Disability Inclusion for
SHG Members

Trainers' Guidebook:
Training & Supporting Community Resource Persons (CRPs)

For Y4J Trainers & Staff

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Purpose of this guide

This guidebook is designed for Y4J trainers and staff who will be onboarding, mentoring, and supporting our Community Resource Persons (CRPs). It provides a strategic checklist to ensure CRPs are well-equipped to deliver the Disability Inclusion training effectively to Self-Help Groups (SHGs).

Our Program's Ultimate Goal

To empower SHG members, particularly women with disabilities, to create truly inclusive environments where every member belongs and can thrive economically.
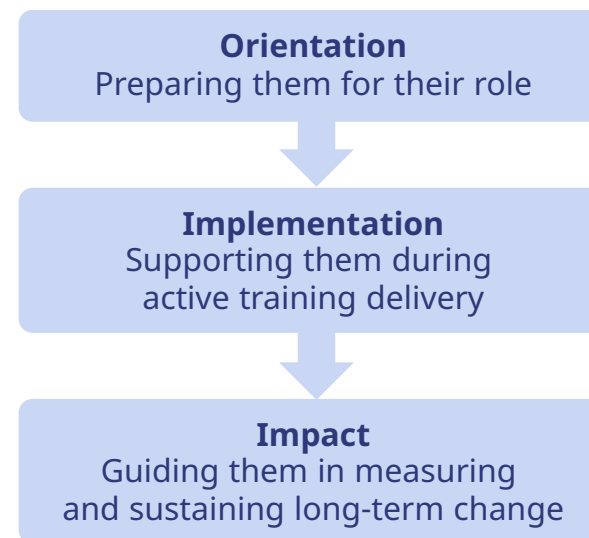
Your Role as a Y4J Trainer

You are the architects of impact. Your success is measured by the CRPs' success.
Your role involves:

1 **Onboarding:**
Ensuring CRPs are fully oriented and prepared.

2 **Mentoring:**
Providing ongoing guidance and support.

3 **Monitoring:**
Checking progress and identifying areas for improvement.

4 **Quality Assurance:**
Ensuring the training content and spirit are delivered consistently.

The CRP Journey:

Our 3-Phase Engagement Model We will support CRPs through three distinct phases:

Orientation
Preparing them for their role

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Implementation
Supporting them during active training delivery

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Impact
Guiding them in measuring and sustaining long-term change

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Goal:
Ensure every CRP is fully prepared, confident, and clear on their role before they start training an SHG.

	Checklist item	Key discussion points	Y4J staff action
☑	**Confirm Foundational understanding**	• Review the CRP High-Level Overview Deck together. • Discuss the 'Why' behind disability inclusion. • Confirm understanding of the ultimate goal: empowering SHGs for economic and social inclusion.	Provide CRP deck. Answer all questions. Emphasize the program vision.
☑	**Clarity on role**	Review the CRP's Evolving Role (Facilitator → Coach → Strategist)	Use role-play scenarios to check understanding.
☑	**Handing over training materials**	Ensure CRP has: • All 4 SHG-level A4 Stage-wise Booklets. • CRP High-Level Overview Deck (digital/print). • All physical collaterals (Posters, Flashcards, Audit Handbook, Worksheets). • Access to all videos (Gayathri, Radha) on their device.	

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☑	**Briefing about assigning of SHGs to CRPs**	Provide clear details for each assigned SHG: • SHG Name & Location. • Contact Person • (President/Leader) Name & WhatsApp No. • Total members, any known PwD members. • Reconfirm Y4J contact for immediate support.	Provide details on SHG and verify that CRP has correct contact numbers.
☑	**Initial capacity assessment**	Conversation Starters: • *What's your biggest strength as a facilitator?* • *What parts of the disability topic make you feel less confident?* • *How do you manage dominant or shy participants?* Assess prior facilitation experience and digital literacy.	Listen for potential gaps (e.g., discomfort with specific disabilities, difficulty managing group dynamics). Note areas for future support.
☑	**The 'Pre-Training Engagement' Plan**	• Confirm CRP knows how to set up the initial WhatsApp welcome message. • Arrange a small meet between CRP and assigned SHG for ice breaker.	Rapport building between CRPs and SHGs before commencing training.

Goal:
Provide ongoing support and monitoring to CRPs while they are actively delivering the Disability Inclusion training to SHGs.

	Checklist item	Key discussion points	Y4J staff action
☑	**First Session Observation (if feasible)**	Observe the CRP during their first Module 1, Stage 1 session. Look for: • Is a safe space being created? • Is time being managed effectively? • Are all women participating, or is it dominated by a few? • Is the CRP's tone more towards empowering and not being pitying?	Provide constructive, private feedback to the CRP immediately after the session. Focus on 1-2 actionable improvements.
☑	**Mid-Point Check-in (After Module 1 Completion)**	Questions: • What went well? • What was challenging? • How did the SHG react to the empathy activities? • Any specific member with disability that stands out?	Offer solutions for challenges. Re-motivate the CRP.

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☑	**Common Gaps to Watch For**	Red Flags to Address: • CRP lecturing instead of facilitating. • CRP showing discomfort/judgment towards disability topics. • Very low or uneven SHG participation. • Difficulty in using digital tools (videos, WhatsApp). • SHG seems disengaged or confused.	Intervene with targeted coaching, additional training, or joint facilitation if severe.
☑	**Resource Availability & Problem Solving**	• Confirm CRP knows who to contact for technical issues (video playback) or content questions. • Encourage CRP to proactively share implementation challenges.	Ensure a clear communication channel is open. Facilitate peer learning among CRPs if possible.

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Goal:
Guide CRPs to effectively measure, document, and sustain the long-term impact of the training, transforming SHGs into self-sufficient incubators of inclusion.

	Checklist item	Key discussion points	Y4J staff action
☑	**Immediate Post-Training Debrief (Within 2 days of training completion)**	Schedule a comprehensive review call with the CRP after all 4 stages are complete for an SHG. Review: • How the training delivery went (CRP's experience). • The SHG's decision on their first 'Inclusive Celebration'. • Confirm the SHG has a clear plan to conduct their first audit in their next monthly meeting.	Provide constructive, private feedback to the CRP immediately after the session. Focus on 1-2 actionable improvements. Ensure the CRP has scheduled a 1-Month follow-up call to discuss the results of the first audit.

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☑	**First Audit Review (After the SHG's next monthly meeting)**	In the scheduled follow-up call, the CRP will report on the SHG's first independent audit. Review: • The SHG's first completed audit section from the handbook. • Initial progress on the 'Inclusivity Tree' (which leaves were colored?) • The first Action Plan created by the SHG.	Collect a copy/photo of the completed audit page and the Action Plan from the CRP. Offer guidance on the Action Plan and praise the SHG's important first step.
☑	**The 3-Month Check-in Visit**	Guide the CRP to conduct their 3-month check-in visit. • The focus is on listening, observing the SHG's progress on their Action Plan, and helping them solve any new problems.	Review the CRP's report from the visit. Assess if the SHG is on track to achieve "Bronze" status.

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☑	**Success Story Collection (Within six months)**	Guide the CRP to identify and document at least one powerful "Success Story" from the SHG. Focus on: • How the SHG supported a PwD member. • The specific economic/social outcome and the SHG's role in it. • The impact on the PwD member's life and the group's dynamic.	Provide a simple template for success story submission. Use these stories to motivate other SHGs and CRPs.
☑	**Continuous Learning & Feedback**	Guide the CRP to conduct their 3-month check-in visit. • The focus is on listening, observing the SHG's progress on their Action Plan, and helping them solve any new problems.	Review the CRP's report from the visit. Assess if the SHG is on track to achieve "Bronze" status.

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NEXT → LEVEL 2

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