

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-2)
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) Sadiah 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 – 2
Objectives and Expectations	<p>The objectives for the personality grooming and life skills course designed for young girls.</p> <p>1. Art & Craft</p> <p>a. Basic Craft Skills of Drawing and Painting</p> <ul style="list-style-type: none"> • Develop foundational drawing and painting techniques to enhance creativity and stress relief. • Encourage artistic expression and exploration of various mediums tailored to personal interests. <p>b. Flower Arrangement</p> <ul style="list-style-type: none"> • Master the principles and techniques of floral design to create beautiful arrangements for personal spaces or events. • Foster a sense of aesthetics and mindfulness through the art of flower arrangement. <p>c. Surface Embellishment</p> <ul style="list-style-type: none"> • Learn and apply basic techniques for decorating surfaces with different materials to personalize belongings and living spaces. • Enhance craft skills that can be used for DIY projects, gifts, and personal enrichment. <p>2. Physical Activities</p> <p>a. Basic Yoga</p> <ul style="list-style-type: none"> • Understand and practice basic yoga postures and breathing techniques to promote physical and mental well-being. • Incorporate yoga into daily routines for improved flexibility, strength, and stress management. <p>b. Aerobics</p> <ul style="list-style-type: none"> • Engage in basic aerobic exercises to boost cardiovascular fitness and overall physical health. • Use aerobics as a fun and effective way to stay active and energized. <p>3. Personal Grooming</p> <p>a. Personal Hygiene</p> <ul style="list-style-type: none"> • Recognize the importance of personal hygiene and its impact on overall health and social interactions. • Establish and maintain effective personal hygiene routines suitable for a busy student lifestyle. <p>b. Skin Care</p> <ul style="list-style-type: none"> • Understand the basics of skin care and identify products that cater to individual skin types. • Develop a personalized skin care regimen to maintain healthy, glowing skin. <p>c. Dressing According to Personality and Occasion</p> <ul style="list-style-type: none"> • Identify personal style preferences and learn to dress confidently for various occasions, from casual to formal. • Gain skills in selecting and coordinating outfits that reflect personality and suit different social and professional settings.

4. Table and Trolley Setting

a. Table Setting Principles

- Learn the fundamental principles of table setting for both everyday and special occasions.
- Apply proper techniques to create inviting and aesthetically pleasing dining environments.

b. Trolley Setting Practices

- Understand the essentials of trolley setting for service purposes, including hosting events and gatherings.
- Practice organizing and presenting items on a trolley efficiently and elegantly.

5. Basic Cooking

a. Salads

- Prepare a variety of nutritious and delicious salads, incorporating diverse ingredients and dressings.
- Understand the nutritional benefits of salads and how they contribute to a balanced diet.

b. Snacks

- Learn to make quick, healthy, and tasty snacks suitable for a student's busy schedule.
- Experiment with different recipes and cooking techniques to create a repertoire of go-to snacks.

6. Personal Space Upkeep

a. Organizing Study Table

- Develop skills for organizing and maintaining a clutter-free study area to enhance productivity and focus.
- Implement strategies to create a conducive study environment that supports academic success.

b. Organizing Personal Room

- Learn techniques for organizing personal living spaces to maintain a clean, comfortable, and stress-free environment.
- Foster habits that promote tidiness and organization in daily life.

7. Communication Skills and Self-Esteem

a. Personal Physical Space Identification

- Recognize and respect personal physical boundaries in social and academic settings.
- Establish and communicate personal space preferences effectively to peers and roommates.

b. Basic Communication Skills (In-Person, In-Group, Social Media)

- Develop essential communication skills for various contexts, including one-on-one interactions, group discussions, and online platforms.
- Enhance abilities to express oneself clearly and confidently in different social and academic situations.

c. Basic Manners (In-Person, In-Group)

- Understand and practice basic etiquette and manners to navigate social and professional environments with confidence.
- Apply polite behavior and respectful interactions in diverse settings.

d. Improving Self-Esteem

- Identify factors that influence self-esteem and self-worth, especially in the context of college and university life.
- Implement strategies to build and maintain a positive self-image, fostering resilience and confidence in personal and academic pursuits.

These objectives collectively aim to empower young girls with essential life skills, boosting their confidence and preparing them for various personal and professional challenges.

Entry-level of

18 – 25 years old girls

trainees	
Learning Outcomes of the course	<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. 3. Personal Grooming: <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. 4. Table Setting: <ul style="list-style-type: none"> ○ Set a table correctly for different meals and occasions. ○ Display appropriate dining etiquette and manners in social settings. 5. Basic Cooking: <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. 6. Personal Space Upkeep: <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://juliabausenhardt.com/how-to-draw-anything-learn-sketching-for-beginners/ (sketching)</p> <p>https://www.w3schools.com/colors/colors_schemes.asp (color schemes)</p> <p>https://www.threadsmagazine.com/collection/19-inventive-embellishment-ideas (surface embellishment)</p> <p>https://www.marthastewart.com/8363152/flower-arranging-tips (flower arrangement)</p> <p>https://www.everydayhealth.com/fitness-pictures/yoga-poses-for-beginners.aspx (yoga)</p> <p>https://www.livestrong.com/article/315029-basic-aerobic-dance-steps/ (aerobics)</p> <p>https://www.healthdirect.gov.au/personal-hygiene#:~:text=Personal%20hygiene%20includes%3A,sleeve)%20when%20sneezing%20or%20coughing (personal hygiene)</p> <p>https://www.healthline.com/health/beauty-skin-care/hair-care-routine#frequency-of-use (hair care)</p> <p>https://www.healthline.com/health/smooth-skin#healthy-living (skin care)</p> <p>https://thebritishschoolofexcellence.com/social-etiquette/10-little-etiquette-rules-everyone-should-know/ (social etiquettes)</p>

<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 codes)

<https://www.style-makeover-hq.com/wardrobe-planning.html> (wardrobe planning)

<https://www.bhg.com/decorating/storage/projects/declutter-your-bedroom/> (decluttering room)

<https://www.realsimple.com/how-to-organize-your-room-7975525> (room organization)

<https://www.boardinfinity.com/blog/formal-vs-informal-communication/#:~:text=Formal%20communication%20is%20also%20known,commu%2C%20telephonic%20conversations%2C%20etc.> (formal and informal communication)

<https://resumetrick.com/blog/professional-communication-skills.html> (professional communication)

<https://www.helpguide.org/articles/mental-health/emotional-intelligence-eq.htm> (emotional intelligence)

<https://www.verywellmind.com/what-is-emotional-intelligence-2795423> (emotional intelligence)

<https://www.verywellmind.com/the-big-five-personality-dimensions-2795422#:~:text=Many%20contemporary%20personality%20psychologists%20believe,openness%2C%20conscientiousness%2C%20and%20neuroticism.> (personality development)

https://www.viacharacter.org/character-strengths?gad_source=1&qclid=Cj0KCQjwpZWzBhC0ARIsACvjWRNhX9R9VgEsRcQxQUcC-pzgsZQ3eCnWd5qyUEEnkm7OtQglZvj09u0aAqiMEALw_wcB (character strengths)

MODULES

Scheduled Weeks	Module Title	Days	Hours	Learning Units	Home Assignment
Week 1	Art & Craft	Day 1	Hour 1-2	Flower Arrangement: Introduction to floristry; Creating Floral Arrangements How to process, store and maintain flowers; Elements and principles of design; Design basics; Arrangements and design styles Yoga & Aerobics (Stretching & Breathing; Light) (30 minutes)	
			Hour 3-4	Practical – (How to Make Floral Arrangements; Basic shapes: Triangle, L-shape, circle, oval, free style)	
		Day 2	Hour 1-2	Personal Hygiene (Body hygiene, oral hygiene, body odour) Yoga & Aerobics (Stretching & Breathing; Light) (30 minutes)	
			Hour 3-4	Demonstration	
		Day 3	Hour 1-2	Knife Skills (Knife Safety and handling, dice, julienne, chiffonade, slice, batonnet, chopping.) Breakfast and Tray Setting (Paratha, French toast, fried eggs, Spanish omelet, tea) Yoga & Aerobics (Stretching & Breathing; Light) (30 minutes)	
			Hour 3-4	Practice: Students shall try cutting in styles taught	
		Day 4	Hour 1-2	Art & Craft (Drawing) Basics of drawing and sketching techniques. Color schemes Yoga & Aerobics (Stretching & Breathing; Light) (30 minutes)	
			Hour 3-4	Practice	
		Day 5	Hour 1-2	Formal & Informal Communication (types, differences) Yoga & Aerobics (Stretching & Breathing; Light) (30 minutes)	

• Task 1

Details may be seen at Annexure-I

			Hour 3-4	Communication Skills for job seekers (types of communication for resume)	
Week 2	Personal Grooming Communication Skills	Day 1	Hour 1-2	Flower Arrangement; How to Make Floral Arrangements; How to make a container arrangement; How to make a vase arrangement; How to make a hand-tied bouquet 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	Practice - How to make a container arrangement: Vertical & Horizontal arrangements	
		Day 2	Hour 1-2	Dressing according to personality (types, traits, appearance); occasion (activities – college/ university/ professional, peer group parties/ picnics, family functions, dress codes-definition, key terms & combinations, dressing etiquettes) Yoga & Aerobics (Stretching & Breathing; Light) (30 minutes)	
			Hour 3-4	Plan dress for an activity	
		Day 3	Hour 1-2	Skin Care (skin types; cleanse, moisturize, sunscreen; makeup remover, cleanse, spot treatment, night cream) Hair Care (hair types, cleanse, condition, moisturize, detangle) Yoga & Aerobics (Stretching & Breathing; Light) (30 minutes)	
			Hour 3-4	Demonstration skin and hair care basics	
		Day 4	Hour 1-2	Social Etiquettes and Emotional Intelligence (Emotional awareness-self, emotional awareness-others, emotional reaction, emotional regulation) Yoga & Aerobics (Stretching & Breathing; Light) (30 minutes)	
			Hour 3-4	Role play for social etiquettes, worksheets for emotional intelligence	
		Day 5	Hour 1-2	Personal Physical Space: unique set of boundaries, types, importance	

			 Yoga & Aerobics (Stretching & Breathing; Light) (30 minutes)	
			Hour 3-4	Activity: identify your physical space.	
Week 3	Basic Cooking	Day 1	Hour 1-2	Wardrobe Planning – Budget; Activity; Season (color, line, accessories) Yoga & Aerobics (Stretching & Breathing; Light) (30 minutes)	
			Hour 3-4	Activity: Plan your wardrobe by identifying budget, activity and season	
		Day 2	Hour 1-2	Preparation of Lunch & Table Setting; Daal Mash, Chicken Qorma, Raita, Salad, Chapati Yoga & Aerobics (Stretching & Breathing; Light) (30 minutes)	
			Hour 3-4	Prepare and present an item from lunch menu	
		Day 3	Hour 1-2	Surface embellishment techniques and Creativity Yoga & Aerobics (Stretching & Breathing; Light) (30 minutes)	
			Hour 3-4	Demonstrate surface embellishment technique	
		Day 4	Hour 1-2	Personality Development: (what is personality? Big-5 vs Vitues (VIA classification) Yoga & Aerobics (Stretching & Breathing; Light) (30 minutes)	
			Hour 3-4	Activities – Identify your strengths	
		Day 5	Hour 1-2	Hair Styling & Simple Makeover Yoga & Aerobics (Stretching & Breathing; Light) (30 minutes)	
			Hour 3-4	Demonstrate simple makeover and hair style for a day at work	

• Task 3

Details may be seen at Annexure-I

Week 4	Personal Space Upkeep Self-esteem	Day 1	Hour 1-2	Organizing personal room; Physical spaces in interior Bubble space and hygiene Zoning; Decluttering; Challenges and solutions; Wardrobe arrangement to safe spaces Yoga & Aerobics (Stretching & Breathing; Light) (30 minutes)	• Task 4 <i>Details may be seen at Annexure-I</i>
			Hour 3-4	Activities – develop a layout of organized room	
		Day 2	Hour 1-2	Preparation of Dinner (Tomato clear soup, Zeera Rice, Shami Kabab, Firni) Yoga & Aerobics (Stretching & Breathing; Light) (30 minutes)	
			Hour 3-4	Prepare and present an item from lunch menu	
		Day 3	Hour 1-2	Movie Yoga & Aerobics (Stretching & Breathing; Light) (30 minutes)	
			Hour 3-4	Discussion	
		Day 4	Hour 1-2	Assessment – prepare and present food for occasion and number Yoga & Aerobics (Stretching & Breathing; Light) (30 minutes)	
			Hour 3-4	Activities – social interaction	
		Day 5	Hour 1-2	Assessment 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) (0 to 4, 6, 8, 12, 14, 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
13.	Tray Cover Set
14.	Trolley Cover Set
15.	Fancy Crockery for one person
16.	Flour
17.	Bread
18.	Chicken
19.	Eggs
20.	Cooking Oil
21.	Salt & Pepper, Red Chilies, Turmeric
22.	Potatoes
23.	Cheddar Cheese
24.	Milk
25.	Tea Leaves
26.	Daal Mash
27.	Tomatoes
28.	Onions
29.	Yogurt
30.	Iceberg
31.	Rice
32.	Cumin Seeds
33.	All whole garam masala
34.	Boneless Veal Meat
35.	Gram beans/ chaney ki daal
36.	Rice Powder
37.	Cardamoms
38.	Sugar
39.	Kewra essence
40.	Corn Flour
41.	<i>Chef's Knives Set</i>
42.	<i>Measuring Cups & Spoons</i>
43.	<i>Digital Kitchen Scales</i>
44.	<i>Cutting Board</i>
45.	<i>Non-stick pan</i>
46.	<i>Non-stick spatula</i>
47.	<i>Mixing Bowls</i>

Tasks for Certificate in Personality Grooming (Level – 2)

Description	Week
1. Create a simple drawing and color following a color scheme. 2. Create flower arrangements according to basic shapes (triangle, fan, L-shape, circle)	Week 1
3. Create flower arrangements according to the container. 4. Identify key clothing items with accessories for one's self on a mood board.	Week 2
5. Create an art piece using surface embellishment technique 6. Identify strengths of one person in your family. 7. Prepare wardrobe plan for oneself.	Week 3
8. Decorate a corner/ area with their craft and accessories 9. Students style themselves according to occasion 10. Prepare and present food according to occasion and number	Week 4

Motivational Lectures

Flower Arrangement

<https://www.youtube.com/watch?v=mRKvm-GmlJ8>

Organizer

https://www.pinterest.com/pin/68747336986/sent/?invite_code=def1915cee734d84833764532be23186&sfo=1

Cooking

<https://youtu.be/G-Fg7I7G1zw?si=7JufrD3rt-JaGuL0>

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

https://youtu.be/nLsBAtVo_O8?si=kjkN3idRquoAvWW2

<https://youtu.be/6XUfzRVfauk?si=rh39YlW1cJRHoaur>

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.