

Government of Pakistan
National Vocational and Technical Training Commission

Prime Minister's Hunarmand Pakistan Program

"Skills for All"



Course Contents / Lesson Plan
Course Title: Energy Efficiency Management
Duration: 3 Months

Revised Edition

Trainer Name	
Course Title	Energy Efficiency Management
Objectives and Expectations	<p>Employable skills and hands-on practice for Energy Efficiency Management</p> <ul style="list-style-type: none"> • To produce capable and skillful industry managers, consultants and trainers as per requirements of the industry. • To develop excellent professionals in the field of energy efficiency in the industry who are capable to analyze energy performance, to identify improvement potentials and to implement and monitor energy efficiency measures efficiently and effectively. • To enable trainees to perform all work safely, effectively and hygienically and to guide other managers or workers to do so as well. • To develop characteristics among the trainees such as reliability, responsibility, flexibility and ethical behavior. • To develop and promote analytical and investigative traits among the trainees. <p>Main Expectations:</p> <p>In short, the course under reference should be delivered by professional instructors in such a robust hands-on manner that the trainees are comfortably able to employ their skills for earning money (through wage/self-employment) at its conclusion.</p> <p>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 trainee to prepare them for such market roles during/after the training.</p> <p>i. Specially designed practical tasks to be performed by the trainees have been included in the Annexure-I to this document. The record of all tasks performed individually or in groups must be preserved by the management of the training Institute clearly 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. To materialize the main expectations, a special module on Job Search & Entrepreneurial Skills has been included in the latter part of this course (5th & 6th month) through which, the trainees will be made aware of the Job search techniques in the local as well as international job markets (Gulf countries). Awareness around the visa process and immigration laws of the most favored labor destination countries also form a part of this module. 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</p>

duties/roles and responsibilities will also be inculcated in the trainees to make them responsible citizens of the country.

iii. A module on **Work Place Ethics** has also been included to highlight the importance of good and positive behavior in the workplace 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 the Pakistani workforce would undergo a positive transformation in the local as well as international job markets.

To maintain interest and motivation of the trainees throughout the course, modern techniques such as:

- Motivational Lectures
- Success Stories
- Case Studies

These techniques would be employed as an additional training tool 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 stages of the training and a 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.

(i) Motivational Lectures

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:

1. Clear Purpose to convey the message to trainees effectively.
2. Personal Story to quote as an example to follow.
3. Trainees Fit so that the situation is actionable by trainees and not represent a just idealism.
4. Ending Points to persuade the trainees on changing themselves.

A good motivational lecture should help drive creativity, curiosity, and spark the desire needed for trainees to want to learn more.

The 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 a longer time without boredom and loss of interest because they can 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). As this tool is expected that the training providers would make arrangements for regular well planned motivational lectures as part of a coordinated strategy

interspersed throughout the training period as suggested in the weekly lesson plans in this document.

Course-related motivational lectures online link is available in **Annexure-II**.

(ii) Success Stories

Another effective way of motivating the trainees is using 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 using 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. The optimum impact is created when the

story is revealed in the form of:

1. Directly in person (At least 2-3 cases must be arranged by the training institute)
2. Through an audio/ videotaped message (2-3 high-quality videos must be arranged by the training institute)

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.

Suggestive structure and sequence of a sample success story and its various

shapes can be seen in **Annexure III**.

(iii) 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 also stimulate the trainees to participate in discussions and thereby boost their confidence. It also makes the classroom 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 be presented to the trainees. The trainer may adopt a PowerPoint presentation or video format for such case studies whichever is deemed suitable but only those cases must be selected that are relevant and The Trainees should be required and supervised to carefully analyze the cases.

For this purpose, they must be encouraged to inquire and collect specific information/data, actively participate in the discussions, and intended solutions to the problem/situation.

Case studies can be implemented in the following ways: -

	<p>i. A good quality trade-specific documentary (At least 2-3 documentaries must be arranged by the training institute)</p> <p>ii. Health & Safety case studies (2 cases regarding safety and industrial accidents must be arranged by the training institute)</p> <p>iii. Field visits (At least one visit to a trade-specific major industry/ site must be arranged by the training institute) of a learning value.</p>
Entry-level of trainees	Intermediate / Matric Science
Learning Outcomes of the course	<p>By the end of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Demonstrate a solid understanding of the fundamental principles and concepts related to energy efficiency management. 2. Ability to assess energy consumption patterns and identify areas of inefficiency within various systems and processes. 3. Competence in developing comprehensive energy efficiency plans and strategies. 4. Proficiency effectively monitoring equipment, interpret energy data, and employ energy management systems to track and evaluate energy efficiency performance. 5. Ability to assess energy savings, calculating return on investment (ROI), and effectively communicating the financial and environmental benefits of energy efficiency measures.
Course Execution Plan	<p>The total duration of the course: 3 months (13 Weeks)</p> <p>Class hours: 4 hours per day</p> <p>Theory: 20%</p> <p>Practical: 80%</p> <p>Weekly hours: 20 hours per week</p> <p>Total contact hours: 260 hours</p>
Companies offering jobs in the respective trade	<ol style="list-style-type: none"> 1. Industry (textile, leather, pharmaceuticals, food processing, automotive etc.) 2. Energy efficiency consultant for industry and commerce. 3. Energy efficiency trainer for workers and lower management of industries.
Job Opportunities	<ol style="list-style-type: none"> 1. Energy manager or energy adviser in the industry (textile, leather, pharmaceuticals, food processing, automotive, cement etc.) 2. Energy efficiency consultant for industry and commerce. 3. Energy efficiency trainer for workers and lower management of industries. 4. Solar Solution Providers
No of Students	25
Learning Place	Classroom / Lab
Instructional Resources	<ol style="list-style-type: none"> 1. "Renewable Energy Systems: A Smart Energy Systems Approach to the Choice and Modeling of 100% Renewable Solutions" by Henrik Lund 2. "Electrical Power Systems: Design and Analysis" by Mohamed E. El-Hawary 3. "Protective Relaying: Principles and Applications" by J. Lewis Blackburn and Thomas J. Domin

	<ol style="list-style-type: none">4. "Energy Efficiency in Motor Driven Systems" by Francisco C. P. Azevedo5. "Thermodynamics: An Engineering Approach" by Yunus A. Çengel and Michael A. Boles6. "Energy Audit Handbook for Buildings" by K. R. Nayar7. "Energy Optimization in Process Systems and Fuel Cells" by Stanislaw Sieniutycz and Jacek Jezowski8. "Solar Engineering of Thermal Processes" by John A. Duffie and William A. Beckman9. "Renewable Energy Finance: Powering the Future" by Charles W. Donovan
--	--

Modules

Scheduled Weeks	Module Title	Days	Learning Units	Remarks
Week 1	Introduction to Energy management system.	Day 1	Motivational Lecture	
		Day 2	Course Introduction	Task-1
		Day 3	Job market	Task-2
		Day 4	Course Applications	
		Day 5	Institute/work ethics	Task-3
Week 2	Energy & Environment	Day 1	Success stories	
		Day 2	Introduction to Energy and Electricity	Task-4
		Day 3	Environmental Impact of Energy Use	Task-5
		Day 4	Features of Conventional and Renewable Generation	Task-6
		Day 5	Climate Change and Renewable Energy Sources	Task-7
Week 3	Renewable Energy	Day 1	Electrical Power Generation The Future – Towards a Sustainable Electricity Supply System	
		Day 2	Types of Renewable Energy Source, (Tidal, Energy, Wave Energy, Wind Energy)	Task-8
		Day 3	Types of Renewable Energy Source, (Small Scale Hydro-Electric Energy, Geothermal Energy)	Task-9
		Day 4	Types of Renewable Energy Source, (Ocean Thermal Energy Conversion, Biofuels)	Task-10
		Day 5	Types of Renewable Energy Source, (Solar Thermal Technologies and Photovoltaics)	Task-11
Week 4	Electrical Systems	Day 1	Fundamentals of Electrical Wiring Systems	
		Day 2	Types and Selection of Electrical Cables and Wires	Task-12
		Day 3	Understanding Electrical Circuits and Circuit Diagrams"	Task-13
		Day 4	Electrical Panel Installation and Distribution	Task-14

		Day 5	Basic Electrical Symbols and their Applications in Wiring Diagrams"	Task-15
Week 5	Electrical Protection Systems	Day 1	Grounding and Earthing Systems for Electrical Safety	
		Day 2	Protective Devices: Fuses, Circuit Breakers, Relays and Ground Fault Circuit Interrupters (GFCIs)"	Task-16
		Day 3	Electrical Wiring in Commercial Buildings: Codes and Standards	
		Day 4	Proper Wire Termination Techniques and Connections	
		Day 5	Safety Measures for Electrical Wiring Practices	
Week 6	Electrical Devices Efficiencies	Day 1	Load Curves (Daily, Weekly, Monthly, Annually)	Task-17
		Day 2	Types of Electrical Loads, Measurement Basics	Task-18
		Day 3	Equipment Efficiency (Pumps, Compressor, Motors)	Task-19
		Day 4	Equipment Efficiency (Columns, Heat Exchangers, Reactors)	
		Day 5	Equipment Efficiency (Home Appliances)	Task-20
Week 7	Thermo Devices	Day 1	Boilers and Fired Systems	Task-21
		Day 2	Steam and Condensate Systems	Task-22
		Day 3	Waste-Heat Recovery	Task-23
		Day 4	Industrial Tour	Task-24
		Day 5	Mid-Term Exam	Task-25
Week 8	Energy Management	Day 1	· Success stories	
		Day 2	Introduction to Energy Management	Task-26
		Day 3	Principles of Energy Management	Task-27
		Day 4	Energy Management Program, Organizational Structure	Task-28
		Day 5	Presentations	Task-29
Week 9	Energy Audit-I	Day 1	Basic Components of an Energy Audit	Task-30
		Day 2	Specialized Audit Tools	Task-31
		Day 3	Energy Audit Detail	

		Day 4	Hands-On Energy Audit Assignment	Task-32
		Day 5	Presentation on Energy Audit Assignment	
Week 10	Energy Audit-II	Day 1	Residential Audits	Task-33
		Day 2	Commercial Audits	Task-34
		Day 3	Industrial Audits	
		Day 4	Field Tour for Energy Audit	Task-35
		Day 5	Energy Report Writing	Task-36
Week 11	Energy Optimization Devices	Day 1	Thermostat Controls (RTD, Thermocouple, ICs, Thermistors)	Task-37
		Day 2	Occupancy Sensors (PIR, Camera, IR etc.)	Task-38
		Day 3	Alarming, Access to Sensor and Equipment	Task-39
		Day 4	Introduction to Control Units (Controllers)	Task-40
		Day 5	Energy Efficient System Design	Task-41
Week 12	Solar Energy	Day 1	Introduction to Solar Energy and Photovoltaic Systems	Task-42
		Day 2	Design and Sizing of Solar PV Systems	Task-43
		Day 3	Solar Panel Installation	Task-44
		Day 4	PV System Wiring, Inverters, and Balance of System Components	Task-45
		Day 5	System Performance Monitoring and Maintenance	Task-46
Week 13		Day 1	Evaluate energy usage reports, energy bill and other square footage sources.	Task-47
		Day 2	Perform energy saving calculation.	Task-48
		Day 3	Conclude Cost Vs Benefits of different operational schemes	Task-49
		Day 4	Recap of the Course	
		Day 5	Job Search Methods in the Field of Energy Efficiency Management	Task-50

*See Annexure I

Annexure - I

Tasks For Certificate in Energy Efficiency Management

Task No.	Task	Description	Week
1	Search Top Pakistani Freelancers	Search any three freelancing sites (Fiverr, Upwork, Guru, etc.) and list down the top 5 profiles related to your course	Week 1
2	Find the career path	Prepare a career path related to your course and also highlight the emerging trends in the local as well as international market	
3	Work Ethics	Generate a report on Institute work ethics and professionalism related to your course	
4	Energy & Environment	Research and write on the historical evolution of energy sources and their role in shaping human civilization.	Week 2
5		Conduct a case study on the environmental impacts of a specific energy source (e.g., coal, natural gas, nuclear) and propose sustainable alternatives.	
6		Analyze report on the reliability, scalability, and cost-effectiveness of conventional and renewable power generation methods	
7		Highlight the relationship between climate change and the increased adoption of renewable energy sources.	
8	Renewable Energy	Suggest Energy Sources (Tidal, Energy, Wave Energy, Wind Energy) application in Pakistan	Week 3
9		Suggest Energy Sources (Small Scale Hydro-Electric Energy, Geothermal Energy) application in Pakistan	
10		Suggest Energy Sources (Ocean Thermal Energy Conversion, Biofuels) application in Pakistan	
11		Suggest Energy Sources (Solar Thermal Technologies and Photovoltaics) application in Pakistan	
12	Electrical Systems	Explore various kind of Electrical Cables used in Household and Industry	Week 4
13		Present Electrical Diagram of your House	
14		Explore Electrical Panel Installation and Distribution at your Institute	
15		Use Electrical symbols to draw wiring diagram of your Institute	
16	Electrical Protection Systems	Explore Protective Devices: Fuses, Circuit Breakers, Relays and Ground Fault Circuit Interrupters (GFCIs)	Week 5
17	Electrical Devices Efficiencies	Estimate Load Curves (Daily, Weekly, Monthly, Annually) of your household	Week 6
18		Explore the electrical loads in the institute and measure	
19		Explore working of Pumps, Compressors and Motors	
20		Estimate electrical efficiencies of your home appliances	
21	Thermo Devices	Make comparison between different types of boilers.	

22		Differentiate between steam and condensate	Week 7
23		Explore, how does waste heat recovery work?	
24		Write report on the industrial tour.	
26		Why is energy management system required?	Week 8
27		Explore principles and the steps for the process of Energy Management	
28		How does energy management systems work?	
29		Write summary of all presentations given by the class fellows	
30	Energy Audit-I	Explore the Components of an Energy Audit	Week 9
31		Explore the tools for the measurement of electrical parameters.	
32		Prepare report on Hands-On Energy Audit Assignment	
33	Energy Audit-II	Perform residential energy audit at your house.	Week 10
34		Perform commercial energy audit. (Nearby shopping mall)	
35		Perform industrial energy audit for the industry you visited	
36		Write energy audit reports for residential, commercial and industrial audits	
37	Energy Optimization Devices	How thermostat control is applied in commercial buildings.	Week 11
38		Diagnostics, Tracking Energy Use, Whole-Building Optimization	
39		Explore Alarms	
40		Explore modern controllers used in building management	
41		Prepare Energy Efficient System for your institute	
42	Solar Energy	Explore Solar panels brands used in Pakistan	Week 12
43		Calculate parameters to convert your institute building on Solar	
44		Explore steps involved in installing solar panels	
45		Design a basic PV system wiring diagram for a residential rooftop installation. Include the placement and interconnection of solar panels	
46		Explore the methods used for PV performance and maintenance	
47	Cost vs Benefits	Create a summary report highlighting the key findings and insights from the energy usage analysis.	Week 13
48		Calculate potential energy savings based on efficiency improvements.	
49		Calculate and compare the financial benefits and costs of various operational scheme.	
50		How to search and apply for jobs at least two labor marketplace countries (GCC)	

Annexure - II

1. What is freelancing and how you can make money online - BBCURDU
<https://www.youtube.com/watch?v=9jCJN3Ff0kA>
2. What Is the Role of Good Manners in the Workplace? By Qasim Ali Shah | In Urdu
<https://www.youtube.com/watch?v=Qi6Xn7yKIIQ>
3. Hisham Sarwar Motivational Story | Pakistani Freelancer
https://www.youtube.com/watch?v=CHm_BH7xAXk
4. 21 Yr Old Pakistani Fiverr Millionaire | 25-35 Lakhs a Month Income | Interview
<https://www.youtube.com/watch?v=9WrmYYhr7S0>
5. Failure to Millionaire - How to Make Money Online | Fiverr Superhero Aaliyaan Success Story
<https://www.youtube.com/watch?v=d1hocXWSpus>

SUGGESTIVE FORMAT AND SEQUENCE ORDER OF MOTIVATIONAL LECTURE

Mentor

Mentors are provided an observation checklist form to evaluate and share their observational feedback on how students within each team engage and collaborate in a learning environment. The checklist is provided at two different points: Once towards the end of the course. The checklists are an opportunity for mentors to share their unique perspective on group dynamics based on various team activities, gameplay sessions, pitch preparation, and other sessions, giving insights on the nature of communication and teamwork taking place and how both learning outcomes and the student experience can be improved in the future.

Session- 1 (Communication):

Please find below an overview of the activities taking place Session plan that will support your delivery and an overview of this session's activity.

Session- 1 OVERVIEW	
Aims and Objectives:	
<ul style="list-style-type: none"> • To introduce the communication skills and how it will work • Get to know mentor and team - build rapport and develop a strong sense of a team • Provide an introduction to communication skills • Team to collaborate on an activity sheet developing their communication, teamwork, and problem-solving • Gain an understanding of participants' own communication skills rating at the start of the program 	

Activity:	Participant Time	Teacher Time	Mentor Time
Intro Attend and contribute to the scheduled.			
Understand good communication skills and how it works.			
Understand what good communication skills mean			
Understand what skills are important for good communication skills			

Key learning outcomes	Resources	Enterprise skills developed
<ul style="list-style-type: none"> • Understand the communication skills and how it works. <ul style="list-style-type: none"> • Understand what communication skills mean. • Understand what skills are important for communication skills 	<ol style="list-style-type: none"> 1. Podium 2. Projector 3. Computer 4. Flip Chart 5. Marker 	<ul style="list-style-type: none"> • Communication • Self Confidence • Teamwork

Schedule	Mentor Should do
<p>Welcome: 5 min</p>	<p>Short welcome and ask the Mentor to introduce him/herself. Provide a brief welcome to the qualification for the class. Note for Instructor: Throughout this session, please monitor the session to ensure nothing inappropriate is being happened.</p>
<p>Icebreaker: 10 min</p>	<p>Start your session by delivering an icebreaker, this will enable you and your team to start to build rapport and create a team presentation for the tasks ahead. The icebreaker below should work well at introductions and encouraging communication, but feel free to use others if you think they are more appropriate. It is important to encourage young people to get to know each other and build strong team links during the first hour; this will help to increase their motivation and communication throughout the sessions.</p>
<p>Introduction & Onboarding: 20mins</p>	<p>Provide a brief introduction of the qualification to the class and play the “Onboarding Video or Presentation”. In your introduction cover the following:</p> <ol style="list-style-type: none"> 1. Explanation of the program and structure. (Kamyab jawan Program) 2. How you will use your communication skills in your professional life. 3. Key contacts and key information – e.g. role of teacher, mentor, and SEED. Policies and procedures (user agreements and “contact us” section). Everyone to go to the Group Rules tab at the top of their screen, read out the rules, and ask everyone to verbally agree. Ensure that the consequences are clear for using the platform outside of hours. (9am-8pm) 4. What is up next for the next 2 weeks ahead so young people know what to expect (see pages 5-7 for an overview of the challenge). Allow young people to ask any questions about the session topic.
<p>Team Activity Planning: 30 minutes</p>	<p>MENTOR: Explain to the whole team that you will now be planning how to collaborate for the first and second collaborative Team Activities that will take place outside</p>

	<p>of the session. There will not be another session until the next session so this step is required because communicating and making decisions outside of a session requires a different strategy that must be agreed upon so that everyone knows what they are doing for this activity and how.</p> <ul style="list-style-type: none"> • “IDENTIFY ENTREPRENEURS” TEAM ACTIVITY • “BRAINSTORMING SOCIAL PROBLEMS” TEAM ACTIVITY” <p><i>As a team, collaborate on a creative brainstorm on social problems in your community. Vote on the areas you feel most passionate about as a team, then write down what change you would like to see happen. Make sure the teams have the opportunity to talk about how they want to work as a team through the activities e.g. when they want to complete the activities, how to communicate, the role of the project manager, etc. Make sure you allocate each young person a specific week that they are the project manager for the weekly activities and make a note of this.</i></p> <p>Type up notes for their strategy if this is helpful - it can be included underneath the Team Contract.</p>
<p>Session Close: 5 minutes</p>	<p>MENTOR: Close the session with the opportunity for anyone to ask any remaining questions.</p> <p>Instructor: Facilitate the wrap-up of the session. A quick reminder of what is coming up next and when the next session will be.</p>

MOTIVATIONAL LECTURES LINKS

TOPIC	SPEAKER	LINK
How to Face Problems In Life	Qasim Ali Shah	https://www.youtube.com/watch?v=OrQte08M190
Just Control Your Emotions	Qasim Ali Shah	https://www.youtube.com/watch?v=JzFs_yJt-w
How to Communicate Effectively	Qasim Ali Shah	https://www.youtube.com/watch?v=PhHAQEGehKc
Your ATTITUDE is Everything	Tony Robbins Les Brown David Goggins Jocko Willink Wayne Dyer Eckart Tolle	https://www.youtube.com/watch?v=5fS3rj6eIFg
Control Your EMOTIONS	Jim Rohn Les Brown TD Jakes Tony Robbins	https://www.youtube.com/watch?v=chn86sH005U
Defeat Fear, Build Confidence	Shaykh Atif Ahmed	https://www.youtube.com/watch?v=s10dzfbozd4
Wisdom of the Eagle	Learn Kurooji	https://www.youtube.com/watch?v=bEU7V5rJTtw
The Power of ATTITUDE	Titan Man	https://www.youtube.com/watch?v=r8LJ5X2ejqU
STOP WASTING TIME	Arnold Schwarzenegger	https://www.youtube.com/watch?v=kzSBrJmXqdg
Risk of Success	Denzel Washington	https://www.youtube.com/watch?v=tbnzAVRZ9Xc

Annexure - III

SUCCESS STORY

S. No	Key Information	Detail/Description
1.	Self & Family background	
2.	How he came on board NAVTTC Training/ or got trained through any other source	
3.	Post-training activities	
4.	Message to others (under training)	

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

1. To call a passed out successful trainee of the institute. He will narrate his success story to the trainees in his own words and meet trainees as well.
2. To see and listen to a recorded video/clip (5 to 7 minutes) showing a successful trainee 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, etc) and narrates his/her story in the teacher's own motivational words.

* The online success stories of renowned professional can also be obtained from **Annex-II**

Annexure - IV

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. Teamwork:

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 your 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.