



Government of Karnataka



# TRAINERS GUIDE

Published by



Director General

**Administrative Training Institute**

Lalitha Mahal Road, Mysore - 570 011

2520906, 2522142, 2443264, 2443839

Fax : 0821-2523899 E-mail : [dgatim@yahoo.com](mailto:dgatim@yahoo.com)

Visit us : [www.atimysore.gov.in](http://www.atimysore.gov.in)



ADMINISTRATIVE TRAINING INSTITUTE

Lalith Mahal Road, Mysore-570 011

## ICE BREAKING

Sr. No.	Item	Particulars
1.	Name of Session	Personal contact.
2.	Objective	<p>To reduce the stress on trainees.</p> <ul style="list-style-type: none"> <li>- To remove the shyness and fear of Trainees.</li> <li>- To increase the participation of the trainees.</li> <li>- To establish the Mutual communication among trainees.</li> <li>- To create enthusiasm among trainees and to increase it.</li> <li>- To reduce the repetitiveness at work.</li> <li>- To establish mutual contact amongst the trainees.</li> <li>- To introduce training programme of the trainees.</li> <li>- To know the expectation of the trainees in respect of the training programme.</li> </ul>
3.	Introduction	<p>The training starts with this session. There is no introduction of Guide and the trainees who came from different places. They are anxious to know and are afraid of about the training. This pressure may affect on achieving the fulfillment of the targets of the training. The training objectives are to e sought in shortest period and hence it is essential to have active participation of the trainees without delay. It is needed to do the ice-breaking work in the beginning.</p>
4.	Duration	90 minutes
5.	3 Training method	Through play each gets introduced
6.	Material	Chalk sticks, Sticky plate, Card Sheets, sketch pen, L.C.D. Projecter.
7.	Process (for this process a reference may be taken from next pages)	<p>Registration and to have self introduction (15 minutes)</p> <ul style="list-style-type: none"> <li>• To introduce training (5 minutes)</li> <li>• Mutual Introduction of trainees through play (30 minutes)</li> <li>• To ask about the expectations of the trainees. Should be noted down on the black board and to discuss (10 minutes)</li> </ul>

		• To get C R Q duly filled in.
8.	Summary	After the session of the mutual introduction, trainees get relaxed. One has knowledge about nature of other trainee and it reduces the fear, doubt atmosphere. This provides the scope to success of the programme. Free talking and communication may ease the atmosphere. It opens for other work. Trainees may realize it.

### **Detailed Process of the Session**

- (1) Registration of Trainees - (15 minutes)  
(2) Introduction of Trainer - (5 minutes)

Trainer is the guide to the trainees during training period. He will introduce himself (Name address, experience to trainees).

### **Expectations of Trainees from the Training Programme.**

Trainees come to training with expectations. It is essential to know the expectations of the trainees to make them receptive for success of training programme. Hence their expectations are considered and then if they are told outline of the training programme, the trainees will be helped to reduce their improper expectations.

### **3) Icebreaking (Mutual Understanding) among Trainees.**

Different play activities help to trainees for mutual introduction and to make their minds free from fear and stress. The following is the list of some plays to be played by using minimum instruments and are of less timing.

#### **Game**

##### **(1) Couple introduction**

- Objective** - To have mutual introduction.  
**Material** - Not needed.

## **Benefits –**

- If there are no instruments this game can be played.
- It can be played in short time.

## **Process**

- Prepare couples.
- Introduce couple among themselves.
- Come altogether.

One has to introduce his partner as if he induces himself e.g. when Sheela and Sanjay are a couple, then Sheela introduces I am Sanjay. I live at Vadgaon. In my house I have my parents. Then Sanjay will introduces : I am Sheela. I work in Nav Jeevan Institute. I like green colour.

## **2. Introduction through pictures objective :**

By using picture one introduces nature of partner to others.

## **Material**

Card sheet, Sketch pen.

## **Benefits**

- Imagination power is increased
- It helps trainees to know nature of other trainee mutually.

## **Process**

- All the trainees may be given to each one of them card sheet and sketch pen.
- Instruct the trainees to draw a picture which may express his personality (e.g. when the trainee draws a picture of flowing river it means he has to tell that his nature is like flowing river. He is plane. But others may have different opinions about this picture. This can be well understood through the game.
- Collect all the cards.
- Redistribute these cards in such way that each trainee may get other's card. If anybody gets his card please replace it.
- Instruct any one to explain the nature with the help of the picture.

- One who owns the card should confirm his behaviour as is explained and correct it if found wrong.

### 3. **Tell exactly** : –

**Objective** : Introduction among the trainees.

**Material** : Card sheet, sketch pen, colour paper, gum strip.

**Advantages** : To get information of one to another no visual manner.

### **Process** :

- Prepare a list as to what is expected e.g. name, place, name of institute etc.
- To distribute colour cards at the rate of one colour paper at the rate of one colour paper for one issue e.g. yellow card for name, Green Card paper for village and so on.
- Each must write his personal information on cards as per colour code.
- Stick the cards in the training hall the straight line on one board and give information to our group.
- When cards are displayed, one colour cards will be in upward row and it will easily be noticed as to which villages, the trainees have come from and to which institute they belong.

## MANAGING SELF

Sr. No.	Item	Particulars
1.	Name of Session	My Sole
2.	Objective	Self role / Self introduction and awareness of duty.
3.	Introduction	In changing conditions technical speed,. New processes of implementation new people, Different roles or responsibilities at a time are to be faced. When we consider others it is essential to understand what others feel about us. If I know as to who am I and what is our capacity, I can perform my role effectively.
4.	Duration	90 minutes
5.	Training method	How am I? : 10 minutes
		Questionnaire and Discussion : 20 minutes
		Game : 30 minutes
		Role Drama : 20 minutes
		Summary : 10 minutes
6.	Material	-
7.	Inherent factors	<ul style="list-style-type: none"> <li>- Expectations of people in our respect.</li> <li>- Consumer</li> <li>- Compliance of the complaints</li> <li>- Summary</li> </ul>
8.	Process	To instruct the trainees to fulfill what I feel in my role from trainee's work book (5 minutes)
9.	Summary	If we know ourselves we can work without stress.

### Role Play (20 Minutes)

<b>Sr. No.</b>	<b>Item</b>	<b>Particulars</b>
1.	Name of Session	Expectation of people about yourself.
2.	Objective	To understand the feelings of the people in respect of our Role Drama.
3.	Introduction	To understand the expectations of people, Representatives of people and different classes or to understand their feelings as well as to know our image in the society.
4.	Duration	20 minutes
5.	Training method	Member of the Parliament, Member of Legislative Council, Zilla Parishad President, Chief Executive Officer, Chairman, Block Development Officer and Sarpanch.
6.	Material	Slips in the names of above personalities.
7.	Inherent factors	Attempt should be made to get people's participation in different schemes, to understand people's problems, Public Relations, Punctuality and work of Gramsevak.
8.	Process	Seven trainees are to be selected to perform these roles. They were asked to express their opinions and their expectations about Gramsevak's role.
9.	Summary	If we understood the expectations of people and opinions, our work will be improved.

**Game (20 Minutes)**

<b>Sr. No.</b>	<b>Item</b>	<b>Particulars</b>
1.	Name of Session	At a time working in various roles.
2.	Objective	To examine our role while working on various fronts at a time.
3.	Introduction	Now a days at a time Gramsevak has to undertake various types of works, under such circumstances how to overcome on stress, capacity and attitude and try to do the work effectively.
4.	Duration	20 Minutes
5.	Training method	Four groups of participants should be formed.
6.	Material	Game 1 - Paper of News paper, Gum, Scissor Game 2 - Rice, Small stone. Game 3 - Button, Needle, Thread and cloth. Game 4 - Bucket full of water, Spoon, Jar/Glass
8.	Process	Game wise process should be as follows – 1. This group will make paper chain by cutting the paper & by using paper & gum. 2. This group will remove small stones from rice. 3. Third group will stitch buttons to the cloth with the help of needle and thread. 4. This group will make an attempt to fill up Jar/ Glass with the help of spoon from the bucket with full of water. While doing the above process, the trainer will select the best worker and change his position from one group to another group. Likewise the trainer should change the participant from one group to another group regularly up to the end of the game time. After the game is over the trainer should guide them, that in administration our administrators also often change our work position, in that condition we have to take that positively to do the work effectively.
9.	Summary	While doing work as a Government employee, we have to do various types of wok, that means there is always change in our work and that we have to face it positively.

After the game, trainer should explain objectives and guide them.

**How am I ?**  
**Introduction.**

The Government employee, while on duty has to perform different roles. It means one can observe the change in the regular work. As the situation changes, the peon has to change his role, which he adopts as compelled by the officers. While discussing it, one has to make an attempt to co-ordinate all the things.

Time	30 minutes
Objective	To study the role played by employee while on work
Material	Paper, Gum, Rice, Small stone, Button needle-thread, cloth, Bucket full of water, spoon and Jar / Glass
Method	Game and discussion
No. of participants	Four groups of five members in each group.
Process	Arrange four groups having five members in each group and distribute the work to each group.
First Group	This group will make paper chain by using paper and gum.
Second Group	This group will remove small stones from Rice
Third Group	This group will stitch buttons to the cloth with the help of needle and thread.
Fourth Group	This group may make an attempt to fill up Jar / Glass with help of spoon from bucket full of water.

While doing it, the trainer will select the trainee doing best work and admit him / her to second group. The person from Second group to third group. This way the trainees doing the best work are to be shifted very often. Thus this work is to be completed. The participatory trainee may irritate the explanation to be given is as under

### **Suggestions for trainees and preliminary preparation –**

- (1) all the material needed to the games must be available.
- (2) Pay attention to the member in each group who does work in best manner.
- (3) One who works effectively need to be selected for other group.

### **Issues of Trainers for explanation.**

- (1) In Government establishment there is regular change in work.
- (2) When we do work in best manner, the responsibility of other work is assigned.
- (3) Do not be afraid of other responsibility.

## EFFECTIVE OFFICE MANAGEMENT

Sr. No.	Item	Particulars
1.	Name of Session	Effective Office Management
2.	Objective	To run the office administration smoothly and full capacity.
3.	Introduction	While in government service, when one is accustomed with official correspondence, then he will be fully prepared to do the office work more efficiently and properly. This may result in extending benefits on personal level or to the office. Hence this system is introduced here.
4.	Duration	90 minutes.
5.	Training method	Presentation on the basis of wall circular on chart paper. Group participation and lecture.
6.	Material	Wall Circulars on chart paper, chalk sticks, Duster, material required to hang wall circulars.
7.	Inherent Ingredients	- Types of correspondence - Office Manager.
8.	Process	To guide on the basis of wall circulars in respect of Twelve types of correspondence please give reference to Reading Material.
9.	Learning Out come	If one gets knowledge /skill/ technique of this method, his work may be pushed which my benefit related department and Society's too.

## Inter Departmental Correspondence Group Presentation

Sr. No.	Item	Particulars
1.	Name of Session	Inter Departmental Correspondence Group participation.
2.	Objective	To find out how much departmental correspondence skill is grasped after guidance.
3.	Duration	20 minutes.
4.	Training method	To create 3 groups giving them names as General Administration Establishment and Accounts, One of the trainee will be Senior Officer and Trainer will guide him / her.
5.	Material	Blank papers, Pen etc.,
6.	Process	To prepare objectives or causes behind six types of correspondence out of 12 types of correspondence. Please give following reference.
7.	Inherent factors	Important six forms of correspondence out of twelve.
9.	Learning Out come	It will help to ascertain as to how much correspondence skill is acquitted.

In this context basically what to do is to be taken in to account.

### **To General Administration Department –**

#### **• General Administration Department Group**

- All the decisions of the government or the department decisions are to be communicated to related officers or employees of the concerned departments. It should be communicated in proper format. This should be the order the letter should be obtained duly drafted from the participants.

- If there is specific time limit all members in a team must think together properly to do the above task.

**- Accounts Department Group**

The work about extension of grants to be given or taken or the economy in respect of the Departmental expenditure should be given by specific order.

**- Establishment group**

The letter with reference to earlier letter must be prepared and sent to the Secretary, General Administration Department of Secretariat in respect of new appointments and additional vacant positions.

It is necessary to direct these three groups to handle six types of the departmental correspondence on basis of the objective/causes. However care must be taken each group should be told objective/cause only and not the type of the letter.

When the group adopts wrong correspondence, it may be asked to correct it and to give fresh presentation. Ask the trainees who know the correct format of the letter under correspondence. If anybody knows the correct format, ask her to submit the presentation.

**Role Play on Office Inspection.**

**Place** – V.A. Office, Tahsildar Office.

**Material** - One Table, Two Chairs, five general files, Register, some useless papers, chart paper and six set forms.

**Formation of Groups** - The Inspection officer visits office to observe daily office work. On his arrival, the Superintendent welcomes him and request to occupy chair and gives instructions for tea arrangement. Then he introduces head clerk and clerk.

**Inspecting Officer** - Last month the letter is sent by the government about National Employment Guarantee Scheme. The instruction is given for its implementation. What is the progress ?

**The Dialogue in the Role play is as follows –**

Office Superintendent	The Officer says where is the letter. Please bring it.
Junior Clerk	(He tries to find out the letter) Sir, the letter is not traceable.
Inspecting Officer	Please see your worksheet you will understand where the letter is.
Junior Clerk	Sir, I am over burdened hence I did not maintain work sheet. How is this work book.
Inspecting Officer	Addressing to Head Clerk he instructs him to tell about work book. Trainer He shows format of worksheet. (It is drawn on chart paper) The incoming letters to our table must be recorded in the prescribe form. Moreover, the action taken is also to be noted in front of the respective letter.
Inspecting Officer	Some important letters are to be recorded in permanent order file. Show me same file.
Head Clerk	Show file.
Inspecting Officer	After observing it, says the form is wrong. There are no entries from 2005. (show the proper form to all rainees)
Trainer	He will show proper form while guiding.
Inspecting Officer	The letter is not received, and hence Xerox copy of letter is given to Superintendent. As mentioned in the letter the information may be collected from concerned incumbents. Till this letter should be kept separately as pending. The action should be taken when all the information is received.

Inspecting Officer	Have you submitted monthly, quarterly reports in respect of the different schemes you have? Show me the magazine register
Head of the Office	We have sent reports, but register is not maintained.
Inspecting Officer	When have you sent the reports? Please tell me dates. (They could not tell the dates)
Inspecting Officer	For this the magazine register must be maintained. Then we understand the dates on which the monthly, quarterly reports are to be sent along with when these reports are dispatched.
Trainer	He will guide you by showing from. On looking to some old files on the table, the Inspector asks Superintendent.
Inspecting Officer	Here there are old entries six years back. They are to be sent to record room, why have you not sent them. Out of them few files are to be destroyed. Why have you not destroyed them?
Trainer	It is necessary to sort out all the papers every year and classify them and prepare a list and send the files to record room. (the model of chart paper is shown along with format of papers to be sent to records and format of papers to be destroyed).
Trainer	He will tell importance of six set method again and express thanks to all.

### **Instructions to Trainer :**

All these pictures are to be drawn on big Chart Paper. At the time of guiding display them on Board in front of the participants.

## CITIZEN CHARTER

Sr. No.	Item	Particulars
1.	Name of Session	Citizen's Charter.
2.	Objective	To convince the importance of citizen's charter related to work.
3.	Introduction	<i>"Government work means God's Work"</i> so let us do slowly is the proverb. But today citizens want citizen friendly transparent Government. they want quick and best services. Due to such psychology in Society the agencies which provide prompt and best service approach to the citizens. Moreover the Government is also feeling to establish the citizens friendly relations with the citizens. Now different departments of the government started to announce the Citizen's Charters. Hence it is essential for the citizens to be aware of the importance of charter or model.
4.	Duration	1 hour – 30 minutes.
5.	Training method	Based on reading material. - To have dialogue with trainees and lecture. - To arrange practical on Citizen's Charter topic.
6.	Material	Board, Flip Charts, L.D.D. Projects.
7.	Inherent factors	What is Citizen's Charter. • Characteristic features of Charter. • Stages of the Charter. • Consumers protection Act.
8.	Process	Ask questions as to what is known to them or what are their perceptions and then to guide to them on the lines of reading material. Then to discuss as to how the charter is to be framed in respect of their duties and then the Citizen's Charter should be obtained prepared by them covering all works related to them.
9.	Learning Out come	1) If the importance of the Citizen's Charter is understood it may give them idea about their responsibility in regards to their duties. This may push their work. 2) It evaluates accountability and transparent citizen friendly environment.

## RIGHT TO INFORMATION ACT 2005

Sr. No.	Item	Particulars
1.	Name of Session	Right to Information Act 2005.
2.	Objective	Need of Right to Information Act 2005.
3.	Introduction	Salient features of the Act. If we know the objectives and purpose of the implementation we will be aware of the compulsion to provide the information and we will be inclined to provide the information to the maximum Citizens who may have sense of indirect participation in the Government on getting such information.
4.	Duration	90 minutes.
5.	Training method	Lesson / discussion.
6.	Material	-
7.	Inherent factors	<ul style="list-style-type: none"> <li>- Background behind legislation.</li> <li>- Provision in the Act.</li> <li>- Implementation to be done under the Act.</li> </ul>
8.	Process	<ul style="list-style-type: none"> <li>- Lesson based on reading material. (40 minutes)</li> <li>- For group participation, get different applications and ask the group of trainees to submit presentation. (45 minutes)</li> </ul>
9.	Learning Out come	The concept of the Right to information is now clear. It helps to implement it properly. This may remove the fear of the Act.

## EFFECTIVE COMMUNICATION SKILLS

Sr. No.	Item	Particulars
1.	Name of Session	Effective Communication Skill.
2.	Objective	How to communicate effectively Do's and Don'ts of effective Communication.
3.	Introduction	The communication means understanding thoughts mutually. Communication helps to have exchange of thoughts. If such communication is properly maintained there is good contact amongst two individuals. Thus it leads to understand mutually and creates confidence amongst them. As a result it creates enthusiasm and under such healthy atmosphere it encourages to work fast. Hence this topic is included.
4.	Duration	30 - 40 minutes
5.	Training method	<ul style="list-style-type: none"> <li>• Mutual contact has effects on work.</li> <li>• To clear the need of effective public relations.</li> <li>• Method – Game.</li> <li>• Lecture – (Johari Window) Attitude.</li> </ul>
6.	Material	Rumour Clinic Materials
7.	Inherent factors	<ul style="list-style-type: none"> <li>- Communication.</li> <li>- Mutual Relations.</li> </ul> Public Relations.
8.	Process	Trainer should Administration Rumour clinic Exercise. Trainer should instruct the trainees to write answers to questions given in trainee's workbook. The guidance may be given in respect of effective communication, advantages and disadvantages and attempts to have effective communication.
9.	Learning Out come	Once the communication skill / technique is obtained, their work may become dynamic, it will benefit to related office and Society too.

## GAME –

Name of Game	To have communication properly.
Material	25 Wooden Blocks. One Handkerchief
Rules and Regulations	<ol style="list-style-type: none"><li>1) Once the game starts, other two helping to have tower should not touch table and blocks. Before the game starts, they can touch blocks or arrange the blocks.</li><li>2) They have to speak orally as his eyes area closed with strip with strip of cloth</li><li>3) Counting will be done of the blocks arranged to prepare tower, excluding the blocks which are fallen while constructing tower.</li></ol>

### **Action.**

While selecting three trainees, keep in mind to select smallest in age, other just bigger and third woman. They should be grouped separating. The smallest in age is to build tower and other two may instruct him.

Ask these three in a class. Ask them as to how many blocks they need to build tower. Even though all three had forecast, but one who is to build tower is right to tell blocks. But his eyes are shut by strip of cloth. He cannot see other two may guide him.

Are there problems in communication which means is there difference in speaking and hearing. Have they fixed left and right sides. Assessment will be made of how the conversation was while constructing tower. After the game, the observers should explain in short to all the trainees about their communication skill. This should be followed by discussion.

### **Summary.**

The game exhibits as to how the communication should be along with discussion on the problems then it will be followed by explanation of the advantages and the importance of the communication skill. The difference between social self and message self can be understood.

## **Game of Picture –**

Trainees should be instructed to observe following picture and ask 5-10 trainees to answer following questions.

- Do you see woman or man in this picture.
- What is expected age?
- Do you show nose, eyes, chin of incumbents in this picture?

If you see minutely for a long time, few may observe two women in the picture and other could see only one woman.

It means that there is difference in my vision (feelings) and the vision of the others. If both of them are right it will be one sided vision. In order to get proper vision it is necessary to pay attention to what others say. These factors are the factors affecting on the interpersonal relationship.

## STRESS MANAGEMENT

Sr. No.	Item	Particulars
1.	Name of Session	Stress Management
2.	Objective	Manage stress of work due to different reasons or in daily life.
3.	Introduction	Due to increase in stress the chemical mechanism in the human body collapses. It damages the good health. There is no zero or without stress situation in human life. One should think as how to reduce the stress. This is called stress control. If the skill is acquire to manage or to control the stress it will be helpful to a man in his life and in his day to day work.
4.	Duration	1 hour 30 minutes.
5.	Training method	Lecture based on reading material. (45 minutes) <ul style="list-style-type: none"> <li>• Relaxation Technique (15 minutes)</li> <li>• <b>Exercise</b> – (15 minutes)                (1) To list the stress.                (2) To note down when the stress is felt</li> <li>• <b>Group work</b> (15 minutes)                (1) Remedial measure to reduce stress.                (2) What is effect of stress on work?</li> </ul>
6.	Mateiral	Village Accountant, Revenue Inspector, Gramsevak, Agricultural Assistant.
7	Inherent factors	Types of stress (family), official, social etc.) <ul style="list-style-type: none"> <li>• Causes and effects of stress</li> <li>• Measures and action to reduce stress.</li> </ul>
87.	Process	Trainees were asked to answer <i>in the note book</i> under stress management from trainee's workbook. The types of stress should be specified – To guide them about reasons, and the measures and action to control stress.
9.	Learning Out come	After the information about types of stress, reasons, Effects and remedial measures is given, it is to be stressed that the skill to contr4ol stress should be acquired so that it will help them in their work.

## DISASTER MANAGEMENT

Sr. No.	Item	Particulars
1.	Name of Session	DISASTER MANAGEMENT
2.	Objective	1. Importance of Disaster Management. 2. Manage Disaster effectively.
3.	Introduction	Due to adversity all types of loss come, life loss, wealth loss, occur on large scale. Immeasurable loss is due to sudden loss. Day to day life is disturbed. The progress of Nation or Society comes to standstill. Maximum loss is suffered by common men. They have to spend many years to recover loss under such circumstances, it is seriously taken at the global / national level as to how the facilities / help through different sources should reach speedily to the badly needed sufferer. All the remedial measures are taken on war footing so as to avoid further loss to man and material. Before the guidance, the trainer should instruct trainees to write answers to the questions given in the trainee's workbook.
4.	Duration	90 minutes.
5.	Training method	To guide on the basis of reading material. (30 minutes) <ul style="list-style-type: none"> <li>• To ask them to prepare list of individual, family, official and social disasters. (10 minutes).</li> <li>• To prepare Disaster Managements Outline (20 minutes)</li> <li>• Role Drama on four subjects. (30 minutes)</li> </ul>
6.	Material	Photos of Drought, flood, and fire in big size.
6.	Process	To get the information duly filled in <i>note book</i> about disaster management given in trainee's workbook from trainees. (5 minutes) To guide them with the help of photographs and with reference to the reading material and clear the doubts.
7.	Inherent factors	Drought, Flood, Earth Quake, Fire, family calamity etc.
8.	Learning Out come	If one gets the knowledge about the action to be taken during calamity and steps to be taken regarding the rehabilitation, it helps Society. That is the benefit of the Society.

## Role Play on Drought.

Sr. No.	Item	Particulars
1.	Name of Session	Drought Calamity Management.
2.	Objective	How to work during Drought Prone Situation.
3.	Introduction	During Drought prone situation the problem in respect of water, grass, employment becomes most serious. It is needed to create public awareness as how to handle such situation at government level through people's participation or how to extend the benefits to the drought affected persons through help activity or yojana.
4.	Duration	10 minutes.
5.	Training method	Role drama of trainee's group. Reference of drama given on next page may be taken.
6.	Material	One table. Four Chairs.
6.	Process	Ask one group to present Role Drama about help activity during drought prone conditions.
7.	Inherent factors	Drought, water supply, grass, employment and related schemes.
9.	Learning Out come	It will effectively be explained through role drama as how to combat. Drought prone situation.

### DROUGHT - Role Play

**This group covers Zilla Panchayat Member, Gramsevaka, Village Accountant, Revenue Inspector, Tahsildar and Block Development Officer.**

**Situation :-** There is horrible drought (Scarcity of Water, employment, grass) Leading persons, along with Sarpanch of the village approach Village accountant and Revenue Inspector to tell this complaint.

**Place :-** Thahasil Office.

**Dialogue in the Role play is as follows –**

Sarpanch	Good Morning Bhausahab This year due to no rains, very precarious situation emerged. No water, No work, No grass something should be done. Needed to speak with Seniors.
Gram Sevak	We visited farms. This year very bad situation. We know it.
Talathi	First instead of speaking with the Seniors, it is needed to think about our preferences in the gram Panchayat meeting. We may visit seniors at taluka level today.
Sarpanch	Yesterday, we villagers had thought over it. We should talk with Seniors immediately about water, grass and work.

Then all of them approach to Tahsildar. He invites Block Development Officer there.

Sarpanch	Sir, There is drought in our village. Please arrange for water, grass and work.
Tahsildar	B.D.O., First we may solve Water problem. What can be done? B.D.O. Temporarily, Water can be supplied by tanker. There is no problem. Then think whether Bore well can be dug.
B.D.O.	Sir, along with this temporary remedy, let us have permanent solution to this problem considering future.
Tahsildar	In the watershed development scheme the irrigation works and farm tanks can be undertaken to provide work. This may solve today's problem of work and future problem of water.
B.D.O.	Yes, Yes why not, Today I contact Taluka Agricultural Officer to see about the action to be taken. Let us think whether works can be undertaken about percolation tanks under Employment Guarantee Scheme.
Sarpacnh	Please think about grass and make some provision.
Tahsildar	(Pointing to Village accountant and Revenue Inspector) You submit a report after survey of animals. Arrange for cattle camps.

(This way, the serious problem of drought was solved by Sarpanch with the help of Village Accountant and Grama sevak)

The trainer has to keep minute observation while the role play is going on then he has to give some information on that presentation explaining, that how they should overcome on the difficulties with the help of the various developmental schemes or he should suggest any alternative remedy as precaution with reference to reading material.

## **Flood Management**

<b>Sr. No.</b>	<b>Item</b>	<b>Particulars</b>
1.	Name of Session	Flood Management
2.	Objective	How to do work in flood situation.
3.	Introduction	The serious problems emerge in flood situation in respect of water, health, transportation, finance and loss in life. It is essential to create the awareness among people as how to handle flood situation through people participation at the government level and how to extend the benefits through help activity or any scheme.
4.	Duration	10 minutes.
5.	Training method	Role play of group of Trainees.
6.	Characters	Village Accountant, Revenue Inspector, Gramsevak, Agricultural Assistant.
7	Event	Ask a group to present Role Drama in regards to the rehabilitation in flood situation.
8.	Points	Fear in people, Bad condition of people, Loss of property, loss of farming, Financial loss have affected the mindset. Expectations of poor people from the government. Sympathy of officers towards people and Expectations of people's co-operation. Facilities regarding water, food, cloth, shelter, medical facility and how to compensate the loss. People's feelings about government aid.
9.	Learning Out come	With the help of the Role Drama it will effectively be explained as how to overcome the problems created by flood situation.

The trainer has to keep minute observation while the role play is going on then he has to give some information on that presentation explaining, that how they should overcome on the difficulties regarding flood situation with the help of the various developmental schemes or he should suggest any alternative remedy as precaution with reference to reading material.