

Government of Pakistan

National Vocational and Technical Training Commission

Prime Minister's Hunarmand Pakistan Program

"Skills for All"



Course Contents/ Lesson Plan
Course Title: Kitchen Gardening
Duration: 3 Months

Revised Edition

Trainer Name	
Course Title	Kitchen Gardening
Objectives and Expectations	<p>Employable skills and hands on practice for Kitchen Gardening</p> <p>Course provides an opportunity to build a great career in the field of kitchen gardening design, course start from basic level and then move towards the advance level. Starting from introduction of kitchen gardening then move towards design of kitchen gardening and application of this kitchen gardening system. This course will cover kitchen gardening system, its methods likewise vertical and horizontal kitchen gardening and then finally yield results.</p> <p><u>Main Expectations:</u></p> <p>In short, the course under reference should be delivered by professional instructors in such robust hands- on manner that the trainees are comfortably able to employ their skills for earning money (through wage/self-employment) at its conclusion, where's hands on practice are not valid than demonstration will be required through video contents/ project prototype.</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 individual trainee to prepare them for such market roles during/after the training.</p> <ol style="list-style-type: none">1. 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.2. In order to materialize the main expectations, a special module on <u>Job Search & Entrepreneurial Skills</u> has been included in the later 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 forms 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 duties/roles and responsibilities will also be inculcated in the trainees to make them responsible citizens of the country.

3. A module on **Workplace 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.

In order 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 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.

1. 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 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.

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).

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.

5. 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 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 at annexure III.

3. 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 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 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.

The Trainees should be required and supervised to carefully analyze 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: -

1. A good quality trade specific documentary (At least 2-3 documentaries must be arranged by the training institute)
2. Health & Safety case studies (2 cases regarding safety and industrial accidents must be arranged by the training institute)

Field visits (At least one visit to a trade specific major industry/ site must be

	arranged by the training institute)
Entry level of trainees	<p>Since intake level is matric, the expectations from the trainees are:</p> <ul style="list-style-type: none"> • To have knowledge of Kitchen Gardening • Knowledge of Basic Horticulture
Learning Outcomes of the course	<p><u>By the end of this course, the trainees should be able to perform the following competencies:</u></p> <p>Kitchen Gardening development</p> <ul style="list-style-type: none"> • Understand the concept of Kitchen Gardening • Demonstrate salient feature of Kitchen Gardening • Analyze various parameter of kitchen Gardening • Demonstrate different type of Kitchen Gardening method <p>Pre-Kitchen Gardening Practices</p> <ul style="list-style-type: none"> • Selection of suitable site for planting • Identification of soil structure and texture • Selection of Garden Crops • Selection of suitable time and method of planting <p>Post Kitchen Gardening Practices</p> <ul style="list-style-type: none"> • Identification of various type of Weeds of particular plant • Identification of various type of Pests and their characteristics • Selection of suitable fertilizer • Maintenance of irrigation level • Harvesting Methodology of particular crop • Packaging and Storage of Particular Commodity <p>Job Searching</p> <ul style="list-style-type: none"> • Analyze job in local market • CV building as per job demand • Analyze job demand in any two-international country • Jobs Applying procedure in any two-international country <p>Entrepreneurship</p>

	<ul style="list-style-type: none"> • Analyze customer demand • Perform cost analysis of customer demand • Conduct market survey for project estimation • Prepare quotation for customer • Negotiate with customer • Deal with customer and signed MOU • Prepare quotations/ invoice report • Complete the Work done on site <p>Soft skills /Teamwork/professionalism</p> <ul style="list-style-type: none"> • Develop professionalism • Motivational Lectures • Success Stories • Develop work ethics • Follow teamwork environments principals • Ensure punctuality of time • Ensure job deliverable within assigned time frame • Show dedication and commitment with your duty • Be creative in your work • Ensure positive attitude in group task • Ensure willing worker attitude in teamwork • Be goal oriented • Ensure HSE SOPs • Obey organizational rules and regulations • Be loyal with your duty and organization • Honesty is best policy
<p>Course Execution Plan</p>	<p>Total duration of course:3 months (12 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>

	Total contact hours: 240hours
Companies offering jobs in the respective trade	<ol style="list-style-type: none"> 1. Agriculture Sector 2. Marketing Sector 3. PHA 4. Horticulturist
Job Opportunities/job titles	<ul style="list-style-type: none"> • Nursery Grower • Gardening Consultant • Gardener
No of Students	25
Learning Place	Classroom / Lab
Instructional Resources	<p>Easy Ways to grow kitchen vegetables https://youtu.be/AT17vfCgwXE</p> <p>How to grow organic vegetables in containers at home https://www.youtube.com/watch?v=F-bBfMbDpHo</p> <p>How to Start Kitchen Gardening https://www.youtube.com/watch?v=4vT6dBXYDJE</p> <p>Ghar Mai Sabzia Kesay Uggay Sakty Hein? https://www.youtube.com/watch?v=K_hQXrpBeNA</p> <p>گھروں میں سبزیاں اگانے https://www.youtube.com/watch?v=yCZ_pabSA2I</p> <p>Vegetables Garden Overview Winter Vegetables Good Vegetables to Grow (Urdu/hindi) https://www.youtube.com/watch?v=n_oEOb4aoAU</p> <p>ASIA BIGGEST NURSERY IN PAKISTAN WHOLESALE PLANTS SALE PURCHASED BIG MARKET https://www.youtube.com/watch?v=6f2BxZnwn3s</p> <p>How to grow vegetables ON ROOF, CHAD ME sabji kaise ugaye. https://www.youtube.com/watch?v=oRIWrkQtazQ</p> <p>Rooftop Garden https://www.youtube.com/watch?v=PzwuLqK4Gyk</p>

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MODULES

Scheduled Weeks	Module Title	Learning Units	Remarks
Week 1	Introduction of Kitchen Gardening & Motivational Lecture	<ul style="list-style-type: none"> • Course Introduction • Job market • Course Applications • Institute/work ethics • Students are introduced to : • Understanding of Kitchen Gardening 	<p>Home Assignment</p> <ul style="list-style-type: none"> • Task 1 • Task 2 • Task 3 <p><u>Details may be seen at Annexure-I</u></p>
Week 2	Purpose of Kitchen Gardening & Success stories	<ul style="list-style-type: none"> • Students are introduced to: • Benefits of Kitchen Gardening • Organic Products • Better Yeild 	<ul style="list-style-type: none"> • Task 4 <p><u>Details may be seen at Annexure-I</u></p>
Week 3	Site Selection for Kitchen Gardening & Motivational Lecture	<ul style="list-style-type: none"> • Students are introduced to: • Suitable Site Selection • Management of Abiotic Factors 	<ul style="list-style-type: none"> • Task 5 <p><u>Details may be seen at Annexure-I</u></p>
	Build your CV	<p>Download professional CV template from any good site (https://www.coolfreecv.com or relevant)</p> <ul style="list-style-type: none"> • Add Personal Information • Add Educational details • Add Experience/Portfolio • Add contact details/profile links • 	
Week 4	Tool Preparation & stories	<ul style="list-style-type: none"> • Students are introduced to: • Selection Tools • Calibration of Tools • Availability of Tools 	<ul style="list-style-type: none"> • Task 6 • Monthly Test 1
Week 5	Soil Preparation and sowing of plant crops & Motivational	<ul style="list-style-type: none"> • Students are introduced to: • Composting of Soil • Testing of soil sample • Nutrient Level of soil 	<ul style="list-style-type: none"> • Task 7

	Lecture	<ul style="list-style-type: none"> • Sowing Time • Sowing method 	<u>Details may be seen at Annexure-I</u>
Week 6	Selection of kitchen gardening method & Success stories	<ul style="list-style-type: none"> • Students are introduced to: • Methods of Kitchen Gardening • Selection according to area • Selection according to plant nature 	<ul style="list-style-type: none"> • Task 8 <u>Details may be seen at Annexure-I</u>
Mid term			
Week 7	Management of weeds And Motivational Lecture	<ul style="list-style-type: none"> • Students are introduced to: • Nature of Weed • Methods of Management 	<ul style="list-style-type: none"> • Task 9 <u>Details may be seen at Annexure-I</u>
	Create an account profile on Fiverr (at least two gigs) and Upwork	Create an account by following these steps: Step 1: Personal Info Step 2: Professional Info Step 3: Linked Accounts <ul style="list-style-type: none"> • Step 4: Account Security 	
Week 8	Management of Pests And Success stories	<ul style="list-style-type: none"> • Students are introduced to: • Identify the Pest • Pest Host Relationship • Methods of Management 	<ul style="list-style-type: none"> • Task 10 <u>Details may be seen at Annexure-I</u> 2nd monthly test

<p>Week 9</p>	<p>Maintenance of Irrigation Level for particular plant</p> <p>& Motivational Lecture</p>	<ul style="list-style-type: none"> • Students are introduced to: • Level of Water required • Method of application 	<p>Task 11</p> <p><i><u>Details may be seen at Annexure-I</u></i></p>
<p>Week 10</p>	<p>Harvesting of plants</p> <p>And Success stories</p>	<ul style="list-style-type: none"> • Students are introduced to: • Harvesting Time • Selection of Harvesting Tools 	<p>•Task 12</p> <p><i><u>Details may be seen at Annexure-I</u></i></p>
<p>How to search and apply for jobs in at least two labor marketplace countries (KSA, UAE, etc.)</p>	<ul style="list-style-type: none"> • Browse the following website and create an account on each website <ul style="list-style-type: none"> ▪ Bayt.com – The Middle East Leading Job Site ▪ Monster Gulf – The International Job Portal ▪ Gulf Talent – Jobs in Dubai and the Middle East • Find the handy ‘search’ option at the top of your homepage to search for the jobs that best suit your skills. • Select the job type from the first ‘Job Type’ drop-down menu, next, select the location from the second drop-down menu. • Enter any keywords you want to use to find suitable job vacancies. • On the results page you can search for part-time jobs only, full-time jobs only, employers only, or agencies only. Tick the boxes as appropriate to your search. • Search for jobs by: <ul style="list-style-type: none"> ▪ Company 		

		<ul style="list-style-type: none"> ▪ Category ▪ Location ▪ All jobs ▪ Agency <ul style="list-style-type: none"> • Industry 	
Week 11	Soil preparation for future Practices & Motivational Lecture	<ul style="list-style-type: none"> • Students are introduced to: • Land Preparation • Monitoring Soil nutrients 	<ul style="list-style-type: none"> • Task 13 <p><u>Details may be seen at Annexure-I</u></p>
Week 12	Packaging Storage of commodity & Success stories	<ul style="list-style-type: none"> • Students are introduced to: • Packaging Method • Storage 	<ul style="list-style-type: none"> • Task 14 <p><u>Details may be seen at Annexure-I</u></p>
		Final term	

Tasks For Certificate in Kitchen gardening

Task No.	Task	Description	Week
1.	Search successful kitchen gardener	Search profiles of any 3 successful kitchen gardener.	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.	Find out difference between organic and in organic products.	<ul style="list-style-type: none"> • Check the products • Analyze the quality and growth • Calculate the nutritional value of produce 	Week-2
5.	Grow any vegetable at your home.	<ul style="list-style-type: none"> • Select the suitable pot • Add organic manure in soil • Select the suitable seed • Place it under shade 	Week 3
6.	Enlist 3 relevant tools for kitchen gardening.	<ul style="list-style-type: none"> • Visit any kitchen garden at your vicinity • Observe the commodities • Use relevant tool to harvest it. 	Week 4

7.	Prepare soil for kitchen gardening.	<ul style="list-style-type: none"> • Take soil sample of your area • Calculate the carbon to nitrogen ratio • Add manure as per recommendation 	Week 5
8.	Choose best kitchen gardening method .	<ul style="list-style-type: none"> • Select appropriate area for kitchen gardening • Select suitable method for growing • Analyze the yield/ production 	Week 6 Mid term
9.	Manage kitchen garden weeds .	<ul style="list-style-type: none"> • Select suitable site according to availability • Check availability of water • Ensure eradication of weed with suitable tools 	Week 7
10.	Collect any 5-kitchen gardening pest.	<ul style="list-style-type: none"> • Select the kitchen gardener • Select suitable time due to sensitiveness of vegetables and fruits • Identify any 5-insect pest • Collect it. 	Week 8
11.	Check the kitchen gardening irrigation method.	<ul style="list-style-type: none"> • Select the suitable site • Check the moisture level of garden • Ensure water level as per recommendation 	Week 9
12.	Harvest any kitchen gardening commodity.	<ul style="list-style-type: none"> • Select the crop • Select the tool according to crop • Harvest it as per sensitivity 	Week 10
13.	Enlist soil practices in kitchen gardening.	<ul style="list-style-type: none"> • Visit the kitchen gardener. • Analyze the texture of soil • Incorporate the soil with organic matter • Remove straws and weeds • Maintain suitable moisture 	Week 11
14.	Market any kitchen gardening commodity.	<ul style="list-style-type: none"> • Select appropriate commodity • Pack it properly • Ensure proper transportation • Market it to the local markets • Analyze the price difference 	Week 12 Final term

Kitchen Gardening

What is E commerce 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 E commerce

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=tlQ0CWgszI0>

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

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

Annexure-III

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:	
• Understand the	• Podium	• Communication	

<p>communication skills and how it works.</p> <ul style="list-style-type: none"> • Understand what communication skills mean • Understand what skills are important for communication skills 	<ul style="list-style-type: none"> • Projector • Computer • Flip Chart • Marker 	<ul style="list-style-type: none"> • Self Confidence • Teamwork
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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 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.</i></p> <p>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.</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>

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<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

Success story of M. Aslam from Toba Tek Singh

<http://ofwm.agripunjab.gov.pk/system/files/Aslam-TTS.pdf>
<com/watch?v=9WrmYYhr7S0>

Success story of Ramesh Chand from umer kot on kitchen gardening

<https://www.youtube.com/watch?v=NnnB5NVAAWk>

Failure to Millionaire – top 10 farmers

<https://www.youtube.com/watch?v=4M-nGxVa9po>

MOTIVATIONAL LECTURES LINKS.

<u>TOPIC</u>	<u>SPEAKER</u>	<u>LINK</u>
How to Face Problems in Life	Qasim Ali Shah	https://www.youtube.com/watch?v=OrQte08MI90
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=chn86sH0O5U
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=bEU7V5rJTw
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

SUCCESS STORY

S. No	Key Information	Detail/Description
1.	Self & Family background	<p>Danish , who lives in Khanewal, is an example of how hard work and perseverance can reap rich rewards when bidding for projects online.</p> <p>The kitchen gardening works exclusively on an online E commerce platform and has earned, on average, US\$10,000 per month by growing organic foods for the past several months. But this isn't a story of overnight success – danish had to work hard to differentiate himself and stay true to his goal.</p> <p>It was a full year later, in May 2018, when danish finally decided to jump in. He signed up for one of the numerous sites that connect nurseries or growers with people or organic farms that have small projects, like producing some organic vegetables and fruits. He had already started a small business to help pay for his college education, so he was nervous and apprehensive about the decision. "I gave myself two or three months at most. If I didn't succeed, then I would go back to running the business as it was showing potential," he says.</p> <p>If at first, you don't succeed, try try again</p>
2.	How he came on board NAVTTC Training / or got trained through any other source	Certification in Kitchen Gardening from STEPS (NAVTTC partner institute)
3.	Post-training activities	<p>Danish's area of expertise is in kitchen gardening. In his first month using kitchen gardening techniques, he pitched mostly for projects centered around organic commodity. But it wasn't so simple. In the first few weeks, he didn't hear back from even a single client, despite pitching for dozens of projects.</p> <p>"I needed to understand what worked, so I read blogs, participated in forums, and analyzed profiles of successful E commerce. It was an uphill struggle, but I didn't want to give up," he explains.</p> <p>Danish says he understands why clients would be</p>

		<p>apprehensive giving projects to untested E commerce. They have hundreds of options to choose from, he explains, and to give a project to someone with no experience requires a strong leap of faith.</p> <p>A slow stream of projects started to come Danish's way. Within a few months, he was landing an average of a hundred projects every month, with a large number of repeat clients.</p> <p>But he's had to face his fair share of challenges too. The shoddy state of internet infrastructure in his city, Mirpur, threatened to derail his E commerce career. "Sometimes I haven't had connectivity for two days straight," he explains. "That's unthinkable for someone who makes his livelihood on the internet."</p>
4	Success Traits	<p>Success Traits (characteristics)</p> <p>Good Habits</p> <ul style="list-style-type: none"> • Punctuality • Honesty • Positive attitude <p>Interpersonal skills</p> <ul style="list-style-type: none"> • Determinant • Consistent • Welling worker • Team work • Initiative • Hardworking • Creative • Enthusiastic • Goal oriented • Self-motivated • Communication <p>Loyalty</p>
4.	Message to others (under training)	<p>Take the training opportunity seriously Impose self-discipline and ensure regularity Make Hard work pays in the end so be always ready for the same.</p>

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***

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. Respect's diversity in the workplace, including showing due respect for different perspectives, opinions, and suggestions.