

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-3)
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 – Level 3
Objectives and Expectations	<p>1. Art & Craft</p> <ul style="list-style-type: none"> • Develop practical skills in various painting techniques (glass, texture, and pot painting) to create home décor and personalized gifts. • Cultivate creativity and aesthetic appreciation through flower arrangement, enhancing home ambiance. • Learn fabric embellishment techniques to personalize and revitalize home textiles and clothing. <p>2. Physical Activities</p> <ul style="list-style-type: none"> • Gain foundational knowledge and practice of basic yoga poses to improve physical and mental well-being, aiding stress management and relaxation. • Enhance physical fitness, energy levels, and coordination through engaging aerobics routines suitable for home practice. • Learn and practice Zumba for a fun and effective way to stay active and fit, balancing work and personal life. <p>3. Personal Grooming</p> <ul style="list-style-type: none"> • Understand the principles of personal hygiene and its impact on health and confidence in daily interactions. • Acquire practical techniques for skin and hair care tailored to individual needs, promoting a healthy appearance. • Develop skills in hair styling and makeovers to enhance personal appearance for various social and professional occasions. • Learn how to dress appropriately for different occasions, enhancing personal style and professional presence. <p>4. Cooking and Baking</p> <ul style="list-style-type: none"> • Master the preparation of assorted dishes, learning quick and healthy recipes that suit a busy lifestyle while ensuring nutritional balance. <p>5. Life Skills</p> <ul style="list-style-type: none"> • Learn effective home management techniques to maintain an organized and efficient household, balancing home responsibilities with professional duties. • Understand resource management principles to efficiently utilize time, money, and materials, reducing stress and improving quality of life. • Gain skills in organization, care, and storage of household items to create a tidy and functional living environment. <p>6. Communication Skills and Self-Esteem</p> <ul style="list-style-type: none"> • Develop effective formal and informal communication skills for various contexts, including in-person, group settings, and social media, enhancing professional and personal relationships. • Enhance personality development through self-awareness and behavioral adjustments, improving interactions and personal satisfaction. • Improve self-esteem by recognizing and building on personal strengths and accomplishments, fostering confidence in both home and work settings.

	<p>Overall Course Objectives</p> <ul style="list-style-type: none"> • Provide young housewives and working women with practical skills and knowledge to enhance their personal and professional lives. • Foster creativity, physical fitness, and self-care, promoting a balanced and fulfilling lifestyle. • Equip participants with essential life skills and communication techniques to manage their dual roles effectively. • Encourage continuous self-improvement and confidence building through diverse activities and learning modules tailored to their unique needs and challenges.
<p>Entry-level of trainees</p>	<p>25 – 40 yrs old young ladies</p>
<p>Learning Outcomes of the course</p>	<p>1. Art & Craft</p> <ul style="list-style-type: none"> • Painting Techniques: By the end of this module, participants will be able to create decorative items using glass painting, texture painting, and pot painting techniques. • Flower Arrangement: Participants will be able to design and create aesthetically pleasing flower arrangements to enhance home decor. • Fabric Embellishment: Participants will be able to apply various fabric embellishment techniques to personalize home textiles and clothing. <p>2. Physical Activities</p> <ul style="list-style-type: none"> • Basic Yoga: Participants will learn and be able to perform foundational yoga poses, understanding their benefits for physical and mental well-being. • Aerobics: Participants will be able to follow and execute basic aerobics routines, improving their physical fitness and energy levels. • Zumba: Participants will learn and be able to participate in Zumba sessions, combining dance and exercise to stay fit in an enjoyable way. <p>3. Personal Grooming</p> <ul style="list-style-type: none"> • Personal Hygiene: Participants will understand and implement personal hygiene practices that enhance health and confidence. • Skin and Hair Care: Participants will acquire practical knowledge and techniques for maintaining healthy skin and hair. • Hair Styling and Makeovers: Participants will learn and apply hair styling techniques and makeover tips to enhance their appearance for various occasions. • Dressing According to Personality and Occasion: Participants will learn to select and coordinate outfits that suit their personality and the occasion, boosting their style and confidence. <p>4. Cooking and Baking</p> <ul style="list-style-type: none"> • Assorted Dishes: Participants will be able to prepare a variety of regional dishes, focusing on quick, healthy, and nutritious recipes suitable for a busy lifestyle. <p>5. Life Skills</p> <ul style="list-style-type: none"> • Home Management: Participants will learn and implement effective home management techniques, ensuring a well-organized and efficient household. • Resource Management: Participants will understand and apply resource management principles to optimize the use of time, money, and materials. • Organization, Care, and Storage: Participants will be able to organize, care for, and store household items effectively, maintaining a tidy and functional home environment. <p>6. Communication Skills and Self-Esteem</p> <ul style="list-style-type: none"> • Formal and Informal Communication: Participants will develop and practice communication skills for various contexts, enhancing their ability to interact professionally and personally. • Personality Development: Participants will engage in activities that promote

	<p>self-awareness and behavioral adjustments, leading to improved personality traits and interpersonal interactions.</p> <ul style="list-style-type: none"> • Improving Self-Esteem: Participants will learn strategies to boost their self-esteem by recognizing personal strengths and accomplishments, fostering confidence in both home and work settings. <p>Overall Learning Objectives</p> <ul style="list-style-type: none"> • Participants will acquire a diverse set of skills and knowledge that enhance their personal development and professional capabilities. • Participants will foster creativity, physical fitness, and self-care, achieving a balanced and fulfilling lifestyle. • Participants will gain essential life skills and communication techniques, enabling them to manage their roles effectively. • Participants will continuously improve their confidence and self-esteem through practical and engaging activities, tailored to their unique needs and challenges.
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://www.w3schools.com/colors/colors_schemes.asp (color schemes)</p> <p>https://plaidonline.com/articles/painting-glassware-101 (glass painting)</p> <p>https://www.marthastewart.com/8363152/flower-arranging-tips (flower arrangement)</p> <p>https://en.m.wikipedia.org/wiki/Wazwan (cooking)</p> <p>https://www.youlinmagazine.com/article/delicious-roots-the-history-of-mughal-cuisine/MTkxMg== (cooking)</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-</p>

[everyone-should-know/](#) (social etiquettes)

<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.yourarticlelibrary.com/home-management/home-management-and-decision-making-process/47771> (home management and decision making)

<https://www.wealthmorning.com/2023/01/03/645997/creating-a-home-resource-management-plan-7-strategies-you-need-to-implement/#:~:text=Analyze%20Your%20Spending%20Habits&text=Look%20at%20how%20much%20you,for%20future%20resource%20management%20goals.> (resource management)

<https://www.time-management-success.com/time-management-at-home.html> (time management)

<https://www.mindtools.com/aip/sat/how-to-make-decisions> (decision making)

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

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

<https://www.simplypsychology.org/client-centred-therapy.html> (core conditions)

<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?qad_source=1&qclid=Cj0KCKQjwpZWzBhC0ARIsACvjWRNhX9R9VgEsRcQxQUcC-pzqsZQ3eCnWd5qyUEEnkm7OtQglZvj09u0aAqiMEALw_wcB (character strengths)

MODULES

Scheduled Weeks	Module Title	Days	Hours	Learning Units	Home Assignment
Week 1	Art & Craft	Day 1	Hour 1-2	Social Etiquettes; Formal & Informal Communication (types, differences) Yoga & Aerobics (Stretching & Breathing; Light) (30 minutes)	<p>• Task 1</p> <p><i>Details may be seen at Annexure-I</i></p>
			Hour 3-4	Role play for social etiquettes, and communication skills; ice-breaker activities	
		Day 2	Hour 1-2	Surface Embellishment (glass painting) Yoga & Aerobics (Stretching & Breathing; Light) (30 minutes)	
			Hour 3-4	Paint a glass surface using techniques taught	
		Day 3	Hour 1-2	Flower Arrangement - Introduction to floristry; Creating arrangements, process, store, and maintain flowers; Elements and principles of design; How to choose a container arrangement. Yoga & Aerobics (Stretching & Breathing; Light) (30 minutes)	
			Hour 3-4	Practical – Create a flower arrangement according to shape & medium of arrangement	
		Day 4	Hour 1-2	Gilgit Baltistan, origin & evolution Chapshoro, Dao Dao Soup, Laghman, Mumtoo, Tumoro Tea Yoga & Aerobics (Stretching & Breathing; Light) (30 minutes)	
			Hour 3-4	Practical: Pick a recipe from the demonstrated cuisine, prepare and present.	
		Day 5	Hour 1-2	Self-Identification – Roger's core conditions Yoga & Aerobics (Stretching & Breathing; Light) (30 minutes)	
			Hour 3-4	Role play core conditions for self-development	
Week 2	Personal Grooming Communication Skills	Day 1	Hour 1-2	Home management (Basic steps; decision making in family) 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	Resource management (Knowing available resources; utilization of resources)	
		Day 2	Hour 1-2	Flower Arrangement; incorporating element of design with respect to area or space Yoga & Aerobics (Stretching & Breathing;	

				Light) (30 minutes)	
			Hour 3-4	Practical – Create arrangement according to area/ space	
		Day 3	Hour 1-2	Mughlai, origin & evolution Mutton Zafrani Biryani, Pasanday, Nihari Yoga & Aerobics (Stretching & Breathing; Light) (30 minutes)	
			Hour 3-4	Practical: Make an authentic aromatic curry masala.	
		Day 4	Hour 1-2	Personal Hygiene; (Body hygiene, oral hygiene, body odour) Skin Care (skin types; cleanse, moisturize, sunscreen; makeup remover, cleanse, spot treatment, night cream) Yoga & Aerobics (Stretching & Breathing; Light) (30 minutes)	
			Hour 3-4	Hair Care (hair types, cleanse, condition, moisturize, detangle) Demonstration	
		Day 5	Hour 1-2	Personal space upkeep: unique set of boundaries, types, importance. Yoga & Aerobics (Stretching & Breathing; Light) (30 minutes)	
			Hour 3-4	Activities – identify your physical space, respecting personal space of others, especially younger ones	
Week 3	Personal Space Upkeep Self-esteem	Day 1	Hour 1-2	Kashmiri cuisine; origin & evolution Shab degh, Roghan Josh, Dum Aloo Yoga & Aerobics (Stretching & Breathing; Light) (30 minutes)	<p>• Task 3</p> <p><i>Details may be seen at Annexure-I</i></p>
			Hour 3-4	Practical: Students to identify key ingredients of Kashmiri Cuisine and describe their flavour	
		Day 2	Hour 1-2	Fabric Painting; free-hand painting, tracing, stenciling. Yoga & Aerobics (Stretching & Breathing; Light) (30 minutes)	
			Hour 3-4	Demonstration of simple fabric painting techniques	
		Day 3	Hour 1-2	Flower Arrangement; incorporating elements of design with reference to event Yoga & Aerobics (Stretching & Breathing; Light) (30 minutes)	

			Hour 3-4	Demonstration – create a flower arrangement according to event (formal dinner/ birthday/ buffet table)	
		Day 4	Hour 1-2	Simple Makeover & Hair Styling Yoga & Aerobics (Stretching & Breathing; Light) (30 minutes)	
			Hour 3-4	Demonstrate a simple makeover and hair style for an informal party	
		Day 5	Hour 1-2	Dressing according to personality (types, traits, appearance) and occasion (activities – at home, professional, social gatherings/ picnics, family functions, dress codes- definition, key terms & combinations, dressing etiquettes) Yoga & Aerobics (Stretching & Breathing; Light) (30 minutes)	
			Hour 3-4	Plan a dress for the occasion given	
Week 4	Diverse Regional Cooking	Day 1	Hour 1-2	Organization at Home (importance and types); Care and Storage at Home; Physical spaces in interior Bubble space and hygiene Zoning; Decluttering; Challenges and solutions Yoga & Aerobics (Stretching & Breathing; Light) (30 minutes)	<p>• Task 4</p> <p><i>Details may be seen at Annexure-I</i></p>
			Hour 3-4	Plan organization of different areas of home; demonstrate understanding of proper care and storage at home	
		Day 2	Hour 1-2	Personality Development; what is personality? Big-5 vs Vitues (VIA classification) Yoga & Aerobics (Stretching & Breathing; Light) (30 minutes)	
			Hour 3-4	Identify your personality	
		Day 3	Hour 1-2	Emotional Intelligence (Emotional awareness-self, emotional awareness-others, emotional reaction, emotional regulation) Yoga & Aerobics (Stretching & Breathing; Light) (30 minutes)	
			Hour 3-4	Activities; demonstrate understating and acceptance of one's and others' emotions	
		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 – dress for the occasion and present your crafts 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.	Egg Noodles
18.	Chicken mince
19.	Chicken boneless
20.	Coriander
21.	Tomatoes
22.	Ginger
23.	Garlic
24.	Onions
25.	Tumoro (Hunza tea)
26.	Turnips
27.	All whole garam masala
28.	Veal mince
29.	Green chillies
30.	Nutmeg & Mace
31.	Mutton
32.	Carrots
33.	Butter
34.	Lemons
35.	Potatoes
36.	Fennel
37.	Kashmiri Chilli Powder

38.	Yogurt
39.	Bay leaves
40.	Long Basmati Old Rice
41.	Beef Pasandey
42.	<i>Chef's Knives Set</i>
43.	<i>Measuring Cups & Spoons</i>
44.	<i>Digital Kitchen Scales</i>
45.	<i>Cutting Board</i>
46.	<i>Non-stick pan</i>
47.	<i>Non-stick spatula</i>
48.	<i>Mixing Bowls</i>

Tasks for Certificate in Personality Grooming (Level – 3)

Description	Week
1. Create an art piece using glass painting technique 2. Create flower arrangements according to shapes and medium of arrangement.	Week 1
3. Present a comprehensive plan of a birthday party at home using time and resource management, and decision-making skills. 4. Create flower arrangements according to the given area/ space.	Week 2
5. Create an art piece using fabric painting techniques. 6. Identify key clothing items with accessories for oneself on a mood board.	Week 3
7. Create a flower arrangement for the occasion of graduation party. 8. Students style themselves according to occasion 9. 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/nLsBAAtVo_O8?si=kjkN3idRquoAvWW2

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

<https://youtu.be/9mn8MZF4JWI?si=9b3-4KjJ7cptamqA>

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.