

Outline of Central level ToT (C-ToT)

For SIP Formulation/Updating and Monitoring

1. Name of the Training: Central level ToT for SIP Formulation/Updating and Monitoring
2. Date of the Training: December 1-5, 2013 (5 days)
3. Venue: NCED Training Hall
4. Participants: (approximately 30 persons)
 - Trainers from MOE (1)/DOE (2)/NCED (1)/CDC (1) (5 persons)
 - Trainers from RED (5 persons)
 - Trainers from 4 Testing Districts (3 persons x 4 TDs=12 persons)
 - Trainers from 2 Follow-up Districts (2 persons)
 - ETC (4 persons)
 - Representatives from AIN/EWG and DPs (3 persons)
5. Trainers/Facilitators Team
 - DOE (2)
 - NCED trainers (1)
 - CDC (1)
 - SISM Project Staff
6. Objective:

The overall goal of the C-ToT is to improve the school management through the use of SIP. The specific objectives are:

 - (1) To make the participants ready for the D-ToT
 - (2) To share the goal of achieving the quality education through improving the school management using SIP;
 - (3) To critically look at the cascade training program and extract the lessons to be reflected for the improvement of the training program;
 - (4) To critically analyze the situation regarding SIP policy and process and recommend the practical ways to improve.
7. Expected Outcomes:
 - Every participant refreshes the familiarity with the concept, contents, and process of SIP.
 - The outline of D-ToT is ready.
 - Some recommendations for improving the SIP formulation/Updating and monitoring process are collected for SISM testing
 - The plan of the cascaded training from district level to school level is drawn.
 - The manual for the School Level Workshop is revised.
8. Major Contents
 - (1) Opening, Orientation, Introduction, etc.
 - (2) Revisit of the basics of SIP
 - (3) Analysis of the present situation
 - (4) Close study of SIP Formulation Guidebook (FG)
 - (5) Concept of Child Friendly School

- (6) School Monitoring
 - (7) Stakeholder Analysis and Training Gap Assessment
 - (8) Facilitation skills
 - (9) Study and Practice of the School level Workshop Manual
 - (10) Visit to schools for Practice of Community Workshop for SIP
 - (11) Design the contents and scheduling of the D-ToT
9. Tentative contents of the training
(5 days, from 09:00-17:00, total of approximately 6.5 hours= 390 minutes per day)

DAY1 (December 1), Sunday

| Session | Contents | Methods |
|--|---|--|
| S1 10:00- 11:30 (90M) | Session 1: Opening & Introduction (1) Opening <ul style="list-style-type: none"> - Opening Remarks - Training Objectives - Brief introduction of the participants | 20M (MC-DOE) |
| | (2) Tea Break | 10M |
| | (3) Orientation <ul style="list-style-type: none"> - Orientation and schedule sharing - Establishing the ground rules - Appointment of management tasks for the training - Interaction among the participants - Introduction to SISM2 - Presentation on the results of Base Line Survey | 60M (Jaya) (KS) |
| S2 11:30- 12:30 (60M) | Session 2: Presentation of the Study of SIP (Establishing the common understanding of SIP) (1) Presentation by Mr. Kamal <ul style="list-style-type: none"> - Objectives of SIP (key point: community mobilization) - Review of the history of SIP - Present policies under SSRP on SIP - SIP Formulation Guidebook | 60M Presentation by Mr. Kamal |
| 12:30- 13:30 | Lunch | |
| S3 13:30- 14:50 (80M) | Session 3: Review of the positive results, challenging areas, actions already taken, and actions which have to be taken <ul style="list-style-type: none"> - District-wise Discussion - Presentation of positive results and analytical results of the reasons why SIP is not really achieving its purpose. - District-wise analysis of the issues and suggestions of the ways to address (immediate | 80M District- wise group discussion |

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| | and medium term actions) | |
| 14:50-15:00 | Tea Break | |
| S4-1 15:00-16:50 (110M) | Session 4-1: Close study of the SIP Formulation Guidebook (FG) <ul style="list-style-type: none"> - Overview of the SIP FG - SIP Process (central, district, RC, and school) - SIP Framework - SIP Format - Highlights | 110M (Chiranjivi & Khakurel) |
| 16:50-17:00 | Wrap-up and Closing of the Day | 10M |

DAY 2(December 2), Monday

| Session | Contents | Methods |
|----------------------------|--|--------------------------------|
| 09:00-09:10 | Review of the Previous Day | 10M |
| 09:10-10:00 | Concept of Child Friendly School | 50M (Mr.Ganesh) |
| S4-2 10:00-11:00 | Session 4-2: Continuation of Session 4 | 60M (Chiranjivi & Khakurel) |
| 11:00-11:10 | Tea Break | 10M |
| S4-3 11:10-12:40 | Session 4-3: Continuation of Session 4 | 90M (Chiranjivi & Khakurel) |
| 12:40-13:40 | Lunch Break | |
| S4-4 13:40-14:20 | Session 4-4: Continuation of Session 4 | 40M (Chiranjivi & Khakurel) |
| S5-1 14:20-15:50 | Session 5-1: School Monitoring | 90M (YI) |
| 15:50-16:00 | Tea Break | 10M |
| S5-2 16:00-16:50 | Session 5-2: School Monitoring | 50M (YI) |
| | Wrap-up and Closing of the Day | 10M |

DAY3 (December 3), Tuesday

| Time | Contents | Methods |
|----------------------------|--|------------------------|
| 09:00-09:10 | Review of the Previous Day | 10M |
| S6 09:10-09:40 | Session 6: Stakeholder Analysis and Training Gap Assessment <ul style="list-style-type: none"> - Roles/responsibilities of the stakeholders: DOE/NCED/CDC/RED/ETC DEO/SS/RP HT /Teachers SMC/ PTA Guardians/Community leaders/Students - Training Gap Assessment for SS/RP, HT, teachers, SMC-C, SMC | 30M (Dinesh) |
| 09:40-11:10 | Learning Process | |
| S8-1 11:10-12:30 | Session 8-1: School Level Workshop Manual <ul style="list-style-type: none"> - Sharing the major contents of the Manual - Discussion and exercise of School-Self-Assessment Checklist, and ways to link with the planning. - Collection of feedbacks and suggestions | 90M (Ramchandra&BA) |
| 12:30-13:30 | Lunch | |
| S8-2 13:30-15:00 | Session 8-2: Continuation of Session 8 | 90M |
| 15:00-15:10 | Break | 10M |
| S8-3 15:10-16:10 | Session 8-3: Continuation of Session 8 | 60M |
| S9-1 16:10-16:50 | Session 9: Preparation for the school visit to conduct SIP workshop. | 40M |
| 16:50-17:00 | Wrap-up and closing of the Day 3 | 10M |

DAY 4 (December 4), Wednesday

| Time | Contents | Methods |
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| 09:00-09:10 | Review of the Previous day | |
| 09:10-09:30 | Preparation for the school visit | |
| 09:30- | Move to the schools | |

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| 10:00-10:30 | Greetings with the HT & SMC | |
| S9-2 10:30-12:00 | Conduct workshop | |
| 12:00-12:30 | Kaja | |
| 12:30-15:00 | Continue workshop | |
| 15:00- | Closing | |

DAY 5 (December 5), Thursday

| Time | Contents | Methods |
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| 08:30-10:00 | Reviewing the workshop conducted at school | 60M (BA) |
| 10:00-11:00 | Experience sharing of SIP in Indonesia and brief on facilitation skills | 30M (KS) |
| S10-1 11:00-12:30 | Design the content of D-ToT | 90M |
| 12:30-13:30 | Lunch | |
| 13:30-14:00 | Recapturing of the 5-Day Training and Making an Action Plan | 60M |
| 14:00-15:0 | Questionnaire, Reflection, Evaluation, and Closing | 60M |

10. Materials

- (1) SIP Formulation Guideline (FG)
- (2) (2) School Level Workshop Manual
- (3) School Level Workshop Manual
- (4) Presentation Hand-outs
- (5) Others