

Training Modules for Project Stakeholders

Training of VFDS

Training Module	Outline	Resource person	Duration of training	Venue	Participants (6 participants from each VFDSs)	Purposed Departmental Linkages for expert services
Project Orientation and JFM Concept	<ol style="list-style-type: none"> 1. Project objectives & approaches 2. VFDS Formation, EC of VFDS, VFDS By laws 3. Setting up of VFDS/JFMCs: membership & registration, forms relating to membership and registration 4. Executive Committee role and responsibilities, power, role of ex-officio members, role of women sub committees/mahila group 5. HP PFM Rules & Regulation 6. Bye Laws of VFDS MOU between VFDS President & In charge DMU	PMC / Rt. HPFS / SMS /Resource person	1 days	Range Level	<ol style="list-style-type: none"> 1. Pradhan 2. Vice Pradhan 3. Secretary 4. Joint Secretary 5. Treasurer(BOs) 6. Forest-Guard 	Forest Deptt.
(Financial Training s) Record Keeping & Financial	<ol style="list-style-type: none"> 1. Fund Flow and management 2.. Types of Accounts & types of fund 3. Documentation & accounts management, book & record keeping , cash book writing (Practical Training) 4. Social Audit, utilization certificate , completion report 	PMC / Rt. HPFS / SMS/ Resource person	2 days	Range Level	<ol style="list-style-type: none"> 1. Pradhan 2. Vice Pradhan 3. Secretary 4. Joint Secretary 5. Treasurer(BOs) 6. Forest-Guard 	SRLM, RSETI, NABARD,

Management	5. Formats involved in monitoring of VFDS/ SHGs					
Micro Planning & SHG/CIG Formation	<ol style="list-style-type: none"> 1. Role and responsibilities of VFDS EC & Ward Facilitators in Micro Planning 2. Steps involved in planning processes and tool used in brief 3. Selection of CD Activities & Livelihood Activities 4. Formats to be used for CD&LIP 5. Inter-scrotal convergence 6. Formation of SHG/CIG /User Groups & their significance on VFDSs. 	PMC / Rt. HPFS / SMS/ Resource person		Range Level	<ol style="list-style-type: none"> 1. Pradhan 2. Vice Pradhan 3. Secretary 4. Joint Secretary 5. Treasurer(BOs) 6. Forest-Guard 	
Capacity Building Training	<ol style="list-style-type: none"> 1. Understanding Forest Ecosystems management & their roles in planning, implementation and M&E 2. Procurement of purchasing material for PFM Mode implementation. 3. Technical inputs in plantation , soil moister conservation measures and drainage line treatment 4. Human wildlife Conflict management 5. Gender Sensitization interventions 6. Monitoring of PFM works, statutory audits 7. Conflict resolution, decision making team work. 	PMC / Rt. HPFS / SMS/ Resource person	1 day	Range Level	<ol style="list-style-type: none"> 1.Pradhan 2. Vice Pradhan 3. Secretary 4. Joint Secretary 5. Treasurer(BOs) 6. Forest-Guard 	Rural Development, SRLM, NABARD, Women & Child Development
Refresher Training	<ol style="list-style-type: none"> 1. Annual / Quarterly /Planning & Implementation of works as per FEMP & CDLIP 2. Operational issues and 	DMU SMS and Concerned RO	Half day	Range Level	EC of VFDS/ BMC- Sub Committee/ SHGs/ User Group	Forest Department

	Financial Management 3. Social Audit & monitoring & Evaluation processes and reporting					
Quarterly Workshop	1. Sharing of Best practices, innovations and challenges faced by VFDS 2. Discussion on Progress made by VFDS	FTU Coordinators	1 day	Range level		Forest Department
Annual Workshop	1. Sharing of Best practices, innovations and challenges faced by VFDS 2. Activities done by SHGs/CIGs , innovations and challenges faced 3. Sharing of future plans	DMU SMS and Concerned RO	1 days	Division		Forest Department

Training of BMC-Sub Committee

Training Module	Outline	Resource Person	Duration	Venue	Participants (6 participants from each Sub Committee)	Departmental Linkage for Resource person
Project Orientation	1. Project objectives and approaches 2. Role of BMC and Sub Committee in Planning, implementation & M&E of CBMP & LI 3. Templates/Formats to be used for CBMP & Selection of CD Activities 4. HP PFM Regulation 2001 5. Planning Process and Tools	Rt. HPFS, DMU SMS and FTU coordinator	1 days	Range Level	1. Pradhan 2. Vice Pradhan 3. Secretary 4. Joint Secretary 5. Treasurer (BOs) 6. Forest-Guard	Forest Deptt. & Forest Wild life
Group Management	1. Role & Responsibilities of BMC Sub-Committee & GP Mobilizers 2. Sensitization on formation of	DMU SMS		Range Level	1. Ward Facilitators 2. GP Mobilizers	3.

	SHG/ CIG/ User Groups & their significance 3. Inter-scrotal convergence	and FTU coordinator	1 day			
Managerial & Financial Management	1. Group Management – Planning & Execution of PFM & Departmental mode activities) 2. Fund Flow and management 3. Documentation, Accounts Management & Financial Record keeping 4. Monitoring of works & Social Audit- (objectives, preparation of social audit reports) 5. Gender sensitive intervention	Rt. HPFS, DMU SMS ,and FTU coordinator	2 days	Range Level	1. Pradhan 2. Vice Pradhan 3. Secretary 4. Joint Secretary 5. Treasurer(BOs) 6. Forest-Guard	Forest Deptt. & Forest Wild life
Biodiversity Nexus	1. Understanding biodiversity management 2. Changing relationship of human and wildlife, Coping mechanism 3. Importance of habitat management and the role of community 4. SATOYAMA 5. Eco tourism	DMU SMS and FTU coordinator	1 day	Range Level	1.Pradhan 2. Vice Pradhan 3. Secretary 4. Joint Secretary 5. Treasurer(BOs) 6. Forest-Guard	Forest Deptt. & Forest Wild life
Quarterly Workshop	1. Sharing of Best practices, innovations and challenges faced by VFDS 2. Discussion on Progress made by VFDS	FTU Coordinators	1 day	Range		–
Annual Workshop	1. Sharing of Best practices, innovations and challenges faced by VFDS 2. Activities done by SHGs/CIGs , innovations and challenges faced by 3. Sharing of future plans	DMU SMS and Concerned RO	1 days	Division		–

Training SHGs/CIGs

Training Module	Outline	Resource Person	Duration	Venue	Participants	Departmental Linkages
Group Concept & Record keeping	1. Principles of formation & reorganization of SHG/CIGs & Panchsutra (5 key principles) 2. SHG concept-Functions, management, Bye-Law and responsibilities 3. Saving & inter lending, Book Keeping, Record Keeping, Individual Saving account, loaning account. 5. Gender sensitive intervention	PMC / Resource Person	1 day	VFDS Level	All members of the SHG/CIG	Women & Child Development, SRLM, NABARD,
Business Plan / Sub-project preparation	1. Project guidelines on business plan preparation 2. Financial Management 3. Beneficiary share, inter loaning, bank loaning, loan repayment, processes involved in business plan approval 4. Responsibilities of members in implementation of business plan 5. Bank linkages, linkages with corpus funds, repayment schedules etc. 6. Inter-sectoral Convergence, government schemes and programs for Livelihood improvement.	PMC / Resource Person	2 days	VFDS Level	All members of the SHG/CIG	RESTI, PMU Shimla
Livelihood Skill Development	1. Skill based training in Situ/ Ex Situ depending upon site specific situations 2. Document maintenance, fund	Master Trainers /	2 Days	VFDS Level	All members of the SHG/CIG	Agri. Deptt. / Agri. University, NABARD, Rural Development, Deptt. Of Aurveda, Himalayan

nt Training at small level	management, procurement procedures , asset register , material form , stock form. 3. Grading, packaging, value Chain management, marketing networking etc. 4. Progress reporting to VFDS/ In charge FTU 5. Monitoring / Skill up-gradation analysis. 6. Monitoring & Evaluation of IGA to asses cost benefit analysis of activities	PMU/ Resource person				Research Group, KVKs, ITIS
Advance Technical Skill Development Trainings	1. IGA Specific technical trainings from recognized institutions 2. Various aspect for successful management of IGA 3. Backward & Forward linkages for Sustainable IGAs	Master Trainers / PMU/ Resource person	On Actual Basis	KVKs/ Govt. ITIs/polytechnics/ district Industries centre other training institutes or on the spot demonstration	All members of the SHG/CIG	Agri. Deptt. / Agri. University, NABARD ,Rural Development , Deptt. Of Aurveda , Himalayan Research Group, KVKs, ITIS
Cluster Level IGAs	1. Cluster/ Federation enterprise management 2. Cooperative formation 3. Marketing & Linkages	Master Trainers / PMU/ Resource person	On Actual Basis	Resource Institutions	Members of Cluster	

Note: For skill based trainings special Module will be developed in consultation with KVKs /ITIs Polytechnics & other reputed institutions.