Resource persons** | • Trainers to identify the successful and unsuccessful groups before the journey  
• To identify the sandy, jatre, or Melas (congregations) nearer to the training venue.  
• To contact the management of the Super Bazars, janata bazaars, whole sale dealers regarding the market visit, explaining the objectives of the field visit and seek their cooperation in replying the questions of the participants.  
• To arrange in advance the vehicle and the lunch for the purpose of Field visit. |
| **Expected outcome** | The participants, at the end of the session, will be able to learn about the available market for the products of S H Gs. They will be able to explain to their own remaining S H G members about the suitable market for different products. |
| **Training materials** | Not required |
| **Reading material for the training** | Questionnaire Ask the participants to read fourth chapter of the handout “Skill for successful Marketing.” |
| **Session duration** | Full day |
| **Day 4** |  |
| **Topic** | Yoga, pranayama and Meditation |
| **Topic 2** | Recap of previous day, report presentation on the field visit form the groups |
| **Session 11** | Managing the Market |
| **Complementary topics** | Demand, Supply, difference and analysis along with case study. Marketing skill and marketing techniques |
### Session 12: Managerial Skills

#### Objectives
- Participants while working in their area of operations, have to give consultancy services to various group members, they may have to face severe conflicts from the society and the members, in all these times, this session aims at giving inputs to how to behave and how to motivate the team progressively.

#### Method
- Topic presentation,
- management Games,
- and Group discussion.

#### Instructions to Resource persons
- Resource persons to give inputs on the need for working as a team through Broken square games, time management through success stories, quality maintenance and conflict management inputs from

<table>
<thead>
<tr>
<th>Branding and packaging</th>
<th>Quality management</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Objective</strong></td>
<td>Most of the members of the S H Gs hesitate to take up Income Generating activities is because they are the first generation entrepreneurs. They are not aware as to where they have to market their products. The objective of the session is to motivate the participants by enhancing the confidence through imparting the Marketing techniques and marketing skill, and to encourage them to involve themselves in Income generating activities and marketing of micro enterprise products.</td>
</tr>
<tr>
<td><strong>Method</strong></td>
<td>Topic presentation and group discussion</td>
</tr>
</tbody>
</table>
| **Instructions to Resource persons** | • Resource persons to make the Groups from among the participants,  
• Ask them to present a report on the successful entrepreneurs or S H Gs after discussing in the groups,  
• To list out the reasons for the success of these S H Gs and entrepreneurs.  
• To arrange for the discussion with the Subject experts and provide supportive informations. |
| **Expected out come**  | At the end of the session, the participants will be able to list out the places of marketing the products produced by them and they will be able to identify the product modifications in accordance with the need of the customers. |
| **Training materials** | Black or white board, marker pens, KG Sheets, Brown sheets, sketch pens, white sheet, Multimedia projector, generator, Pictures video clippings |
| **Reading material for the training** | Ask the participants to read sixth chapter of the handout |
| **Session duration**   | 3 hours |

#### Complementary topics
- Consultancy Techniques
- Conflict management
- Time management
- Cultivation of nature of working in a team
<table>
<thead>
<tr>
<th>Subject experts, and through the Role ply the participants would be given introductory input on consultancy techniques.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Expected outcome</strong></td>
</tr>
<tr>
<td><strong>Training materials</strong></td>
</tr>
<tr>
<td><strong>Reading material for the training</strong></td>
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<tr>
<td><strong>Session duration</strong></td>
</tr>
<tr>
<td><strong>Session 13</strong></td>
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| **Complementary topics** | - Meaning of stress  
- The situations giving scope for formation of stress  
- Reasons for stress  
- Change in behavior for stress removal  
- Creation of atmosphere without stress. |
| **Objective** | This sessions enables the participants to understand the Stress during the functioning and be prepared to run the enterprises successfully with effective carrying out the day to day functioning in a stress free atmosphere. |
| **Method** | Experimental activity  
Group discussions |
| **Instructions to Resource persons** | While explaining the stress free atmosphere to the participants, Resource persons have to give more impetus on the following  
- Meaning of stress  
- The situations giving scope for formation of stress  
- Reasons for stress  
- Change in behavior for stress removal  
- Creation of atmosphere without stress.  
- Tranquility, peace and satisfaction as the outcome of stress free atmosphere. |
| **Expected outcome** | At the end of the session the participants would be able to create a stress free atmosphere in the area of operation and increase their efficiency level. |
| **Training materials** | Black or white board, marker pens, KG Sheets, Brown sheets, sketch pens, white sheet, Multimedia projector, generator, Broken square sets, success stories for time management etc |
| **Reading material for the training** | PPT, Hand out related to the topic. |
| **Session duration** | 1.30 hours |

**Day 6**

<p>| <strong>Topic</strong> | <strong>Yoga, pranayama and Meditation</strong> |
| <strong>Topic 2</strong> | Recap of previous day, report presentation on the field visit form the |</p>
<table>
<thead>
<tr>
<th>Session 14</th>
<th><strong>Value addition of the products manufactured by micro enterprises.</strong></th>
</tr>
</thead>
</table>
| **Complementary topics** | - Facing the competition challenges by micro enterprises.  
- Value addition why? And how?  
- Creativity  
- New invention  
- Use of simple technology |
| **Objective** | - In the developing competitive world, it is immensely required for the products produced by the rural women to face such competition and to stand on a solid ground for survival.  
Keeping this in mind the session aims at imparting knowledge on the adoption of Value addition, Creativity, New invention and Use of simple technology, in micro enterprises. |
| **Method** | **Topic presentation and short film** |
| **Instructions to Resource persons** | The expert resource persons to impart knowledge by screening short films on Value addition and use of simple technology and in the process highlight upon the participants, the meaning of the value addition and through the process of adoption of simple technology how there would be increase in demand for the product and thereby increase in the profit to the entrepreneurs. |
| **Expected out come** | At the end of the session the participants will acquire expertise knowledge to face the competition by introducing value addition to their products and through usage of simple technological processes. |
| **Training materials** | Different Branded and unbranded products, Black or white board, marker pens, KG Sheets, Brown sheets, sketch pens, white sheet, Multimedia projector, generator, CDs, video clippings |
| **Reading material for the training** | Multimedia presentation  
Ask the participants to read Eight chapter of the handout for trainees |
| **Session duration** | 2 hour. |

<table>
<thead>
<tr>
<th>Session 15</th>
<th><strong>Challenges for establishing the Income generating activities</strong></th>
</tr>
</thead>
</table>
| **Complementary topics** | - Managing the enterprise  
- Challenges before selecting the activity  
- Challenges for imparting skills  
- Selection of suitable Plant and machinery  
- Method of manufacturing  
- Packaging and Branding  
- Price fixation  
- Managing the Markets  
- Managing the Accounts |
<p>| <strong>Objective</strong> | This session aims at providing inputs to the participants to understand the management of Small enterprises and give suggestions to run the units profitably to those Self help group members who come for consultancy. |
| <strong>Method</strong> | <strong>Topic presentation and Group discussion</strong> |</p>
<table>
<thead>
<tr>
<th>Instructions to Resource persons</th>
<th>Resource persons to suggest to subject experts to the points to be noted while managing the small enterprises through small examples and case studies.</th>
</tr>
</thead>
</table>
| Expected outcome | • At the end of the session the participants would list the information for managing the small enterprises  
• Understand the management of Small enterprises and give suggestions to run the units profitably to those Self help group members who come for consultancy. |
| Training materials | Black or white board, marker pens, KG Sheets, Brown sheets, sketch pens, white sheet, Multimedia projector, generator, |
| Reading material for the training | Multimedia presentation  
Ask the participants to read ninth chapter of the handout for trainees |
| Session duration | 1.30 mts |
| Session 16 | PREPARATION OF ACTION PLAN AND PRESENTATION BY PARTICIPANTS |
| Complementary topics | • Preparation of action points |
| Objective | After the end of the training, without wasting the time the participants will get the clarity once they prepare the action programme on the proposed micro enterprises. |
| Method | To enable the participants for Preparation of Action plan and Presentation of Action plan |
| Instructions to Resource persons | Help the participants to take up activities which are simple and practical. |
| Expected outcome | At the end of the session the participants will be able to Nurture at least one S H G which can take up a successful at least one income generating activity. |
| Training materials | Black or white board, marker pens, KG Sheets, Brown sheets, sketch pens, white sheet, Multimedia projector, generator, |
| Reading material for the training | the handout complement to the subject. |
| Session duration | 1 hour. |

**Session 17**  
**EVALUATION OF TRAINING**

<table>
<thead>
<tr>
<th>Complementary topics</th>
<th>Subjects dealt in different sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective</td>
<td>Evaluation of understanding on the subjects discussed during the course of each sessions</td>
</tr>
<tr>
<td>Method</td>
<td>Simple Test</td>
</tr>
</tbody>
</table>
| Instructions to Resource persons | • To know the standard of learning Resource persons to prepare questionnaire on the subjects dealt during different sessions and ask them to write answers in a specified time.  
• Each question should be fixed with specific marks and valuation should be done on that basis |
To prepare a simple questionnaire containing simple questions with the overall objective of getting basic information on each session
- participants should have been given information in advance

<table>
<thead>
<tr>
<th>Expected outcome</th>
<th>At the end of the session the participants will recap different subjects in the training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training materials</td>
<td>Question paper and Answer paper</td>
</tr>
<tr>
<td>Reading material for the training</td>
<td>None</td>
</tr>
<tr>
<td>Session duration</td>
<td>0.45 mts</td>
</tr>
</tbody>
</table>

**Session 18 Feed Back Session**

**Complementary topics**
Sharing of experience and feelings

**Objective**
To enable to revise the training module keeping in mind overall effectiveness and based on the feedback given by the participants.

**Method**
Participants express their opinion on the training.

**Instructions to Resource persons**
- help the participants to express their opinion in a free and fair manner on the subjects included in the Training module
- In their opinion, list out which subjects require more time or on which subjects the time allotted may be reduced and or which subject may be deleted altogether.
- List out the opinions training Methods shared by the participants
- Based on the opinion expressed by the Participants revise the Training module in an appropriate manner.

<table>
<thead>
<tr>
<th>Expected outcome</th>
<th>At the end of the session, the trainers will be able to design the training module most effectively</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training materials</td>
<td>Feed back questionnaire or form</td>
</tr>
<tr>
<td>Reading material for the training</td>
<td>None</td>
</tr>
<tr>
<td>Session duration</td>
<td>0.45 minutes</td>
</tr>
</tbody>
</table>