

**REPORT
ON
TRAINING OF TRAINERS [CAPACITY BUILDING] WORKSHOP
ORGANIZED UNDER THE AEGIS OF AIWC
BY
UJJAWAL WOMEN'S ASSOCIATION
(23rd-24th April 2019)**

AIWC facilitates the conduct of several programmes from time to time and Training of Trainers (TOT) for Capacity Building is one of its pet projects. Following this lead, the Ujjawal Women's Association, East Delhi branch, under the able guidance of AIWC Patron and UWA President Mrs. Bina Jain and UWA Secretary Ms. Kuljit Kaur organised a two day Workshop on 23rd-24th April 2019 with about 65 participants from North Zone and Central Zone A.



The Aim of the Workshop

The main objective of the workshop was to train the members of the branches regarding the working of AIWC. This TWO DAY programme covered information regarding Long Term and Short term Programmes of AIWC, how to apply for these programmes, how to write concept note or project proposal and how to submit the bills. This programme also tried to give information about cyber-crime, depression, CSR, and was open to suggestions regarding introduction of new projects as per the requirement of the place and area.

Day 1 (Tuesday, 23rd April 2019)



The event began with the traditional lighting of the lamp by Ms Bina Jain, President of Ujjawal Women's Association, Dr Manju Kak, Treasurer AIWC, Ms Amreshwari Morla Zonal Vice President AIWC, Ms Kuljit Kaur, Secretary, Ujjawal Women's Association, Ms. Neeru Jain, Zonal In charge Central Zone A and Ms. Prem Duggal, Zonal In charge North Zone. The



This was followed by Ms Jain delivering the welcome address, spoke about the purpose of the workshop and also covered the topic social work and its importance.

Dr Manju Kak, the Treasurer carried forward this notion and elaborated on the idea of 'social worker' and 'social activist'. Mrs Amareshwari Morla, Vice- President of AIWC said that in order to reach great heights in doing good for others; one has to first begin as volunteers.

The technical session began with the presentation by Ms Sheela Satyanarayan who conveyed the glorious history, vision and mission of All India Women's Conference and how it has reached where it is today with the innumerable efforts put in regularly since its inception.

Ms Ritu, Assistant programme manager of AIWC gave her presentation on the topic- Importance of conducting Survey before starting a project, including its Methods, Techniques and Collection of Data on primary as well as secondary levels.



Ms Ritu and Ms Pratibha, Assistant programme managers of AIWC, explained the Long term and Short-term awareness programmes which include Disaster Management, Health awareness campaigns, Sustainable livelihood, Gender sensitization amongst many others.

Carrying this forward Ms Kuljit Kaur presented the Holistic approach to the programmes to be organised. She gave suggestions for workshops related to themes pertaining to mental health, Sexual harassment at Work Place, Life skills, Depression, Juvenile delinquency, Drug abuse, Cyber safety for girls, Pre-marital counselling and counselling for NRI marriages which are imperative in today's time.



Ms Pratibha and Ms Ritu explained the Method and Methodology to apply for AIWC programmes. Explained the importance of budget and monetary related concepts pertaining to documents. Ms Kuljit Kaur elaborated on Concept Note how to write through examples.



The post lunch session resumed with Ms Chitra Sarkar giving a presentation on Report Writing and its importance. She defined Report and elaborated upon the concept conveying that a report is a document which records and describes an event with a particular purpose.

Ms Yuthika Mishra presented on behalf of Asha Gambhir, on how to write Success Stories with examples. This talk also highlighted the importance of photographs in the report and what constitutes a good photograph.



The final session of the day was the presentation by Ms Ritu Raina of Hindustan Times on CSR (Corporate Social Responsibility) and social development. The talk included objectives of the corporate sector and its association with the law and the required qualifications to enter this domain. A number of questions were raised by the audience and the discussion went on, making Ms Raina's session very audience friendly and interactive.

Day 2 (Wednesday, 24th April 2019)



The Second day of the workshop began with the same enthusiasm as the first day. There was a brief recap after which the proceedings of the day began.

The first speaker of the day was Dr Yuthika Mishra. The topic was Evaluation and Monitoring. Perfection should be the focus in handling any programme, management and evaluation of the project include Planning, Organising and Budgeting. The point that was made regarding celebrating success and replicating the success formula was that there should not be any blame game after the project was over and done.



Dr Roshan Ara elaborated on the subject of Communication. Communication is to the organisation as the soul to the body. A Good Communicator should also be a Good Listener. Noise is a barrier for good communication. Positive attitude in any communication is the most important aspect.



The third presentation of the day was Bills and Vouchers by the Finance Manager Ms Biji Sebastian who took pains to answer all the queries raised by the members. She gave logical solutions to all the doubts and problems faced by the branches, at the same time instilling in them the importance of following the processes.

The joint efforts by Accounts Manager and the Programme Officers enabled the Members to understand the importance of submitting all the documents, on time to the Head Office, in the required format. A lot of questions followed and satisfactory answers were given.



Ms Bulbul Das. defined Leadership as a capacity to translate vision into reality. Some are born with the qualities of leaders and in others it is inherent, she said. The basic requirements of a Leader and the best Leadership qualities were highlighted. It was also a lesson in selecting the right Leader for the right Role.

The next session was the session of comprehension of the knowledge imparted during the two days. It was a participatory session and the enthusiasm of the groups was immense. The groups chose topics which were relevant to their areas and the best group was awarded a token prize. The

Poonam Mitta, Treasurer UWA, delivered the Vote of Thanks, This proved to be a very successful programme that benefitted its participants immensely.

