

Government of Pakistan

National Vocational and Technical Training

Commission Prime Minister's Hun Armand Pakistan Program

"Skill for All"



NAVTTC

Course Contents/ Lesson Plan

Course Title: Beautician

Duration: 03 Months

Course Details / Description & Preliminaries

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ABOUT THE AUTHOR

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Course Title	Beautician
Objectives and Expectations	<p>Employable skills for Matric Students through an intensive course on Beautician and its application.</p> <p>This is a special course designed to address unemployment in the youth. The course aims to achieve the above objective through hands on practical training delivery by a team of dedicated professionals having rich market/work experience. This course is therefore not just for developing a theoretical understanding/back ground of the trainees. Contrary to that, it is primarily aimed at equipping the trainees to perform commercially in a market space in independent capacity or as a member of a team. The course therefore is designed to impart not only technical skills but soft skills as well as entrepreneurial skills deemed essential for that purpose i.e. communication skills; marketing skills (including freelancing); personal grooming of the trainees and inculcation of the positive work ethics to foster better citizenship in general and improve the image of Pakistani work force in particular.</p> <p>employment) at its conclusion. This course thus clearly goes beyond the domain of the traditional training practices in vogue and underscores an expectation that a market centric approach will be adopted as the main driving force while delivering it. The instructors should therefore be experienced enough to be able to identify the training needs for the possible market roles available out there. Moreover, they should also know the strengths and weaknesses of each individual trainee to prepare them for such market roles during/after the training.</p>
Key Features of Training & Special Modules	<p>i. Specially designed practical tasks to be performed by the trainees have been included in the Annexure-I to this document. Their weekly distribution has also been indicated in the weekly lesson plan given in this document. The record of all tasks performed individually or in groups must be preserved by the management of the training Institute clearly</p>

	<p>labeling name, trade, session etc. so that these are ready to be physically inspected/verified through monitoring visits from time to time. The weekly distribution of tasks has also been indicated in the weekly lesson plan given in this document.</p> <p>ii. In order to materialize the main expectations, a special module on Job Search & Entrepreneurial Skills has been included in the course through which, the trainees will be made aware of the Job search techniques in the local job markets. Moreover, the trainees would also be encouraged to venture into self-employment and exposed to the main requirements in this regard. It is also expected that a sense of civic duties/roles and responsibilities will be inculcated in the trainees to make them responsible citizens of the country.</p> <p>iii. A module on Work Place Ethics has also been included to highlight the importance of good and positive behavior at work place in the line with the best practices elsewhere in the world. An outline of such qualities has been given in the Appendix to this document. Its importance should be conveyed in a format that is attractive and interesting for the trainees such as through PPT slides + short video documentaries. Needless to say that if the training provider puts his heart and soul into these, otherwise non-technical components, the image of Pakistani workforce would undergo a positive transformation in the local as well as international job markets.</p> <p>In order to maintain interest and motivation of the trainees throughout the course, modern techniques such as:</p> <ul style="list-style-type: none"> • Motivational lectures • Success stories • Case studies (in documentary or presentation format) <p>These would be employed as additional training tools wherever possible (these are explained in the subsequent section on Training Methodology). Lastly, evaluation of the competencies acquired by the trainees will be done objectively at various</p>
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	<p>stages of the training and proper record of the same will be maintained. Suffice to say that for such evaluations, practical tasks would be designed by the training providers to gauge the problem solving abilities of the trainees.</p>
<p>Training Tools/Methodology</p>	<p>(i) Motivational Lectures</p> <p>The proposed methodology for the training under reference employs motivation as a tool. Hence besides the purely technical content, a trainer is required to include elements of motivation in his/her lecture to inspire the trainees to utilize the training opportunity to the full and strive towards professional excellence. Motivational lectures may also include general topics such as the importance of moral values and civic role & responsibilities as a Pakistani. A motivational lecture should be delivered with enough zeal to produce a deep impact on the trainees. It may comprise of the following:</p> <ul style="list-style-type: none"> • Clear Purpose to convey message to trainees effectively. • Personal Story to quote as an example to follow. • Trainees fit so that the situation is actionable by trainees and not represent a just idealism. • Ending Points to persuade the trainees on changing themselves. <p>A good motivational lecture should help drive creativity, curiosity and spark the desire needed for trainees to want to learn more. Impact of a successful motivational strategy is amongst others commonly visible in increased class participation ratios. It increases the trainees' willingness to be engaged on the practical tasks for longer time without boredom and loss of interest because they can clearly see in their mind's eye where their hard work would take them in short (1-3 years); medium (3 -10 years) and long term (more than 10 years).</p> <p>This tool is designed for training providers to ensure arrangements for regular well planned motivational lectures as part of a coordinated strategy interspersed throughout the training period as</p>

suggested in the weekly lesson plans in this document.

(11) Success Stories

Another effective way of motivating the trainees is by means of Success Stories. Its inclusion in the weekly lesson plan at regular intervals has been recommended till the end of the training. A success story may be disseminated orally, through a presentation or by means of a video/documentary of someone that has risen to fortune, acclaim, or brilliant achievement. A success story shows how a person achieved his goal through hard work, dedication and devotion. An inspiring success story contains compelling and significant facts articulated clearly and easily comprehensible words. Moreover, it is helpful if it is assumed that the reader/listener knows nothing of what is being revealed. Optimum impact is created when the story is revealed by the person himself either:

- Directly (in person) or,
- Through an audio/ videotaped message.

It is expected that the training provider would collect relevant high quality success stories for inclusion in the training as suggested in the weekly lesson plan given in this document.

structure and sequence of a sample success story and its various shapes can be seen at annexure III.

(111) Case Studies

Where a situation allows, case studies can also be presented to the trainees to widen their understanding of the real life specific problem/situation and to explore the solutions. In simple terms, the case study method of teaching uses a real life case example/a typical case to demonstrate a phenomenon in action and explain theoretical as well as practical aspects of the knowledge related to the same. It is an effective way to help the trainees comprehend in depth both the theoretical and practical aspects of the complex phenomenon in depth with ease. Case teaching can

	<p>also stimulate the trainees to participate in discussions and thereby boost their confidence. It also makes class room atmosphere interesting thus maintaining the trainee interest in training till the end of the course. Depending on suitability to the trade, the weekly lesson plan in this document may suggest case studies to be presented to the trainees. The trainer may adopt a power point presentation or video format for such case studies whichever is deemed suitable but it's important that only those cases are selected that are relevant and of a learning value.</p> <p>The Trainees should be required and supervised to carefully analyze</p> <p>The cases. For the purpose they must be encouraged to inquire and collect specific information / data, actively participate in the discussions and intended solutions of the problem / situation. Case studies can be implemented in the following ways:-</p> <ol style="list-style-type: none"> i. A good quality trade specific documentary (At least 2-3 documentaries must be arranged by the training institute). ii. Health & Safety case studies (2 cases regarding safety and industrial accidents must be arranged by the training institute). iii. Field visits (At least one visit to a trade specific major industry/ parlors must be arranged by the training institute).
<p>Learning Outcome of the Course</p>	<p>The following learning outcomes are expected from the training.</p> <ol style="list-style-type: none"> 1. Pass outs may join any beauty parlor. 2. They can establish their own beauty parlor. 3. They can groom themselves at their home. 4. They can join sectors such as airlines, show business etc. where numerous females work and are essentially required to put on makeup and style hair. <p>They can establish their own training institutions to conduct beauty parlor courses. Currently an institution by the name of Diplex is successfully</p>

	working along the same lines.
Entry level of Trainees	Matric or SSC passed outs preferably females.
Course Execution Plan	Total Duration of Course: 3 Months (13 Weeks). Class Hours: 4 Hours per day (06 Days per week). Theory: 20% Practical: 80%. Weekly Hours: 24 Hours Per Week. Total Contact Hours: 312 Hours
Companies Offering Jobs in the Respective Trade	<ol style="list-style-type: none"> 1. Self-Employment 2. Beauty Salons & Parlors 3. They can groom themselves at their home. <p>They can join sectors such as airlines, show business etc. where numerous females work and are essentially required to put on makeup and style hair.</p>
Job Opportunities	<ul style="list-style-type: none"> • Self-Employment. • Beauty Salons Staff. • Media and Showbiz Industry. • Airline Industry. • Fashion Industry
No of Students	25
Learning Place	Classroom / Lab

Scheduled Week	Module Title		Sched uled Days	Learning Units	Remar ks
Week-1	Introduction		Day 01	<ul style="list-style-type: none"> • Motivational Lecture • (For further detail please see Page No: 3-4) • Introduction of course • Application of course • Health & Safety 	
			Day 02	<ul style="list-style-type: none"> • Job market • First Aid Box Management • Safety Tools Cleaner 	
			Day 03	<ul style="list-style-type: none"> • Customer Dealing • Institute/Work ethics (For further detail please see Annexure-II at the end) 	
	Hair Anatomy		Day 04	<ul style="list-style-type: none"> • Learn about structure of hair. • Classify layers of hair • Understand function of layers of hair 	
		Hair Problems & Hair Measures		Day 05	<ul style="list-style-type: none"> • Differentiate types of hair • Identify hair and scalp problems. • Suggest measures for hair care.
	Hair care and treatment			Day 06	<ul style="list-style-type: none"> • Perform hair treatment. • Scalp • Hot oil • Moisture • Detox • Herbal • Protein • Success Stories (For Further Detail Please see Page No. 3 And 4)
Week 2		Cosmetics of hair		Day 01	<ul style="list-style-type: none"> • Trolley Setting • shampoos, dyes, oils, creams, and conditioners. • Developers and lotions used for the setting, cutting,

				<ul style="list-style-type: none"> • straightening for different textures of hair. • Tools & Equipment's and Product Required for Different Facials 	
		Hair treatment	Day 02	<ul style="list-style-type: none"> • Introduction of hair color problems and remedies. • Difference between natural and fashion shades. • List of equipment used for hair cutting and styling 	Home Assignment-1 Details may be seen in Annexure 1
		Hair Coloring	Day 03	<ul style="list-style-type: none"> • Knowledge About Different Types of Hair Color (Natural, Metallic Synthetic) • Procedure of Root Touching & full hair color application 	Home Assignment-2 Details may be seen in Annexure 1
			Day 04	<ul style="list-style-type: none"> • Hair Protein Treatment • Practice of Hair Oil Massage with Pressure Point 	
			Day 05	<ul style="list-style-type: none"> • Procedure of Streaking 	
			Day 06	<ul style="list-style-type: none"> • Difference Between Rebounding and Keratin & Hair Botox • Procedure of Hair Rebounding Precaution and After Care 	
Week 3	Hair Cutting		Day 01	<ul style="list-style-type: none"> • Hair Keratin Step By Step 	
			Day 02	<ul style="list-style-type: none"> • Perform Hair Wash Shampoo and Combing • Apply Hair Conditioner and Mask 	
			Day 03	<ul style="list-style-type: none"> • Hair Cutting Techniques Angle and Position • Different Types of Cutting: • U shape, Round Shape, 	
			Day 04	<ul style="list-style-type: none"> • Step Cutting, Forward Cutting • Shaggy Cutting, Soldier Cutting, 	
			Day 05	<ul style="list-style-type: none"> • Practice of Hair cutting 	
		Hair	Day 06	<ul style="list-style-type: none"> • Hair Styling 	

		Styling		<ul style="list-style-type: none"> • Back Combing • Gel Back • Different types of braids & tails 	
Week 4	Hair Styling		Day 1	<ul style="list-style-type: none"> • Straightening with Iron 	
			Day 2	<ul style="list-style-type: none"> • Curling of Hair with Rod • Hair Curl With Iron 	
			Day 3	<ul style="list-style-type: none"> • Basic Jora's Style • Makeup 	
			Day 4	<ul style="list-style-type: none"> • Practice of Hair styling 	
			Day 5	<ul style="list-style-type: none"> • Roller Setting 	
			Day 6	<ul style="list-style-type: none"> • Case Study-1(Health and hygiene)(For Further detail please see page No:5-6) 	
Week 5	Skin Care		Day 1	<ul style="list-style-type: none"> • Institute/Work ethics (For further detail please see Annexure-II at the end) 	
			Day 2	<ul style="list-style-type: none"> • Skin Anatomy (Structure). 	Home Assignment-3 Details may be seen in Annexure 1
			Day 3	<ul style="list-style-type: none"> • Skin Types (Detail). 	
			Day 4	<ul style="list-style-type: none"> • Skin PH Scale & Other Factors That can Effect Skin PH. 	
			Day 5	<ul style="list-style-type: none"> • How to check and how to Balance PH of the Skin? 	
			Day 6	<ul style="list-style-type: none"> • Draw & Label Structure of Skin. 	
Week 6	Facial tools and Equipment's.		Day 1	<ul style="list-style-type: none"> • Motivational Lecture (For Further Detail Please see Page No. 3 And 4). • Common Skin Problems (Pigmentation, Acne, Dry Damage, Skin Hair Growth) 	Home assignment 5 Details may be seen at Annexure 1
			Day 2	<ul style="list-style-type: none"> • Tools & Equipment's and Product Required for Different Facials. 	
			Day 3	<ul style="list-style-type: none"> • Sanitization and Sterilization of Tools and Equipment's. 	
		Facials	Day 4	<ul style="list-style-type: none"> • Facial & it's Types (Medicated, Skin Lightning, Herbal). 	
			Day 5	<ul style="list-style-type: none"> • Trolley Setting for Facial. 	

				<ul style="list-style-type: none"> Product Knowledge for facial. Basic Manual Facial & its Procedure Black Head/ White Head Removal with Steam & Vacuum Session. 	
		Advance Facials with machines	Day 6	<ul style="list-style-type: none"> Facial Massage And its Advantages. Advance Facial with Mechanical Unit. (Vacuum, High Frequency, Ultrasonic, Galvanic). 	
Week 7	Facial Bleach		Day 1	<ul style="list-style-type: none"> Institute/Work ethics (For further detail please see Annexure-II at the end) 	Home Assign ment-4 Details may be seen in Annex ure 1.
			Day 2	<ul style="list-style-type: none"> Trolley Settings For Bleach Preparation and procedure of Bleach with Product Knowledge. 	
			Day 3	<ul style="list-style-type: none"> Bleaching of Face And its Procedure Advantages and Disadvantages 	
		Waxing	Day 4	<ul style="list-style-type: none"> Motivational Lecture (For Further Detail Please see Page No. 3 And 4) Trolley Setting for Waxing Skin Waxing & Its types. 	
			Day 5	<ul style="list-style-type: none"> Procedure & Application of Waxing on Different Parts Of Body Step By Step 	
		Threading	Day 6	<ul style="list-style-type: none"> Procedure of Threading & Plucking of Eye Brow Making & Precaution 	
Week 8	Manicure		Day 1	<ul style="list-style-type: none"> Manicure and Pedicure 	

	and pedicure .			<ul style="list-style-type: none"> • Trolley Setting For Mani and Pedicure • Prepare Proper Service Area. 	Task 3 Details may be seen on Annex ure 2	
			Day 2	<ul style="list-style-type: none"> • Knowledge of Manicure and Pedicure Tools and Equipment's. • Product Knowledge About Mani and Pedicure. 		
				Day 3	<ul style="list-style-type: none"> • Procedure and Perform Mani and Pedicure. • Apply paraffin Wax • Apply Nail Color and Perform Nail Art. 	
				Day 4	<ul style="list-style-type: none"> • Motivational Lecture (For Further Detail Please see Page No. 3 And 4) • Trolley Setting for Makeup 	
		Makeup	Day 5	<ul style="list-style-type: none"> • Cleansing of Face Before Makeup. • Preparation & Procedure of Makeup 		
			Day 6	<ul style="list-style-type: none"> • Use of Different Types of • Makeup for Different Skin (Dry, Oily and Normal Skin). 		
		Week 9	Makeup		Day 1	Product Knowledge and Use of Concealer, Camouflage for Flaws of Skin, Foundation, Compact, Contouring Color, Blush on, Eye Shade etc.
			Day 2	Practice on Party, Model and Evening Makeup	Home Assignment 6 Detail may be seen in Annex ure 1	
			Day 3	<ul style="list-style-type: none"> • Practice on Bridal Makeup. 		
			Day 4	<ul style="list-style-type: none"> • Study Face shaping Through Contouring 		
			Day 5	<ul style="list-style-type: none"> • Use of High Lighter 		

				<ul style="list-style-type: none"> • Different Eye Liner Techniques. • Shapes of Eyes for Different Makeup Looks. 	
			Day 6	Motivational lecture (For further detail please see Page No:3-4)	
Week 10	Mehndi		Day 1	<ul style="list-style-type: none"> • Introduction of Mehndi • Historical background of mehndi 	
			Day 2	<ul style="list-style-type: none"> • Filling, Drafting and Design • Mehndi Art 	
			Day 3	<ul style="list-style-type: none"> • Party Mehndi • Bale Style 	
			Day 4	<ul style="list-style-type: none"> • Arabic Design for Bridal. • Indian Design for Bridal. 	
		Saloon-Management	Day 5	<ul style="list-style-type: none"> • Success Stories (For Further Detail Please see Page No. 3 And 4) • Front Desk Management • Salon Cleaning • Fire Exits. 	
			Day 6	<ul style="list-style-type: none"> • Dress Code • Daily Work Sheets • Product Knowledge Awareness • / Brand Awareness 	
Week 11	Management		Day 1	<ul style="list-style-type: none"> • Client Consultation • Customer Record. 	
			Day 2	<ul style="list-style-type: none"> • Customer Opening and Closing • Customer Services 	
			Day 3	<ul style="list-style-type: none"> • Customer Backup • Customer Homecare Product. 	
			Day 4	<ul style="list-style-type: none"> • Business-value Statement 	
			Day 5	<ul style="list-style-type: none"> • Sales and Marketing Strategy • Smart Objectives 	
			Day 6	<ul style="list-style-type: none"> • Cost Management (OPEX, CAPX, ROS etc.) 	
Week 12	Entreprene		Day 1	<ul style="list-style-type: none"> • Define Entrepreneurship 	

	urship and Final-Assessment.			<ul style="list-style-type: none"> • Know the key concepts of Entrepreneurship. • Understanding of main component of Entrepreneurship 	
			Day 2	<ul style="list-style-type: none"> • Learn Types of Entrepreneurship. • Know how to identify business Opportunity. • Know how to Develop Feasibility and business Plan. 	
			Day 3	<ul style="list-style-type: none"> • Prepare a business plan. • Learn about Concept of Marketing and Marketing Mix. • Understand 6 P's of Marketing 	
			Day 4	<ul style="list-style-type: none"> • Calculate Costing and Pricing. • Job Marketing Searching • Self-employment 	
			Day 5	<ul style="list-style-type: none"> • Introduction • Fundamentals of business Development • Entrepreneurship 	
			Day 6	<ul style="list-style-type: none"> • Startup Funding • Business Incubation and Acceleration • Products line and its comparison with competing products. 	
Week 13	Entrepreneurship		Day 1	<ul style="list-style-type: none"> • Business Value Statement • Business Modal Canvas 	
			Day 2	<ul style="list-style-type: none"> • Sales and Marketing Strategies • How to reach Customers and Engage 	
			Day 3	Final Assessment	
		Mock Exercises	Day 4	In order to improve the skills of the trainees, it is recommended that the trainees be divided into teams to play the role of customers and service providers to demonstrate the essential skills of communication and customer services.	

		Trainees Profile/ Catalogue of work done	Day 5	At the end of the training trainees are required to display their work through catalogues maintained and display their work for the preparation of competitions and final assessment.	
			Day 6	Cost Management (OPEX,CAPX, ROS etc.)	

The Following Tasks are required to be performed multiple time by each trainee/group until sufficient proficiency level is required. The trainer is required to determine the number of times, each tasks needs to be repeated by a trainee as per his/her low/medium/high level of skill and proficiency during any stage of the course.

Tasks for Beauty Therapy, Hair Styling and Skin Care

Task No.	Task Description	Week
1.	Introduction of Course	Week 1
2.	Health and safety	
3.	Skin Care	
4.	Institute Work Ethics	
5.	Hair Care	Week 2
6.	Hair Anatomy	
7.	Hair Structure	
8.	Home Remedy	
9.	Hair Cutting	Week 3
10.	Hair Cutting techniques	
11.	Angles	
12.	Types of hair cutting	
13.	Hair styling	Week 4
14.	Back combings	
15.	Different types of braids	
16.	Roller setting and hair iron	
17.	Skin Care	Week 5
18.	Skin anatomy	
19.	Skin structure	

20.	Label structure of skin	
21.	Facials	Week 6
22.	Common skin problems	
23.	Tools and equipment's	
24.	Facials types	
25.	Massages	
26.	Bleach	Week 7
27.	Threading	
28.	Trolley setting	
29.	Procedure of bleach	
30.	Waxing	
31.	Manicure and pedicure	Week 8
32.	Prepare service area	
33.	Tools and equipment's	
34.	Product types	
35.	Cleansing of face before make up	
36.	Make up	Week 9
37.	Product knowledge	
38.	Use of concealer, foundation and procedures of make up	
39.	Mehndi	Week 10
40.	Historical background	
41.	Filling Drafting and Design	
42.	Different mehndi style	
43.	Arabic mehndi style	

44.	Management	Week 11
45.	Client consultation and record	
46.	Customer back up	
47.	Customer home Care	
48.	Business value statement	
49.	Sales and marketing strategies	
50.	Entrepreneurship and final assessment	Week 12
51.	Introduction of entrepreneurship	
52.	Understanding the main components of entrepreneurship.	
53.	Learn types of Entrepreneurship	Week 13
54.	Entrepreneurship Startup Funding	
55.	Mock exercises	
56.	Trainees profile catalogue of work done	

Motivational Lectures
Computer Graphics and Video Editing

What is freelancing and how you can make money online - BBCURDU

<https://www.youtube.com/watch?v=9jCJN3Ff0kA>

What Is the Role of Good Manners in the Workplace? By Qasim Ali Shah | In Urdu

<https://www.youtube.com/watch?v=Qi6Xn7yKIIQ>

Hisham Sarwar Motivational Story | Pakistani Freelancer

https://www.youtube.com/watch?v=CHm_BH7xAXk

21 Yr Old Pakistani Fiverr Millionaire | 25-35 Lakhs a Month Income | Interview

<https://www.youtube.com/watch?v=9WrmYYhr7S0>

Success Story of a 23 Year - Old SEO Expert | How This Business Works | Urdu Hindi Punjabi

<https://www.youtube.com/watch?v=tIQ0CWgszI0>

Failure to Millionaire - How to Make Money Online | Fiverr Superhero Aaliyaan Success Story

<https://www.youtube.com/watch?v=d1hocXWSpus>

Annexure-II

Suggestive Format and Sequence Order of Success Story

S. No	Key Information	Detail/Description
1.	Self & Family background	<ul style="list-style-type: none">• Self-introduction• Family background and socio economic status,• Education level and activities involved in• Financial hardships etc
2.	How he came on board NAVTTC Training/ or got trained through any other source	<ul style="list-style-type: none">• Information about course, apply and selection• Course duration, trade selection• Attendance, active participation, monthly tests, interest in lab work
3.	Post training activities	<ul style="list-style-type: none">• How job / business (self-employment) was set up• How capital was managed (loan (if any) etc).• Detail of work to share i.e. where is job or business being done; how many people employed (in case of self-employment/ business)• Monthly income or earnings and support to family• Earning a happy life than before
4.	Message to others (under training)	<ul style="list-style-type: none">• Take the training opportunity seriously• Impose self-discipline and ensure regularity• Make Hard work pays in the end so be alwaysready for the same.

Note: Success story is a source of motivation for the trainees and can be presented in a number of ways/forms in a NAVTTC skill development course as under:-

- 1. To call a passed out successful person of institute. He/she will narrate his/her success story to the trainees in his/her own words and meet trainees as well.**
- 2. To see and listen to a recorded video/clip (5 to 7 minutes) showing a successful person Audio video recording that has to cover the above mentioned points.**
- 3. The teacher displays the picture of a successful trainee (name, trade, institute, organization, job, earning per month etc) and narrates his/her story in teacher's own motivational words.**

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 importance of work and manifested by determination or desire to work hard.

The following ten work ethic 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 own weight and help others who are struggling. Recognize when to speak up with an ideas 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 life time

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 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.

6. 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. Takes an appropriate approach to social interactions at work. Maintains focus on work responsibilities.

7. Communication:

Written communication, being able to correctly write reports and memos.

Verbal communications, being able to communicate one on one or to a group.

8. 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 workplace situations and the application of new or different skills.

9. Respect:

Work hard, work to 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.

Home Assignment

Designing Effective Homework

To achieve a positive impact on student learning, homework assignments must be well-designed and carefully constructed. Some specific research findings include:

- ▶ Homework is most effective when it covers material already taught.
- ▶ Homework is most effective when it is used to reinforce skills learned in previous weeks or months.
- ▶ Homework is less effective if it is used to teach complex skills.

Characteristics of Good Assignments

When teachers plan homework, they should consider the characteristics listed below:

- ▶ Provide clear instructions for students;
- ▶ Can be completed successfully;
- ▶ Are not too long;
- ▶ Can be completed within a flexible time frame;
- ▶ Use information and materials that are readily available;
- ▶ Reinforce and allow practice of previously taught skills;
- ▶ Must not be unfinished class work;
- ▶ Are interesting to students and lead to further exploration and study;
- ▶ Stimulate creativity and imagination in the application of skills;
- ▶ Stimulate home and class discussion

Homework Don'ts

Do not assign homework that:

- ▶ Is unfamiliar, boring or impossible to do
- ▶ Requires complex skills or requires unreasonable time frames
- ▶ Is a "time filler" to keep students busy or a punishment for not doing class work
- ▶ Do not wait until the last minute to organize and assign the *homework* (*You may give useless or impossible tasks and/or giving inadequate directions*)
- ▶ Do not assume that all homes have equal resources, that all parents have equal skills and talents to support their children as learners
- ▶ Do not collect any homework you do not intend to check, review or grade.
- ▶ Do not assign homework that is so difficult and unfamiliar to students that their parents are tempted to:

- Do the work for them;
- Accuse their children of being inattentive in class; or
- Accuse their children of failing.

References

1. A Union of Professionals, Classroom Tips, Assigning Effective Homework
<https://files.eric.ed.gov/fulltext/ED516934.pdf> visited on 7th June, 2020