

Government of Pakistan

National Vocational and Technical Training Commission

“Prime Minister’s Youth Skill Development Programme”



Course Contents / Lesson Plan

Course Title: Personality Grooming (Level-1)

Duration: 1 Month

Trainer Name	Criteria: Varied experts in relevant fields
Authors' Names	Sara Nomaan (Lecturer/ Focal Person) Misbah Tanvir (Associate Professor) Maydah Nauman (Assistant Professor) Sadia Rehman (Assistant Professor) Sarah Ali Farooq (Assistant Professor) FG College of Home Economics and Management Sciences, F-11/1, Islamabad
Course Title	Personality Grooming and Life Skills – 1
Objectives and Expectations	<p>The objectives for the personality grooming and life skills course designed for young adolescent girls:</p> <ol style="list-style-type: none"> 1. Enhance Creativity and Fine Motor Skills through Art & Craft: Encourage creativity and improve fine motor skills through various art and craft activities. This also helps in stress relief and self-expression. 2. Promote Physical Health and Fitness with help of Physical Activities like Yoga and Aerobics: Improve physical health, flexibility, strength, and overall fitness. These activities also promote mental well-being, reduce stress, and enhance concentration. 3. Develop Personal Presentation and Hygiene, Personal Grooming: Teach the importance of personal hygiene, skincare, hair care, and appropriate dressing to build self-respect and confidence in their appearance. 4. Cultivate Social Etiquette and Manners by teaching table setting and communication skills. Introduce the basics of setting a table and dining etiquette, which are essential for social gatherings and formal events. Enhance verbal and non-verbal communication skills to ensure effective interaction in various social and professional settings. Activities and discussions aimed at improving self-confidence and self-worth, fostering a positive self-image. 5. Basic Life Skills for Independence including Basic Cooking and Personal Space Upkeep. Teach fundamental cooking skills to promote independence and healthy eating habits. Emphasize the importance of maintaining a clean and organized personal space, which contributes to a structured and disciplined lifestyle. 6. Holistic Development and Personal Growth, Self-Esteem: Activities and lessons aimed at building self-esteem and self-confidence, ensuring they feel valued and capable in various aspects of their lives. <p><u>Main Expectations</u> Specific Objectives Linked to Course Contents:</p> <ol style="list-style-type: none"> 1. Art & Craft: <ul style="list-style-type: none"> ○ Foster creativity and self-expression. ○ Develop fine motor skills and hand-eye coordination. 2. Physical Activities (Yoga and Aerobics): <ul style="list-style-type: none"> ○ Promote physical health and fitness. ○ Enhance flexibility, strength, and mental clarity. ○ Teach relaxation and stress-management techniques. 3. Personal Grooming: <ul style="list-style-type: none"> ○ Instill good hygiene practices. ○ Develop a sense of style and appropriate dressing. ○ Build confidence in personal appearance. 4. Table Setting: <ul style="list-style-type: none"> ○ Teach the fundamentals of setting a table.

	<ul style="list-style-type: none"> ○ Inculcate dining etiquette and manners. <p>5. Basic Cooking:</p> <ul style="list-style-type: none"> ○ Equip with basic cooking skills for healthy meal preparation. ○ Promote nutritional awareness and independent living. <p>6. Personal Space Upkeep:</p> <ul style="list-style-type: none"> ○ Teach organization and cleanliness. ○ Encourage responsibility and discipline in maintaining personal spaces. <p>7. Communication Skills:</p> <ul style="list-style-type: none"> ○ Improve verbal and non-verbal communication. ○ Build assertiveness and active listening skills. ○ Enhance public speaking and presentation abilities. <p>8. Self-Esteem Building:</p> <ul style="list-style-type: none"> ○ Activities to boost self-confidence and self-worth. ○ Teach self-acceptance and positive self-talk. ○ Encourage goal setting and personal achievements. <p>These objectives collectively aim to empower young girls with essential life skills, boosting their confidence and preparing them for various personal and social challenges.</p>
<p>Entry-level of trainees</p>	<p>13 – 17 years old girls</p>
<p>Learning Outcomes of the course</p>	<p>The learning outcomes for the personality grooming and life skills course for young girls, based on the specified content, are:</p> <ol style="list-style-type: none"> 1. Enhanced Creativity and Artistic Skills: <ul style="list-style-type: none"> ○ Demonstrate increased creativity and improved fine motor skills through art and craft projects. ○ Exhibit the ability to express emotions and ideas visually. 2. Improved Physical Health and Fitness: <ul style="list-style-type: none"> ○ Show improved physical fitness, flexibility, and strength through regular participation in yoga and aerobics. ○ Apply relaxation and stress-management techniques learned in yoga. 3. Better Personal Presentation and Hygiene: <ul style="list-style-type: none"> ○ Maintain good personal hygiene and grooming habits consistently. ○ Display confidence in personal appearance and dressing appropriately for various occasions. 4. Understanding of Social Etiquette and Manners: <ul style="list-style-type: none"> ○ Set a table correctly and demonstrate proper dining etiquette in social settings. ○ Communicate effectively, using both verbal and non-verbal communication skills, in various social and professional contexts. 5. Acquisition of Basic Life Skills for Independence: <ul style="list-style-type: none"> ○ Prepare simple, healthy meals independently, showing an understanding of basic cooking techniques. ○ Maintain a clean and organized personal space, demonstrating responsibility and discipline. 6. Holistic Personal Growth and Development: <ul style="list-style-type: none"> ○ Exhibit higher self-esteem and self-confidence in various aspects of life. ○ Set and achieve personal goals, displaying self-motivation and perseverance. <p>Specific Learning Outcomes Linked to Course Contents:</p> <ol style="list-style-type: none"> 1. Art & Craft: <ul style="list-style-type: none"> ○ Create various art and craft projects, showcasing creativity and improved hand-eye coordination. ○ Use art as a means of self-expression and stress relief. 2. Physical Activities (Yoga and Aerobics):

	<ul style="list-style-type: none"> ○ Perform yoga poses and aerobic exercises with proper technique, showing enhanced physical capabilities. ○ Use yoga practices for mental relaxation and stress management. <p>3. Personal Grooming:</p> <ul style="list-style-type: none"> ○ Apply knowledge of personal hygiene routines, skincare, haircare, and appropriate dressing. ○ Demonstrate increased self-confidence and positive self-image through improved personal presentation. <p>4. Table Setting:</p> <ul style="list-style-type: none"> ○ Set a table correctly for different meals and occasions. ○ Display appropriate dining etiquette and manners in social settings. <p>5. Basic Cooking:</p> <ul style="list-style-type: none"> ○ Prepare and cook basic meals, understanding the principles of healthy eating and nutrition. ○ Exhibit independence in meal preparation and kitchen safety. <p>6. Personal Space Upkeep:</p> <ul style="list-style-type: none"> ○ Maintain a tidy and organized personal space, showing the ability to manage personal belongings and living areas. ○ Display organizational skills and a disciplined approach to personal space management. <p>7. Communication Skills:</p> <ul style="list-style-type: none"> ○ Communicate effectively in various settings, using clear and assertive verbal and non-verbal communication. ○ Demonstrate active listening, public speaking, and presentation skills. <p>8. Self-Esteem Building:</p> <ul style="list-style-type: none"> ○ Show increased self-confidence and a positive self-image. ○ Set realistic personal goals and take steps to achieve them, demonstrating self-motivation and perseverance. <p>These learning outcomes aim to ensure that young girls develop a well-rounded set of skills and attributes that will serve them well in both personal and professional spheres, fostering independence, confidence, and overall well-being.</p>
Course Execution Plan	<p>The total duration of the course: 1 month (4 Weeks) Class hours: 4 hours per day Theory: 20% Practical: 80% Weekly hours: 20 hours per week Total contact hours: 80 hours</p>
Companies offering jobs in the respective trade	NA
Job Opportunities	NA
No of Students	25
Learning Place	Classroom / Lab
Instructional Resources	<p>https://craftulate.com/crafts-for-teens/ (art & craft)</p> <p>https://www.gathered.how/arts-crafts/craft-ideas-for-teens (art & craft)</p> <p>https://www.marthastewart.com/8363152/flower-arranging-tips (flower arrangement)</p> <p>https://www.highspeedtraining.co.uk/hub/how-to-set-a-table/ (table setting)</p>

<https://raisingchildren.net.au/pre-teens/healthy-lifestyle/hygiene-dental-care/hygiene-pre-teens-teens> (personal hygiene)

https://hygienefoodsafety.org/10-basic-kitchen-hygiene-rules-to-follow/#google_vignette (kitchen hygiene)

<https://www.bhg.com/recipes/how-to/cooking-basics/measurement-conversion-chart/> (kitchen measurements)

<https://www.everydayhealth.com/fitness-pictures/yoga-poses-for-beginners.aspx> (yoga)

<https://www.livestrong.com/article/315029-basic-aerobic-dance-steps/> (aerobics)

<https://theattitudeadvantage.com/all-posts/enhancing-teen-communication-skills-strategies-for-effective-expression-and-understanding/> (communication skills)

<https://www.therapistaid.com/therapy-worksheets/communication/adolescents> (communication skills)

<https://www.verywellfamily.com/manners-your-teen-should-use-and-how-to-teach-them-2608864> (basic manners)

<https://gluta-c.com/best-skincare-routine-for-teens/> (skincare)

<https://www.betterup.com/blog/personal-space> (personal space)

<https://yourstyledstory.com/are-you-dressing-for-your-personality-style/> (dressing according to personality)

<https://lamosaik.com/blogs/fashion/dress-codes-guide-deciphering-attire-for-different-pakistan-events> (dress code)

<https://stealtho.store/study-desk-organization-ideas/#:~:text=Remove%20any%20unnecessary%20items%2C%20such,electronic%20devices%2C%20and%20miscellaneous%20items.> (desk organization)

<https://homemadeourway.com/teen-organize-room/> (room organization)

<https://www.mind.org.uk/for-young-people/feelings-and-experiences/confidence-and-self-esteem/> (self esteem)

<https://kidshealth.org/en/teens/eq.html> (emotional intelligence)

MODULES

Scheduled Weeks	Module Title	Days	Hours	Learning Units	Home Assignment
Week 1		Day 1	Hour 1-2	Basic Communication Skills (one-to-one, group communication) Yoga & Aerobics (Stretching & Breathing; Light) (30 minutes)	
			Hour 3-4	Role Play: one-to-one and group communication Social media etiquettes	
		Day 2	Hour 1-2	Flower Arrangements Introduction to floristry Creating Floral Arrangements Arrangements and design styles Yoga & Aerobics (Stretching & Breathing; Light) (30 minutes)	
			Hour 3-4	Practice – make a simple arrangement according to basic shape	
		Day 3	Hour 1-2	Art and crafts: Surface Embellishment: Making handicrafts through cutting and pasting Yoga & Aerobics (Stretching & Breathing; Light) (30 minutes)	
			Hour 3-4	Practice – make a craft using cutting and pasting technique	
		Day 4	Hour 1-2	Personal Hygiene; Body Odour; Dental Hygiene; Addressing pubertal concerns Yoga & Aerobics (Stretching & Breathing; Light) (30 minutes)	
			Hour 3-4	Activities and Worksheets	
		Day 5	Hour 1-2	Basic Kitchen Safety; Hygiene & Measuring Techniques Yoga & Aerobics (Stretching & Breathing; Light) (30 minutes)	
			Hour 3-4	Practical-Let's measure to perfection	

• Task 1

Details may be seen at Annexure-I

Week 2		Day 1	Hour 1-2	Skin Care; basic skin care routine (cleansing, toning, moisturizing, exfoliating, sunscreen) Yoga & Aerobics (Stretching & Breathing; Light) (30 minutes)	<p>• Task 2</p> <p><i>Details may be seen at Annexure-I</i></p>
			Hour 3-4	Demonstration and Q/A	
		Day 2	Hour 1-2	Personal Physical Space: unique set of boundaries, types, importance Yoga & Aerobics (Stretching & Breathing; Light) (30 minutes)	
			Hour 3-4	Role play – respecting boundaries	
		Day 3	Hour 1-2	Basic manners (please, thank you, showing gratitude, making eye-contact, wait for turn, thank you notes etc.) Yoga & Aerobics (Stretching & Breathing; Light) (30 minutes)	
			Hour 3-4	Role Play for basic manners	
		Day 4	Hour 1-2	Snack Preparation & improvisation & trolley techniques: Sandwiches (conventional, baked, fried.) Yoga & Aerobics (Stretching & Breathing; Light) (30 minutes)	
			Hour 3-4	Practical: Prepare and present an innovative recipe of a snack by utilizing available ingredients	
		Day 5	Hour 1-2	Flower arrangements: How to make Floral Arrangement. How to choose a container arrangement Yoga & Aerobics (Stretching & Breathing; Light) (30 minutes)	
			Hour 3-4	Practice – make a simple arrangement according to container and area/ space	
Week 3		Day 1	Hour 1-2	Surface embellishment (development of pot painting, printing on cloth, beadwork) Yoga & Aerobics (Stretching & Breathing; Light) (30 mins)	<p>• Task 3</p> <p><i>Details may be seen at Annexure-I</i></p>

			Hour 3-4	Practical – painting on any surface	
		Day 2	Hour 1-2	Dressing according to personality (types of personality, personality traits, appearance); occasion (activities – school, peer group parties/ picnics, family functions; dressing etiquettes); accessories Yoga & Aerobics (Stretching & Breathing; Light) (30 minutes)	
			Hour 3-4	Activities – plan dress for yourself for the occasion given	
		Day 3	Hour 1-2	Salads; Tabbouleh, Fattoush, Greek salad, Baba Gaanoush Yoga & Aerobics (Stretching & Breathing; Light) (30 minutes)	
			Hour 3-4	Preparing and presenting the learnt recipes of salad	
		Day 4	Hour 1-2	Organizing Study Table (clean-up space; use desk organizer, drawers, clipboards, cable manager box) Yoga & Aerobics (Stretching & Breathing; Light) (30 minutes)	
			Hour 3-4	Activities – DIY desk organizers	
		Day 5	Hour 1-2	Improving Self-Esteem (self-worth: identify strengths, stop comparison, set boundaries, forgive yourself, step out of comfort zone) Yoga & Aerobics (Stretching & Breathing; Light) (30 minutes)	
			Hour 3-4	Activities and Worksheets to enhance self-esteem	
Week 4		Day 1	Hour 1-2	Emotional Intelligence (Emotional awareness-self, emotional awareness-others, emotional reaction, emotional regulation) Yoga & Aerobics (Stretching & Breathing; Light) (30 minutes)	• Task 4 <i>Details may be seen at Annexure-I</i>
			Hour 3-4	Worksheets of EI	
		Day 2	Hour 1-2	Organizing personal room Spaces; Personal physical space; Decluttering and its benefits Yoga & Aerobics (Stretching & Breathing; Light) (30 minutes)	

			Hour 3-4	Activities – plan personal space
	Day 3		Hour 1-2	Movie Day Yoga & Aerobics (Stretching & Breathing; Light) (30 minutes)
			Hour 3-4	Discussion
	Day 4		Hour 1-2	Assessment – presenting yourself, cooking and presentation Yoga & Aerobics (Stretching & Breathing; Light) (30 minutes)
			Hour 3-4	Feedback
	Day 5		Hour 1-2	Assessment – presenting yourself; craft work Yoga & Aerobics (Stretching & Breathing; Light) (30 minutes)
			Hour 3-4	Concluding Session

MATERIAL RESOURCES

Sr. No.	Items
1.	Acrylic paints (Maries/Bluebird)
2.	Brushes (Synthetic; square and round) (2, 6, 12, 16)
3.	Thumb pins
4.	Paper tape
5.	Newspaper prints
6.	Glue Gun and Sticks
7.	Oasis
8.	Flowers (fresh and artificial)
9.	Vases
10.	Flower Cutter
11.	Plastic Bags
12.	Steel Net Wire (soft)
13.	Tray Cover Set
14.	Trolley Cover Set
15.	Fancy Crockery for one person
16.	Bread
17.	Mayonnaise
18.	Cream
19.	Boneless Chicken
20.	Eggs
21.	Cooking Oil
22.	Salt & Pepper
23.	Cucumber
24.	Iceberg
25.	Lettuce
26.	Parsley

27.	Tomatoes
28.	Lemons
29.	Mint
30.	Garlic
31.	Ginger
32.	Onions
33.	Cracked Wheat
34.	Olive Oil
35.	Green Onion
36.	Radish
37.	Pita Bread
38.	Bell Pepper
39.	Feta Cheese
40.	Egg Plant
41.	Tahini
42.	Chef's Knives Set
43.	Measuring Cups & Spoons
44.	Digital Kitchen Scales
45.	Cutting Board
46.	Non-stick pan
47.	Non-stick spatula
48.	Mixing Bowls

Tasks for Certificate in Personality Grooming (Level – 1)

Description	Week
1. Create an art piece using surface embellishment technique 2. Create arrangements according to basic shapes (triangle, fan, L-shape, circle)	Week 1
3. Snack Preparation & improvisation & trolley techniques 4. Prepare and present an innovative recipe of a snack 5. Create arrangements according to medium of arrangement (Container, Dish, Vase etc.)	Week 2
6. Create an art piece using surface embellishment with different material 7. Make an organizer for study table 8. Prepare and Present Salads	Week 3
9. Decorate a corner/ area with their craft and accessories 10. Students style themselves according to occasion 11. Prepare and present food according to occasion and number	Week 4

Motivational Lectures

Flower Arrangement

https://www.pinterest.com/pin/68746750133/sent/?invite_code=d0502b64bd5b45a79997dd21f8791932&sfo=1

Surface Embellishment

https://www.pinterest.com/pin/1759287346818881/sent/?invite_code=0f7c457d2687431c85568ec89ddb4836&sfo=1

Aerobics and Yoga

<https://www.youtube.com/watch?v=qNAeuOs866Y>

Desk Organizer

https://www.pinterest.com/pin/68747275898/sent/?invite_code=84bdf7d223b4957b1d38baf29b1335&sfo=1

Cooking

https://youtu.be/nLsBAAtVo_O8?si=kjN3idRquoAvWW2

<https://youtu.be/LXSloFD1f0k?si=9MIQbdJVBmZRf1uG>

<https://youtu.be/hGytLxc95Pk?si=U04mln1oZOx9AT54>

<https://youtu.be/6XUfzRVfauk?si=rh39YLW1cJRHoaUR>

<https://youtu.be/p9mzBckf3G4?si=AsKIhdIMWhkZ02pP>

<https://youtu.be/G-Fg7l7G1zw?si=7JufrD3rt-JaGuL0>

Movie:

Princess Diaries – I

Workplace/Institute Ethics Guide

Work ethic is a standard of conduct and values for job performance. The modern definition of what constitutes good work ethics often varies. Different businesses have different expectations. Work ethic is a belief that hard work and diligence have a moral benefit and an inherent ability, virtue, or value to strengthen character and individual abilities. It is a set of values-centered on the importance of work and manifested by determination or desire to work hard.

The following ten work ethics are defined as essential for student success:

1. Attendance:

Be at work every day possible, plan your absences don't abuse leave time. Be punctual every day.

2. Character:

Honesty is the single most important factor having a direct bearing on the final success of an individual, corporation, or product. Complete assigned tasks correctly and promptly. Look to improve your skills.

3. Team Work:

The ability to get along with others including those you don't necessarily like. The ability to carry your weight and help others who are struggling. Recognize when to speak up with an idea and when to compromise by blend ideas together.

4. Appearance:

Dress for success set your best foot forward, personal hygiene, good manner, remember that the first impression of who you are can last a lifetime

5. Attitude:

Listen to suggestions and be positive, accept responsibility. If you make a mistake, admit it. Values workplace safety rules and precautions for personal and co-worker safety. Avoids unnecessary risks. Willing to learn new processes, systems, and procedures in light of changing responsibilities.

6. Productivity:

Do the work correctly, quality and timelines are prized. Get along with fellows, cooperation is the key to productivity. Help out whenever asked, do extra without being asked. Take pride in your work, do things the best you know-how. Eagerly focuses energy on accomplishing tasks, also referred to as demonstrating ownership. Takes pride in work.

7. Organizational Skills:

Make an effort to improve, learn ways to better yourself. Time management; utilize time and resources to get the most out of both. Take an appropriate approach to social interactions at work. Maintains focus on work responsibilities.

8. Communication:

Written communication, being able to correctly write reports and memos. Verbal communications, being able to communicate one on one or to a group.

9. Cooperation:

Follow institute rules and regulations, learn and follow expectations. Get along with fellows, cooperation is the key to productivity. Able to welcome and adapt to changing work situations and the application of new or different skills.

10. Respect:

Work hard, work to the best of your ability. Carry out orders, do what's asked the first time. Show respect, accept, and acknowledge an individual's talents and knowledge. Respects diversity in the workplace, including showing due respect for different perspectives, opinions, and suggestions.