<table>
<thead>
<tr>
<th>S.N.</th>
<th>Name of Program</th>
<th>Goal and Program Focus</th>
<th>Duration of Program (Days/Weeks, Number of Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
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</tbody>
</table>
| 1.   | How to Be Efficient Community Mobiliser: The Basics of Community Based Organizing | - Develop understanding of community-based organization management, perception, motivation, group decision-making, delegation and leadership traits  
- Develop leadership styles in participants so they can apply these skills  
- Strengthen interpersonal relations among the community members | 3.5 days, 28 hours |
| 2.   | How to Be Effective Community Mobiliser: Advanced Leadership | - Develop leadership, planning and management skills of the leaders  
- Strengthen their sense of ownership and responsibility towards the business  
- Empower the importance of innovation to the efficiency and sustainability of the business  
- Help the leaders to enhance their marketing skills  
- Create awareness of efficient team working  
- Learn how risk can be managed efficiently | 2.5 days, 20 hours |
| 3.   | Group Management | - Emphasize the importance of forming a group, credit procedures and management of the group  
- Monitor and evaluate the program so that participants can strengthen their skills as planners and controllers | 2 days, 16 hours |
| 4.   | Community Learning Business Resource Centre Management | - Develop understanding of stakeholders, sustainability, new activities, and customer and competition analysis  
- Help participants to view the sustainability of existing activities as well as explore new activities to raise the income of the centre | 3 days, 24 hours |
| 5. Rural Marketing Skills | - Develop understanding of rural marketing, consumer behaviour, market segmentation, targeting, promotion, product, price  
|                           | - Strengthen participants' enterprise management skills | 3 days, 24 hours |
| 6. Healthy Body, Healthy Life: How to Become a Health and Hygiene Manager? | - Understand importance of water and various sources of water; how water gets contaminated; how the contaminated water can be treated using various domestic techniques; how to keep the water, kitchen and utensils clean  
|                           | - Understand about food and menstrual hygiene; and how to maintain hygiene of body, teeth, hand, face, fingernails, ears, hair, armpit and bottom; clothes; toilet etc. | 1 day, 6 hours |
| 7. Pathways for Accessing Better Water Quality: How to Become a Water Quality and Purification Manager? | - Understand about importance of clean water, water quality, water sources and systems and standard water quantity  
|                           | - Learn about water and sanitation facility  
|                           | - Understand how water gets contaminated, how to measure water pollution, water and sanitation and hygiene  
|                           | - Understand different types of water treatment levels  
|                           | - Understand household water treatment methods like filtration and straining, SODIS, sedimentation, Bio Sand Filter (BSF), Activated Alumina, chlorination of water in the pot etc.  
|                           | - Understand community water treatment methods and chlorination | 1 day, 5 hours |
| 8. Roles and Responsibilities of the WASH Committee: How to Become a Smart Barefoot Water Manager? | - Understand about WASH, types of water sources, importance and usages of water, what is sanitation, need to focus on sanitation, problems due to poor sanitation, solutions  
- Understand need for WASH Committees, duties, structure, and qualities  
- Learn roles and responsibilities of WASH Committee and Village User Group  
- Understand about contribution and ownership, WASH Committee meeting cycle and agenda  
- Understand record keeping, formats and samples of finance records | 2 days, 13 hours |
| 9. How to Run Community Radio? | - Develop understanding of the concept of community radio, how community radio works, how to make programs and how community radio can be started in the local area | 2 days, 16 hours |
| 10. How to Run Rural Home Stay? | - Understand professional hospitality skills, online registration, payment gateway management, photography skills, etc.  
- Understand how to host guests | 1 day, 7 hours |
| 11. Capacity Building for Networking – How to be a Good Networker? | - Focus on the ability of the trainees to recognize their own abilities in networking and developing relationships for collaboration  
- Emphasis on communication skills as a foundation for building relationships with stakeholders | 1 day, 8 hours |
| 12. Asset Based Community Development | - Learn to identify ways of nurturing leadership and principles of ABCD  
- Practice simple monitoring and evaluation tools  
- Help participants facilitate community-driven development starting with the resources or assets that are locally available | 5 days, 40 hours |
<table>
<thead>
<tr>
<th></th>
<th>MANAGERIAL AND SOFT SKILLS TRAINING PROGRAMS</th>
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</thead>
<tbody>
<tr>
<td>13</td>
<td>Be Smart with Money: The Basics of Financial Management</td>
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<tr>
<td></td>
<td>- Develop understanding of the principles of accounting, types of accounts, cost components, cost accounting, basic statements, daybooks and ledgers, final accounts and cash flow statements</td>
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<td></td>
<td>- Enable participants to make sound decisions regarding the cash flow of their enterprise and effective use of the limited resources available</td>
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<td></td>
<td>4 days, 32 hours</td>
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<tr>
<td>14</td>
<td>Effective Communication Skills: How to Become a Good Communicator?</td>
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<tr>
<td></td>
<td>- Develop understanding of types of verbal – non-verbal communication and communication barriers</td>
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<tr>
<td></td>
<td>- Practice written communication and telephone etiquette</td>
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<tr>
<td></td>
<td>1 day, 8 hours</td>
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<tr>
<td>15</td>
<td>Presentation Skills: How to Become an Effective Presenter?</td>
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<tr>
<td></td>
<td>- Learn to prepare for the presentation</td>
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<tr>
<td></td>
<td>- Understand about making a presentation: speaking skills and visual skills</td>
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<td></td>
<td>- Understand about management skills and using visual aids</td>
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<tr>
<td></td>
<td>- Becoming a Master Presenter</td>
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<tr>
<td></td>
<td>1 day, 7 hours</td>
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<tr>
<td>16</td>
<td>Retail Opportunity Training Initiative</td>
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<tr>
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<td>- Understand all about the retail industry; and the various support functions in retail</td>
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<td>- Understand concepts of grooming, platform skills, to be a good communicator, and a presenter</td>
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<td></td>
<td>- Understand customer loyalty, sales, and marketing process</td>
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<td></td>
<td>- Understand product demonstration process, product display, visual merchandising, store layout and design</td>
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<tr>
<td></td>
<td>- Understand different opportunities in job market, resume writing, online job search, and practice sessions</td>
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<tr>
<td></td>
<td>7 days, 56 hours</td>
</tr>
<tr>
<td>Course Title</td>
<td>Description</td>
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<tr>
<td><strong>17 Negotiation Skills</strong></td>
<td>Develop understanding of negotiation skills with the help of different cases so that participants can strike a better deal in the businesses or enterprises they manage</td>
</tr>
<tr>
<td><strong>18 Conflict Management Skills</strong></td>
<td>Teach conflict management styles, practice evaluating and resolving conflicts so that participants are able to understand how to incorporate conflict management in business and daily life</td>
</tr>
<tr>
<td><strong>19 Team Work – How to Build a Good Team?</strong></td>
<td>Develop understanding of self, others, different working styles, emotional management, interpersonal skills and teamwork</td>
</tr>
<tr>
<td><strong>20 Capacity to Take Risk: How to Become a Successful Entrepreneur?</strong></td>
<td>Develop knowledge of different types of risk, develop understanding of the need to take risks and acquire an attitude of taking smart risks, help participants explore what prevents them from taking risks and how they can overcome these fears; in order to build their self-confidence and inclination to become an entrepreneur</td>
</tr>
<tr>
<td><strong>21 Time Management: How to Use your Time Wisely for Improving your Productivity?</strong></td>
<td>Develop understanding of the importance of time management and the obstacles to timeliness and goal setting, develop understanding of the difference between urgent and important and the fundamentals of time management, enable participants to perform better in the work sphere</td>
</tr>
<tr>
<td><strong>22 Achievement Drive</strong></td>
<td>Develop understanding of how to meet goals, review progress and delegate, develop understanding of procrastination and motivation so that participants are able to learn how to achieve goals</td>
</tr>
<tr>
<td>Course Number</td>
<td>Course Title</td>
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| 23 Learning Orientation | - Develop understanding of the importance of learning, barriers of learning and the concept of getting ideas from different sources  
- Identify how to incorporate learning orientation into our enterprises  
- Strengthen skills to learn within the enterprises and enable participants to manage learning in different business practices | 1 day, 6 hours                                                                                                                             |          |
| 24 Managerial Effectiveness – How to Become an Effective Manager? | - Learn how to build an organization and make it viable  
- Understand how to sustain and grow an organization | 1 day, 7 hours                                                                                                                             |          |
| 25 Change Management: How and Why to Change? | - Understand what is change management  
- Know the factors for change  
- Become aware about the responses to change  
- Learn to organize for change  
- Learn the techniques of change management | 1 day, 5 ½ hours                                                                                                                           |          |
| 26 Stress Management: How to De-stress Ourselves? | - Understand the meaning of stress  
- Know when we are under stress  
- Understand the causes of stress  
- Learn about the effects of stress  
- Know about the types of stress  
- Learn how to de-stress ourselves | 1 day, 5 ½ hours                                                                                                                           |          |
| 27 Decision Making | - Understand decision-making, the decision-making process, styles of decision-making, accountability, consensus building, and decision-making in a group | 1 day, 6 hours                                                                                                                             |          |
| 28 Problem Solving | - Understand basics of problem solving, steps of problem solving, basics of team work, and problem solving dynamics in a group | 1 day, 6 hours                                                                                                                             |          |
| **C TRAINING PROGRAMS ON DIGITIZATION** | | | |
| 29 IT Management | - Develop basic understanding of computers, hardware and software, Microsoft Office and the internet  
- Enable participants to learn how to use these applications in their routine work | 7 days, 56 hours                                                                                                                            |          |
### 30 Use of ICT Tools for Development of their Livelihoods

- Develop understanding of different ICT Tools and the kinds of opportunities ICT Tools open up
- Demonstrate the way everyday tasks can be done more efficiently and what new possibilities are available

<table>
<thead>
<tr>
<th>Time</th>
<th>Description</th>
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<tbody>
<tr>
<td>2 days, 16 hours</td>
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</tbody>
</table>

### 31 E-retail

- Understand how to be an E-Commerce Specialist, Service Provider, Space Provider, Logistic Support Provider, Aggregator
- Understand how to be a facilitator to micro-entrepreneurs to sell their products through e-platforms
- Capacity building on on-boarding, product listing, imaging and cataloguing, shipping, packaging and warehousing, accounts management, content development, creative writing, photography skills, payment gateway management, pricing and costing of products to be displayed on e-platform etc.
- Understand infrastructure support to set up centres with the needed tools, equipment and connectivity

<table>
<thead>
<tr>
<th>Time</th>
<th>Description</th>
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<tbody>
<tr>
<td>1 day, 7 hours</td>
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</table>

### D VOCATIONAL TRAINING PROGRAMS

#### 32 How to Be an Expert of Garmenting: The Basics of Garmenting

- Learn about machine control and how to thread on machine before actually going on fabric
- Understand about various measurements and different patterns on fabric
- Learn how to make skirt pattern, sleeves, bags, cushion cover and stitch the same; male waistcoat stitching, orbic skirt stitching, t-shirt stitching and simple pant stitching

<table>
<thead>
<tr>
<th>Time</th>
<th>Description</th>
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<tbody>
<tr>
<td>45 days, 225 hours</td>
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</table>
| 33 | How to Be an Expert of Garmenting: Advance Training of Garmenting | - Understand basic maintenance of a sewing machine  
- Learn about cutting and pattern-making of various garments  
- Learn types of products included in accessories and how to take their measurements  
- Understand need and significance of bar tag/s and how to practically iron and package garments  
- Understand factors to keep in mind and their importance in the stages of stain identification and removal, making of fabric buttons and hook and loops/eyes  
- Understand the significance of quality control and finishing | 45 days, 225 hours |
| 34 | How to Become an Expert of Embroidery: The Basics of Craft | - Understand about basics of craft  
- Learn about aari work  
- Learn different designs and patterns in aari work  
- Understand the fundamentals of pattern and design making | 26 days, 182 hours |
| 35 | How to Become an Expert in Different Embroidery Techniques: Advance Training of Craft | - Learn about advance techniques of craft  
- Learn about printing and dyeing  
- Learn different designs and patterns using different threads  
- Understand the fundamentals of pattern and design making | 31 days, 217 hours |
### How to Become Expert of Block Printing

- Learn process of block printing
- Understand pre-dyeing activities
- Learn to develop dyeing recipe and carry out dyeing of hank yarns and also learn finishing activities after dyeing the hank yarns
- Learn how to produce faint and fast colours, vegetable colours, pigment colours over saris, bed-sheets, and napkins
- Learn how to do printing over bed-sheets, napkins, saris, fabric, etc. with the help of blocks

**Duration:** 15 days, 120 hours

### Basic Food Processing Skills

- Understand organizing and community-based organizations; how the organization starts and functions; that individual is the basic unit of organization; how to motivate oneself and take decisions
- Learn basic qualities of a leader including communication, tenets of time management, importance of delegation and how to overcome delegation barrier
- Understand methods of procurement, grading, cleaning, weighing, labelling, packaging system
- Understand about record maintenance, purchase register, raw material inward and outward register, raw material stock and quality control register, processing register etc.
- Understand about ingredients needed for preparing various items and learn how to prepare jams, juice, squash, pickles, tomato ketchup, garam masala etc.
- Understand about costing and pricing, its importance and types
- Learn about marketing

**Duration:** 25 days, 125 hours
| 38 | Advance Food Processing | - Understand organizing and community-based organizations; and how the organization starts and functions including the life cycle of an organization; and basic concepts of organizational structure  
- Learn perception, motivation, and decision-making skills and how one should deal with others  
- Understand others and cohesiveness  
- Understand importance of proper communication in a group, how do we take decisions, how should one deal with others  
- Familiarization with basic qualities of a leader  
- Understand about store management, various types of store management in our daily life as well as basic concepts and principles of store management  
- Understand in brief about bakery and how and which type of food is made in the bakery  
- Understand about the functions of the oven used to make bakery items and ingredients needed in making bread, biscuits, cake, pancake, vegetable puff etc. including practical session  
- Understand about food quality, basic quality factors, importance of quality and customer’s choice  
- Understand components of quality management, steps for improving quality  
- Understand about the sweets, how and which type of items are made in sweets and learn how to make Gulab Jamun, Mohanthaal, Penda, Magaj  
- Understand meaning of savouries, which type of food is made in savouries, utensils used to make savouries  
- Understand about ingredients needed in making various savouries and learn how to prepare farsi puri, shakarpura, ratlami sev and samosa  
- Understand about marketing, costing, pricing, accounts, book-keeping, packaging, business plan, reporting and evaluation | 30 days, 150 hours |
|   | 39 Advanced Food Processing skills (Jam, Jelly and Ketchup Processing Technician) | - Understand how to prepare and maintain work area and process machineries for jam, jelly and ketchup processing  
- Learn how to do the preparation for production of various fruit and vegetable products  
- Learn how to do the production of jam, jelly and ketchup using various machineries as per the specifications and standards of the organization  
- Learn to document and maintain records of raw materials, process and finished products  
- Understand how to maintain food safety, hygiene and sanitation in work area and processing unit for processing food products  
- Learn about long term preservation of pickles made from mangoes and amla (gooseberry) and other types of pickles  
- Understand that mangoes and amla (gooseberry) are useful to produce pickles and pure pickles may be produced domestically by one’s own self  
- Learn to produce at domestic level and generate livelihood | 2 days, 16 hours |
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<tbody>
<tr>
<td>E</td>
<td>AGRICULTURE TRAINING PROGRAMS</td>
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</tbody>
</table>
|   | 40 Farm Management | - Understand detailed information about the loan products  
- Learn how to promote bank loan products to farmers  
- Learn how to assist in due-diligence-process on loan as well as in loan processing; and follow-up of loan recovery  
- Learn how to coordinate with colleagues and customers | 1 day, 16 hours |
|   | Agriculture Management | - Develop understanding of soil and water management, nutrient management, integrated pests and disease management, crop management, animal husbandry management  
- Develop awareness of the challenges and the present status of agriculture  
- Learn management practices and input requirements (water, nutrients, and plant protection management) for sustainable agriculture | 2 days, 24 hours |
|---|------------------------|---------------------------------------------------------------------------------------------------------------|----------------|
| 41 | Seasonal Training-Cotton Cultivator (I, II & III) | - Understand how to select cotton seed, how to prepare land and sow cotton  
- Learn how to do macro and micro-nutrient management for field crops  
- Understand weed management and integrated pest and disease management  
- Learn how to do irrigation management for field crops and how to manage harvest and post-harvest in cotton  
- Learn basic farm management, market survey and safety in the field  
- Learn how to maintain health and safety at workplace  
- Understand about actual costing, expense, outcomes of the whole expenditure; about including seeds, fertilizers, etc. and Farmers Field Book (FFB) i.e. ‘Khedut Pothi’,  
- Understand about proper arrangement of produced crops, fair price and knowledge about how to decrease the risk factor and how to directly link to the market  
- Understand the importance of financial planning (know regarding savings, consumption, borrowings, investments and insurance)  
- Learn how to prepare one’s Financial Plan  
- Understand basic accounting concepts and various aspects of a Business Plan | 4 days, 32 hours |
| 43 | Pesticide and Fertilizer Applicators | - Understand about nutrient requirement as per cropping pattern and identification of major pests and diseases infesting crops in particular areas  
- Learn about proper and safe use of plant protection chemicals and equipments  
- Learn about maintaining health and safety of self and other co-workers at workplace and how to increase profitability without affecting the fertility of the land  
- Learn how to increase profitability with production of diversified crops  
- Understand types of farming and increase efficiency of production and how to utilize value addition for crops  
- Learn about technology-based farming and about mapping fair price of crop in the market | 1 day, 8 hours |

| 44 | Basics of Cumin Cultivation | - Understand how to utilize natural available resources in farming and maintain health of the soil for better cultivation  
- Understand about water harvesting, drainage of water, storage, discarding empty boxes of fertilizers, etc.  
- Understand about chemical pesticides  
- Understand how to select seeds for cumin crop and how to improvise the seeds for cultivation  
- Understand about pre-preparation of soil before cultivation, soil testing  
- Understand how to control diseases and how to do pest control  
- Understand about market linkages to sell cumin  
- Understand basic accounting concepts and various aspects of a Business Plan | 1 day, 6 hours |
| 45 Organizing Weeding-Fertilizer for Cumin Cultivation and Conservation of Cumin Crops | Understand how to manage fertilizers needed for the cultivation of cumin  
- Understand how to identify weeding, disease and pests in cumin crop and how to treat them | 1 day, 5 hours |
|---|---|---|
| 46 Using Pesticides During Cumin Crop Cultivation and Important Facts to Consider | Understand about facts before buying and using chemical pesticides  
- Understand how to preserve pesticides  
- Understand how to provide primary treatment to crops to cope against the poisonous effects of pesticides  
- Learn important facts to consider at the time of harvesting | 1 day, 4 hours |
| 47 Organic Farming through New Farming Techniques | Understand how to produce organic fertilizers and medicines needed for crops  
- Understand how to reduce expenses by producing fertilizers and medicines on their own  
- Learn how to increase production and quality of the crops by using organic fertilizers and medicines for crops | 1 day, 5 hours |
<table>
<thead>
<tr>
<th>TECHNICAL TRAINING PROGRAMS</th>
<th>48 Hand Pump Repairing Training Program: How to Become a Barefoot Technician?</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Understand importance of water, various sources of water, ground water-based schemes, consequences of consuming unclean water, sources of contamination of water, sources and methods of contamination of water with reference to hand pump.</td>
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<tr>
<td>- Learn about hand pumps and its features, need of hand pumps in the village, what to do if a hand pump does not function, difference between a good and a bad hand pump, how to use hand pumps in a responsible manner, causes of faulty operations of hand pumps.</td>
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<tr>
<td>- Understand different types of hand pumps, various parts of hand pump, materials required for installation, process of installation and precautions.</td>
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<tr>
<td>- Understand about silting.</td>
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<tr>
<td>- Learn the importance of operation and maintenance of hand pumps.</td>
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<td>- Learn identification of problem in hand pumps, tools for repairing, importance of servicing and trouble-shooting of hand pumps.</td>
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<td>3 days, 16.5 hours</td>
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# SEWA Manager Ni School: Training Outline

## 49 Clean Drinking Water at Your Doorstep: How to Become a Local Water Resource Manager?

- Understand need and importance of water and the exact availability of saline and fresh water on earth
- Understand about scarcity of water and the problems which arise due to this scarcity and water cycle
- Understand the need and importance of harvesting rain water and its management
- Learn about the formation of various committees and their roles and responsibilities and how to clean tanks and maintain water quality
- Learn step-by-step process of constructing rainwater harvesting tanks including pipe fitting work and evaluation

## G MICRO-ENTERPRISE DEVELOPMENT TRAINING PROGRAMS

### 50 Micro-Enterprise Development Training for Managing Enterprises Successfully

- Develop understanding of organizing, community learning, leadership skills, group management, budgeting, marketing, planning
- Learn soft skills which will help strengthen the micro-enterprises and enhance the leadership skills of the participants

### 51 Short Course on Micro-Enterprise Development, for Managing Enterprises Successfully

- Develop understanding of employment, entrepreneurship, economy, core businesses of villages, steps for new and successful enterprise, benefits of networking and planning
- Develop understanding of planning structure for the development of a successful enterprise

<table>
<thead>
<tr>
<th>Training Program</th>
<th>Description</th>
<th>Duration</th>
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<tbody>
<tr>
<td>50 Micro-Enterprise Development Training for Managing Enterprises Successfully</td>
<td>Develop understanding of organizing, community learning, leadership skills, group management, budgeting, marketing, planning. Learn soft skills which will help strengthen the micro-enterprises and enhance the leadership skills of the participants.</td>
<td>1 month, 200 hours</td>
</tr>
<tr>
<td>51 Short Course on Micro-Enterprise Development, for Managing Enterprises Successfully</td>
<td>Develop understanding of employment, entrepreneurship, economy, core businesses of villages, steps for new and successful enterprise, benefits of networking and planning. Develop understanding of planning structure for the development of a successful enterprise.</td>
<td>2 weeks, 72 hours</td>
</tr>
</tbody>
</table>
| 52 Crash Course on Micro-Enterprise Development, for Managing Enterprises Successfully | - Develop understanding of employment, entrepreneurship, economy, core businesses of villages, steps for new and successful enterprise, benefits of networking and planning  
- Develop understanding of planning structure for the development of a successful enterprise | 6 days, 48 hours |
|---|---|---|
| 53 Business Plan Preparation | - Develop understanding of how to identify a business idea and test the viability of the idea  
- Practice: writing a business plan and vision statements; preparing a basic budget; and setting specific and measurable goals | 3 days, 24 hours |
| 54 Mini MBA | - Develop understanding of benchmarking and learning from others, social entrepreneurship, interpersonal relationship, funds management, accounting and budgeting  
- Develop understanding of rural enterprise, managing a network, public administration and the importance of computer skills  
- Practice assessing and harnessing opportunity, writing project plans  
- Help participants successfully run their enterprises | 3 months, 600 hours |
<table>
<thead>
<tr>
<th>OTHER TRAINING PROGRAMS</th>
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</thead>
</table>
| **55 Values of SEWA** | - Learn about SEWA and its activities in rural-urban areas  
- Understand how important SEWA’s philosophy and the thought process of Gandhiji is to improve situations of life  
- Understand the strength of organizing and where it can be useful  
- Know if women could gain empowerment with the help of organizing  
- Understand the importance and contribution of women to the economy of India  
- Know if women could develop the understanding of self-care and health care | 3 days, 21 hours |