PROJECT COMPLETION REPORT

PROJECT "SAKSHAM"
01st January – 30th June 2016

KADIMI SKILL DEVELOPMENT TRAINING CENTER AT HANUMAN MANDIR, DUNDAHERA, GURGAON

Sponsored By

KADIMI

Implemented By

PHD Rural Development Foundation

CONTENTS

BACKGROUND

One of the biggest challenges India faces today is the large number of unemployed youth. Though it's a challenge for youth in general to get gainful employment, it is particularly difficult for the youth from below-poverty-line families, who due to various socio-economic conditions are unable to access higher education or skill development training for gainful employment. Youth between 18 and 25 years are highly vulnerable and it is important to work towards enhancing their life skills so that they can access better livelihood opportunities.

Keeping the current situation in mind, Kadimi Tool Mfg. Co. (P) Ltd. in partnership with PHDRDF has undertaken a project on skill development in its peripheral village of Dundahera, Gurgaon as a part of their CSR initiative. The project will train the unemployed youth to assist them in finding gainful employment. The need of the community was to train them in applicable computer literacy and beauty culture. Therefore the skill development project offers these two course for training the youth.

A baseline survey was conducted in the periphery of the factory location of KADIMI and two villages were identified and shortlisted namely; Daundahera and Kapashera. Out of the two, Daundahera was finalised to setup the Skill Development Training Centre in consultation with KADIMI Team. It was proposed to provide training in the following two skills:

- Computer Training along with Soft Skills and English Speaking
- Training in Beauty Culture

GOALS

To empower the less privileged young girls and youth residing in low income group inhabitants in Dundahera Village, Gurgaon through market driven skill enhancement

OBJECTIVES

- To provide training and capacity building of youth in basic/functional computer course and Beauty Culture
- To promote confidence and presentation skills by incorporating aspects of spoken English and Personality Development/Soft Skill
- To promote employment by identification and placement of these students in the respective corporate/organisations.

PROJECT ACTIVITIES UNDERTAKEN

1. *Baseline survey* was conducted in the periphery of the factory location of KADIMI and two villages were identified and shortlisted namely; Daundahera and Kapashera . Out of the two villages, Daundahera was finalized according to the need in the community and in consultation with the KADIMI Team.

2. The *location for Centre* was finalised in consultation and feedback from the community, village Sarpanch and discussion with KADIMI team. The village key stakeholders were instrumental in helping the PHDRDF team in identifying the location for the project which would be easy and comfortable for the students to come.

3. *Establish the KADIMI Skill Development* Centre at the selected location within the community. The centre was equipped with the necessary equipments required for the two courses to commence, including 5 computers. Two rooms were assigned to the project, one for computer training and the other for beauty culture.

4. *Enrolment Forms* for all the terms was designed with the consultation and feedback from KADIMI and students were enrolled thereafter. New students were enrolled after the completion of each batch.

5. *Monthly Time table and syllabus* for each course was prepared and finalized every term, with mutual consent of the KADIMI team

6. *Syllabus prepared for Soft Skill Training and Spoken English Language* for preparing the students to get employment in office jobs

7. *Promotion* was done through banners and posters and communication through community representatives. This was done one-two week before starting the training centre (Annexure II)

8. *Conducted skill development training* for computer literacy – 2 terms (4 batches) and for beauty culture training – 3 terms (6 batches)

9. *Regular community feedback* was provided to KADIMI representatives and suggestions from KADIMI team were taken into consideration in the implementation of the Skill Development Program.

COMPUTER TRAINING ALONG WITH SOFT SKILLS AND ENGLISH SPEAKING

Structure of Training for Basic Computer Course

Target Beneficiary: Girls and Boys

Project Period: 6 months

Duration of course: 3 Months

Number of students per batch: 8-10/ batch

Number of batches per day: 2

Total Number of Students per Term: 16-20/ Term

Target for the Project: 32-40 Candidates

Project Implementation

- The project was initiated w.e.f 07.01.16 in Hanuman Mandir, Daundehera for the financial year 2015-16. The Project ended on 30.06.16
- 72 classes were conducted per batch per term
- The students were taught, basic computer theory and practice
- The students also learnt how to operate and work on the internet
- Soft Skill and English Speaking classes were taken regularly by an expert trainer who helped the students in becoming conversant in the English language and how to work & behave in a professional office environment
- The students of both the batches were also taken on one exposure visit each – to Kadimi Corporate Office and PHD Chamber of Commerce and Industry
- An exam was conducted at the end of each term for certifying the students training

Course Module

The following courses were taught to the students of all the batches in both the terms as per the training objective of preparing students for getting employment:

- *Basic Computers*

  A trained competent teacher was employed for teaching students the various aspects of functional computers which could help them get employment and execute basic jobs at any workplace. Training in basic computers would increase the chances of employment for the students.

- *English Speaking , Soft Skill and Personality Development*

As most organisations prefer employees who can interact with clients and colleagues smartly, confidently and in English, therefore English speaking along with soft skill and personality development was taught to the students undertaking the computer course. The training was taken by another trainer who trained the students from the perspective of interacting with colleagues/ clients and conducting themselves at workplace. The objective of this course is to provide an edge to the students over other applicants in getting employment.

(Refer to Annexure-I for detailed syllabus of each course)

Target & Achievement

S. No.	1st & 2nd Batch	3rd & 4th Batch	Total
Target	16-20	16-20	32-40
Enrolled	24	24	48
Achievements	22	21	42

Case Study

Name: Sharda Kumari

Husband Name: Devendra Sharma

Qualification: 10th Pass

Village/City: Dundahera, Gurgaon

I am Sharda Kumari. I live in Dundahera Village in Gurgaon. I had studied   class 10th. . I have been a house wife but wanted to help my family in the livelihood. Two and half month back I heared about the free training being provided by Kadimi Skill development Training Center in Dundahera. I took admission in Computer Course of two months from 1 April 2016 till 30 June 2016. In training the students were provided Basic Computer Training along with English and Soft Skills Training free of cost. The combination of such skill training really boosted my self confidence. Now after training I am employed in Anganwadi and earning Rs.4500 per month. My family is happy and I am thankful to Kadimi Tools Manufacturing Company Pvt ltd and PHD Rural Development Foundation for giving me the opportunity to contribute in the livelihood of my family.

SNAPSHOTS OF BASIC COMPUTER TRAINING

Class in Progress
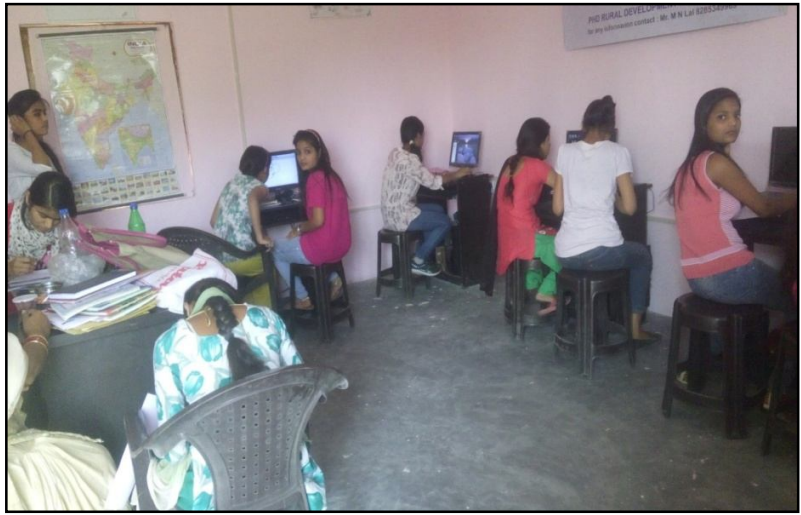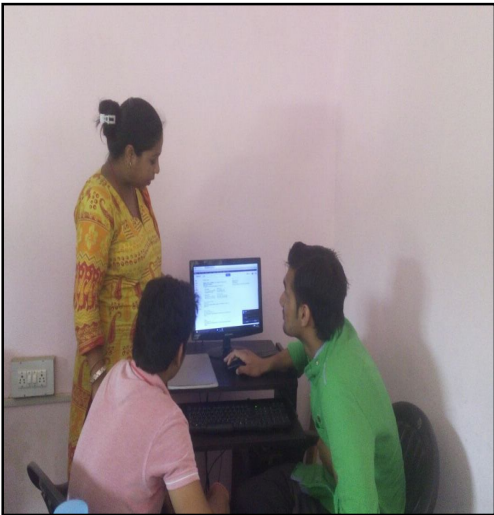
English Speaking and Soft Skills Classes

Community Mobilization   **Examination**

Exposure Visit of Students

1st Term

2nd Term

BEAUTY CULTURE TRAINING

Structure of Training for Beauty Culture

Target Beneficiary: Women and adolescent girls

Project Period: 6 months

Duration of course: 2 Months

Number of students per batch: 8-10/ batch

Number of batches per day: 2

Total Number of Students per Term: 16-20/ Term

Target for the Project: 48-60 Candidates

Project Implementation

- The project was initiated w.e.f 07.01.16 in Hanuman Mandir, Daundehera for the financial year 2015-16. The Project ended on 30.06.16
- 48 classes were conducted per batch per term
- The students were taught, basic beauty culture theory and practice
- The students practised on each other under the strict supervision of the trainer who herself is a trained beautician
- An exam was conducted at the end of each term for certifying the students training

Course Modules

Module –A (1ST Month)

1. Threading   (1st week)
2. Pedicure Manicure)   (2nd week)
3. Saree and Hair Style   (3rd week)
4. Bleach and Body wax   (4th week)

Module –B (2nd Month)

1. Facial   (1st week)
2. Mehandi (Head and Hands)   (2nd week)
3. Hair Cutting   (3rd week)
4. Bridal Make-up   (4th week)

Target & Achievement

- A total of 72 students were enrolled in 6 batches for Beauty Culture Training and 68 were passed out, 48 candidates were enrolled in 4 batches and 42 were passed out.

S. No.	1-2 Month 1st and 2nd Batch	3-4 Month 3rd & 4th Batch	5-6 Month 5th & 6th Batch	Total
Target	16-20	16-20	16-20	48-60
Achievements	22	23	23	68

Case Study

Name : Priya

Father's Name: Santosh Singh

Qualification: 10th Pass

Village/City: Dundahera, Gurgaon

Priya joined the Kadimi Skill Development Centre on 1st May 2016 to learn the Beauty Culture Course. She lives in Daundahera and studies in class 10th. Priya got interested in joining the course through the community mobilisation interaction done by the trainers at the Skill Development Centre. After speaking to the trainer, Priya enrolled herself in the two month course and completed it. Now she is able to work as a part-time beautician within her community and earn approximately Rs. 3000/- per month.

Priya is extremely happy and grateful to the Kadimi Skill Development Centre that she got the opportunity to learn beauty culture trade, while still in school, because she is now able to pay her school fees through the money she earns part-time. Priya expressed that this has made her feel confident and she is happy that she can be independent and follow her dreams.

Name: Sharda Kumari

Husband Name: Ganesh Kumar

Qualification: 10th Pass

Village/City: Dundahera, Gurgaon

 Ms. Kavita heard about the Kadimi Skill Development Centre, especially the beauty culture course, from her neighbors. She got interested in exploring the course and got her registration done. She became a regular student of the centre and completed the two month course with due diligence and guidance from the instructor.

After completing the course and getting trained in beauty culture, she has been offered a job at a palour in Ambience Mall, Gurgaon, for Rs. 10,000 which she will take up. She also started working as a part-time beautician after completing the course and earns Rs. 2500-3000 per month. Ms. Kavita expresses her gratitude to the Kadimi Skill Development centre for the training and opportunity it has provided her to realize her potential and get a job.

Testimonials

सेवा में
पी० एच० डी० रूरल डेवलपमेंट फाउंडेशन
एवं
काद्मी टूल्स मैन्यूफैक्चरिंग कम्पनी (प्रा०) लिमिटेड

मैडम / सर

मेरा नाम प्रीति यादव है। मैं काद्मी स्किल डेवलमेंट से ब्यूटी पार्लर का कोर्स किया है। क्म हमारी मैंडम हमारे मौहल्ले में पार्लर के प्रचार के लिए आई थी जिन्होंने बताया कि काद्मी स्किल डेवलमेंट Dundahera ट्रैनिंग सेंटर में नि:शुल्क ब्यूटी पार्लर कोर्स करवाया जा रहा है। मैंने वहाँ जाकर अपना रजिस्ट्रेशन करवाकर दो महीने का कोर्स किया। कोर्स करने के बाद मैं लोगों का पार्लर से संबंधित कार्य करने लगी जिससे मुझे हर महीने 1500 से लेकर 2500 रु तक का फायदा होने लगा जिससे मैं अपनी पढ़ाई का खर्च खुद उठाने लगी जिससे मेरा आत्मविश्वास बढ़ा मैं धन्यवाद करती हूँ जिससे काद्मी स्किल डेवलपमेंट PHD RDF का आशा करती हूँ ये परिक्षण केन्द्र मेरे जैसे युवाओं को परिक्षण दे कर उन्हे आत्मनिर्भर बनाने का काम करते है।

धन्यवाद

भुतपूर्व छात्रा - प्रीति यादव

SNAPSHOTS OF BEAUTY CULTURE

Class in Progress

Manicure Class

Facial Class

Hair Styling Class

Saree Draping

CERTIFICATE DISTRIBUTION

ANNEXURE I
COURSE SYLLABUS FOR COMPUTER SKILLS

MODULE –A (1st MONTH) THEORY	MODULE –A (1st MONTH) PRACTICAL
1. History of Computer	A. Practice of keys
2. Introduction of Computer	B. Practice of mouse handling
3.	C. MS Paint
4.	D. Use of paint tools
5.	E. Notepad
6. Generation of Computer	F. Introduction of shortcut keys

7. Introduction of keys	G. Function of Microsoft word
	   i. Home
	   ii. Insert
	   iii. Page layout
	   iv. Reference
	   v. Mailings
	   vi. view

8. Attributes of computer	H. Word Pad
9. Types of software	I. Cut, Copy, and Paste
10. Criteria of computer usages	J. Microsoft wordintoduction
11. A short introduction of application	K. Letter drafting and editing
12. Basic classification by functionality	L. Use of short cut keys
13. CPU and Memory (Prelim and Secondary)	M. Revision of learnt contents
14. Introduction of input and output tools	
15. Revision of learnt contents	

MODULE –B (2nd MONTH) THEORY	MODULE –B (2nd MONTH) PRACTICAL

1. Window
  a. Start Button
  b. Task Bar
  c. Status Indicators
  d. Desktop Shortcuts
  e. Short Keys
	A. Command on taskbar

2. My Computer	B. Practice of short cut keys
3. My Documents	C. Creating new files and folders
4. Recycle Bin	D. Deleting and restoring data
5. Accessories	E. Use of System tools
6. System Tools	F. Defragment system memory

7. Applications	G. MS-Excel
	  a. Getting started with excel
	  b. Entering data into cells
	  c. Creating and rename new sheets
	  d. Math metical function and operators
	  e. Input forms and data validation
	  f. Web integration and extras

8. Text Editing	N. Documents formatting
9. Microsoft Word	O. Standard toolbar
10. Difference between pirated and	P. Revision of learnt contents

MODULE –C (3ʳᵈMONTH) THEORY	MODULE –C (3ʳᵈMONTH) Practical
licensed software	

1. Window restore point creation	A. MS-Power point
	   a. Getting started with power point
	   b. New presentation creation
	   c. Using media clips in presentation
	   d. Creating and printing error free presentation
	   e. Using support tool like: word art, shapes, smart art etc.

2. Drive backup and restore	B. Scheduling drive backups
3. Microsoft power point	C. Creation of restore point
4. Presentation software introduction and use	D. Internet browsing
5. Introduction of internet	E. New E-mail id creation
6. E-Mail id generation	F. Sending and receiving mails
7. Internet browsing	G. E-mail operations and security
8. Awareness points during internet usages	H. Social media accounts creation
9. Revision of learnt content	

SYLLABUS FOR ENGLISH SPEAKING COURSE *Course Duration: 3 months*	
Class 1	**Learning Basic Everyday Introduction and Greetings**
	a. Basic greetings used when meeting people
	b. Introduction of oneself and family
	c. Asking for basic introduction from people
	d. Expressing gratitude and apology
	e. Correct pronunciation of words
Class 2	**Learn the names of Days in a Week, Telling Time and Tenses of English Language**
	a. The need to know the days of week and time correctly in English for basic conversation
	b. Familiarization and Pronunciation of - Days of the Week
	c. Correctly Communicating Time in English
	d. Understanding the Tense – Past, Present and Future
	e. Sentence formation using the above – day, time and tense
Class 3	**(I) Learning How to Converse within an Office Setting – with Bosses and Colleagues**
	a. Importance of conversing fluently and correctly with office staff for effective implementation of working
	b. Asking for Information
	c. Communicate/Provide Correct Information Required by Colleague/Boss
	d. Asking guest to fill in the guest register
	e. Giving/Asking for Business Card
	f. Etiquettes and manners during conversation
Class 4	**(II) Learning How to Converse within an Office Setting – with Bosses and**

		Colleagues
	g.	Asking for permission to leave for the day
	h.	Communicating Problems correctly
	i.	Applying for leave
	j.	Expressing ideas
	k.	Listen effectively and answer accordingly
Class 5		**Learn Tele Communication Skills/ Telephone Etiquettes in an Office**
	a.	Importance and need for tele-communication skills
	b.	Speaking on the phone
	c.	Receiving phone calls
	d.	Transferring calls
	e.	Taking down messages and conveying them
Class 6		**Learn how to Arrange for Meetings and Greet Office Guests**
	a.	Need to understand the requirements in an office situation and how to address them effectively
	b.	Communicating time/change of time/cancellation of meetings to relevant office staff
	c.	Welcoming guests and directing them to meeting room/waiting room
Class 7		**(I) Learn the 7 C's of Communication for Effective English Speaking** http://www.slideshare.net/Sam005/7cs-asignment?qid=699fa052-df32-4ca8-9120-6b43f9e0255e&v=default&b=&from_search=10
	a.	Learn the importance of effective communication for succeeding professionally. Need of clear and effective communication in daily communication.
	b.	Clear – be clear about your message while communicating
	c.	Concise – Short, simple and relevant communication
	d.	Concrete – concrete information with the correct information details and focused
Class 8		**(II) Learn the 7 C's of Communication for Effective English Speaking** http://www.slideshare.net/Sam005/7cs-asignment?qid=699fa052-df32-4ca8-9120-6b43f9e0255e&v=default&b=&from_search=10
	e.	Correct – use the right language and check accuracy of facts and figures while communicating
	f.	Considerate – Relate to the target group and be involved
	g.	Complete – Give complete Information, answer all questions
	h.	Courteous – be sincere, thoughtful and appreciative while conversing. Use of expression that show respect.
Class 9		**Learn how to Speak Effectively in Job Interview**
	a.	Importance of correctly answering questions and conducintg oneself during a job interview
	b.	Answering questions during an interview
	c.	Participating in a group discussion or dialogue with another participant
	d.	Asking relevant questions about the job from the interviewer
	e.	Maintaining the correct body language, being polite and confident

SYLLABUS FOR SOFT SKILL AND PERSONALITY DEVELOPMENT COURSE	
Class 1	**Develop Professional Interpersonal Communication Skills,**
	• What are interpersonal skills and their importance in personal and professional life
	• Cooperate and Coordinate work with other colleagues
	• Respect the views and work of other person
	• Effectively translate and clearly communicate information
	• Actively listen and pay attention to information being communicated
Class 2	**Self Management**
	• Need and importance of self management
	• Self Discipline
	• Recognition of one's strengthens and weakness
	• Managing self – emotions, ego, pride
	• Stress Management – identifying and dealing with stress
Class 3	**Understand Team Work and Team Building** http://www.slideshare.net/rajeshtolia/team-building-4900766?qid=f1eac29b-249a-4ab1-a2d4-2a747ab67d18&v=default&b=&from_search=2
	• Meaning of a team and the importance of working as a team
	• Working along with other colleagues/team with a common goal/objective
	• Be a team player and resolve conflicts together
	• Plan and coordinate work as a team for better results
Class 4	**Learn how to do Problem Solving and Decision Making Skills** http://www.slideshare.net/ashish1afmi/decision-making-problem-solving-13550844?qid=d333272c-a73c-4933-a290-61fcec273c50&v=default&b=&from_search=1
	• What is a problem in an office environment and the need to address it quickly
	• Positive Attitude towards work and problems
	• Problem Solving Skills
	• Helping Colleagues with Office Related Problems
	• Taking feedback for work
	• Provide solutions by taking decisions in known matters
Class 5	**Building Self Confidence for Professional Growth**
	• Motivation to succeed professionally
	• Learn how to do Goal Setting for advancement in career
	• Leadership Training
	• Positive Thinking
Class 6	**Non –Verbal Communication**
	Body Language, Facial Expression, Posture, Handshake, Tone of voice and eye contact
	Verbal Communication
	Polite, persuasive, positive, pleasant communication
Class 7	**Office Etiquettes and Personal Grooming**
	• Need for appropriate office manners and grooming
	• Appropriate Office Dressing
	• Discipline, Honesty, Socially Responsible
	• Being Polite to colleagues, showing respect
	• Telephonic Courtesy
	• Personal Grooming – clean clothes, nails, hair and teeth

Class 8	Time Management
	• Why is time management important in an professional and personal life
	• Prioritize work and meet deadlines
	• Follow office timing without being delayed
	• Working under deadline pressure

MOBILIZATION & PROMOTIONAL ACTIVITIES

Pamphlets

खुश खबरी   महत्वपूर्ण सूचना   खुश खबरी

आप सभी को सूचित किया जाता है कि
कादमी टूल मैनुफेक्चरींग कम्पनी प्रा लिमिटेड
के

आर्थिक सौजन्य से पी एच डी रुरल डेवलेपमेंट

फाउंडेशन निःशुल्क कम्प्यूटर एवम्र ब्युटीशियन का प्रशिक्षण

जनवरी 2016 से हनुमान मन्दिर, डुन्डाहेडा पर

प्रारम्भ करने जा रहा है।

इच्छुक लडके एवम लडकियां पंजीकरण करा सकते हैं।

योग्यताः– कम्प्यूटर के लिए दसंवी पास
ब्युटीशियन के लिए आठवीं पास

पंजीकरण पहले आओ पहले पाओ के
आधार पर होगा

पंजीकरण करवाने के लिए सम्पर्क करें।
फोन :– 8430031786 8765040084

Banner at Centre

DJ 21 जुलाई 2016

निःशुल्क कंप्यूटर व ब्यूटिशियन कोर्स शुरू

जासं, गुड़गांव — पीएचडी रूरल डेवलपमेंट फाउंडेशन व कादिमी टूल्स द्वारा गरीब विद्यार्थियों के लिए निःशुल्क कंप्यूटर कोर्स व ब्यूटिशियन कोर्स जिला के गांव डूंडाहेड़ा में प्रारंभ किया गया है। इसमें बेसिक कंप्यूटर कोर्स 3 माह के लिए और ब्यूटिशियन सर्टिफिकेट कोर्स 2 महीने की अवधि के लिए करवाया जा रहा है। सामाजिक कार्यकर्ता विरेंद्र यादव ने बताया कि गांव व आस पास के गरीब तबके के विद्यार्थियों के लिए यह सेंटर फायदेमंद साबित हो रहा है।

इस सेंटर से अब तक 110 गरीब विद्यार्थी लाभांवित हुए है। यहां से प्रशिक्षण प्राप्त करके विद्यार्थियों के लिए स्वयं रोजगार के साधन उपलब्ध होंगे। उन्होंने बताया कि यह सेंटर डूंडाहेड़ा के हनुमान मंदिर में खोला गया

◆ बेसिक कंप्यूटर 3 माह और ब्यूटिशियन कोर्स 2 महीने की अवधि का है

है। यदि कोई भी विद्यार्थी कंप्यूटर व ब्यूटिशियन कोर्स करना चाहता है तो वह कार्यदिवस के दौरान प्रातः 9 बजे से 5 बजे तक हनुमान मंदिर में संपर्क कर सकता है। सेंटर की शुरुआत 6 महीने पहले 'नो प्रोफिट नो लॉस' की अवधारणा पर की गई है, जिसके परिणाम काफी सकारात्मक रहे। उन्होंने बताया कि फाउंडेशन द्वारा पिछले बैच के 110 विद्यार्थियों को आज सर्टिफिकेट भी दिया गया है, जोकि उन्हें रोजगार प्राप्ति में सहायक होगा।