

Government of Pakistan

National Vocational and Technical Training Commission

Prime Minister's Hunarmand Pakistan Program

"Skills for All"



Course Contents / Lesson Plan

Course Title: Drilling & Drilling Fluids Technology

Duration: 3 Months

Revised Edition

Trainer Name	
Course Title	Drilling and Drilling Fluids Technology
Objectives and Expectations	<p>Employable skills and hands on practice for Drilling Field</p> <p>This course offers a broad, cross-disciplinary learning experience for students looking to pursue careers in Drilling field. The main objective of the course is to acquaint student with the span of a wide range of Drilling techniques and build skills in them handle/supervise to the Drilling operation.</p> <p>In this course students are introduced to key aspects of the Oil well planning, nature of rock, health and safety aspects, drilling tools/equipment introduction and handling procedure. so that they can enter the market as strong candidates for beginner to Oil & Gas Drilling related jobs.</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/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 individual trainee to prepare them for such market roles during/after the training.</p> <ul style="list-style-type: none"> 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. ii- The trainees would also be encouraged to venture into 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. 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>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 <p>These techniques would be employed as an additional training tool wherever possible (these are explained in the subsequent section on Training Methodology).</p> <p>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</p>

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:

- 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

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.

Course related motivational lecture online link is available in annexure II

(ii) 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:

- Directly in person (At least 2-3 cases must be arranged by the training institute)
- 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.

(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 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.

The Trainees should be required and supervised to carefully analyze the cases.

	<p>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.</p> <p>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/ site must be arranged by the training institute)
Entry-level of trainees	Matric
Learning Outcomes of the course	<p>By the end of this course, students will be able to:</p> <ul style="list-style-type: none"> • Gain the basic skills and knowledge needed to undertake entry-level operational roles at a Drilling site; • this will enable learners to begin their career in one of themining pathways available in the workplace. • Understand the basics of Drilling field. • Understand cost estimation of a Drilling project while considering time and quality management techniques • Communicate ideas regarding projects through proper communication techniques • Develop an understanding of the properties and nature of the minerals. • Analyze, interpret, and evaluate the quality of mineral produced • Understand the role and functions of human & other required resources and their proper utilization • Monitor and overcome the risks involved in the whole drilling process
Course Execution Plan	<p>The total duration of the 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> <p>Total contact hours: 240 hours</p>
Companies offering jobs in the respective trade	<ol style="list-style-type: none"> 1- Multinationals 2- Oil & Gas based industries/companies (OGDCL,PPL,MOL,MARI PETROLEUM 3- Drilling Contractor 4- Drilling Consultancies
Job Opportunities	<ul style="list-style-type: none"> • Drilling Technician • Assistant Driller • Junior Driller • Drilling support worker
No of Students	25
Learning Place	Classroom / Labs/ Drilling Field (if any)

Instructional Resources

- Heriot watt “Drilling Engineering” Carl Gatlin, ““Petroleum Engineering – Drilling and Well Completions.

Drilling Assistant

- _Larry W. Lake, “Petroleum Engineering Handbook”
- _Hussain Rabia, “Well Engineering and Construction”.
- #PEGATE #Petroleum Engineering #GATE2021
- Larry W. Lake, “Petroleum Engineering Handbook”
- OSHA Field Safety and Health Manual”U.S. Department of Labor Occupational Safety and Health Administration, 1998.
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https://youtu.be/M6tic_OcNPY?si=H7rfYUfvG_nOT88G.
<https://youtu.be/2j9PGKAlcOY?si=wNrQjPWxYKhph-MT>

MODULES

Weeks	Module Title	Day	Hour	Learning Units	Tasks
Week 1	History of Petroleum and Gas Industry in World	1	1	Introduction to Petroleum	Task 1
			2	Origin of Petroleum	
			3	History of Drilling in oil and gas well	
			4	History of Drilling in oil and gas well	
		2	1	introduction to different drilling companies working in World	
			2	introduction to different production and servicing companies working in World	
			3	Describe OPEC	
			4	History to Petroleum and Gas Industry in Pakistan	
		3	1	Petroleum Exploration Methods	
			2	Give introduction to petroleum Exploration methods	
			3	Direct indications methods	
			4	Geological exploration methods	
		4	1	Geological exploration methods	
			2	Geophysical exploration methods	
			3-4	Geophysical exploration methods	
		5	1-4	Discussion and evaluation of tasks	
		Week 2	Drilling Techniques in Oil & Gas Industry	1	
2	Introduction and background				
3	Cable Tool Drilling				
4	Cable Tool Drilling Components				
2	1			Merit of Cable Tool Drilling	
	2			Disadvantages of Cable Tool Drilling	
	3			Process of Cable Tool Drilling	
	4			Process of Cable Tool Drilling	
3	1			Introduction To Rotary Drilling	
	2			Component of Rotary Drilling Rig	
	3			Power System of Drilling Rig	
	4			Hoisting System	
4	1			Circulation system	
	2			Circulation system	

			3	Rotary system	Task 3
			4	Rotary system	
		5	1	Well control system	
			2	Well control system	
			3	Well-Monitoring system	
			4	Well-Monitoring system	
Week 3	Health, Safety & Welfare	1	1	Introduction to Health, Safety and Environment	Task 4
			2	Personal protective equipment (PPE's)	
			3	Personal protective equipment (PPE's)	
			4	Personal protective equipment (PPE's)	
		2	1	Oil field Accidents	Task 5
			2	Types of accidents	
			3	Factors Causing Accidents	
			4	Factors Causing Drilling Accidents	
		3	1	Analysis and causes of accidents	Task 5
			2	Prevention of Accidents	
			3-4	Accidents due to hand tools	
		4	1	Workshop safety	Task 5
			2-4	Fire extinguisher Equipment	
5	1-4	Field Visit and practical demonstration	Task 5		
Week 4	Directional Drilling Techniques	1	1-4	Introduction to Directional drilling	Task 6
		2	1-4	Application of Directional drilling	
		3	1-4	Horizontal drilling Components	
		4	1-4	Horizontal drilling Components	
		5	1-4	Tutorials and demonstration	
Week 5	Composition and Nature of Drilling Fluids	1	1-4	Introduction to Drilling Fluids	Task 7,8,9
		2	1-4	Basic functions of a drilling fluid	
		2	1-2	Classification of drilling muds	
			3-4	Classification of drilling muds	
		3	1-4	Composition and specific Function of each type	
		4	1-2	Advantages of Drilling fluids	
			3-4	Disadvantages of Drilling fluids	
		5	1-4	Discussion and evaluation of tasks	

Week 6	Evaluation	1	1-4	CV development technique	
		2	1-4	Entrepreneurship guideline	
		3	1-4	Group discussion	
		4	1-4	Presentation	
		5	1-4	Mid Term	
Week 7	Well Casing and Cementing	1	1-4	Introduction to casing of oil well	Task 10
		2	1-4	Introduction to cementing of oil well	
		3	1-2	General function of casing strings	
			3-4	Basic functions of primary cementing	
		4	1-3	purpose of auxiliary cementing equipment	
			4	State different types of cement and additives used	
5	1-4	State Squeeze cementing			
Week 8	Well Completion and Production	1	1-4	Give introduction to well completion.	Task 11
		2	1-4	Methods of well completion	
		3	1-2	Open hole Completion	
			3-4	Screen liner completion	
		4	1	Single Completion with packer	
			2	Dual zone completion	
			3	Selective zone completion	
4	Multiple completions				
5	1-4	Demonstration and Discussions			
Week 9	Understand Drilling Problems and Fishing	1	1-4	Introduction to Drilling Problems .	Task-12-13
		2	1-2	Describes Blow out	
			3-4	Describes kick	
		3	1-2	Describe Shut In and Kill Procedures.	
			3-4	Introduction to Fishing operation	
		4	1-4	problems leading to a Fishing Job	
5	1-4	Fishing job tool			
Week 10	Drill String Technology	1	1-2	Introduction to drill string	Task 14
			3-4	Component of drill string	

		2	1-4	Bottom hole assembly(BHA)	
		3	1-2	Drill collar and heavy drill collar	
			3-4	Functions of drill collars	
		4	1-2	Functions of HWDP	
			3-4	Major benefits of HWDP	
		5	1-2	Stablizer,Remer,jar,shock sub	
			3-4	Discussion and evaluation	
Week 11	Drilling Bits	1	1-4	Introduction to Drill bit	Task 15
		2	1-4	State types of bits	
		3	1-4	Describe Roller cone bits	
		4	1-4	Describes fixed cutter bits	
		5	1-4	Introduction to drill bit selection and evaluation factors	
Week 12	Final Exams				

Tasks for Certificate in Drilling & Drilling Fluids Technology

Task No	Task	Description	Week
1.	Rock structure	Types of sedimentary rocks structure, composition etc.	Week 1
2.	Rotary Drilling Technique	Draw sketch rotary Drilling Rig	Week 2
3.	Circulating Drilling	To draw sketch of a Circulation system and label its components	
4.	PEE'S Equipment	Perform practical of PPE	Week 3
5.	Fire Extinguisher uses	Perform uses of Fire Extinguisher	
6.	Directional Drilling	Draw sketch of Directional Drilling	Week 4
7.	Measure with mud Balance	Perform to measure mud density,	Week 5
8.	Measure with Marsh Funnel	Perform mud viscosity with marsh funnel	
9.	Measure with Viscometer	Measure Gel strength with viscometer	
10.	Well Casing & Cementing	Sketch of casing and cementing	Week 7
11.	Rig site visit (if possible)	Practical drilling exercise	Week 8
12.	Understand Drilling Problems and Fishing	Blow out Preventer Diagram	Week 9
13.	Fishing job	Fishing job equipment diagram	
14.	Drill String Technology	Complete diagram of Drill String	Week-10
15.	Drilling Bits	Draw Different diagram of Drill Bit	Week-11

Motivational Lectures and resources Drilling & Drilling Fluids Technology

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

<https://www.youtube.com/watch?v=Qi6Xn7yKlIQ>

Hisham Sarwar Motivational Story | Pakistani Freelancer

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

Project management book

http://www.opentextbooks.org.hk/system/files/export/15/15694/pdf/Project_Management_15694.pdf

Sample of Tenders

<https://www.business.qld.gov.au/running-business/marketing-sales/tendering/improve-approach/capability/response>

<https://www.business.qld.gov.au/running-business/marketing-sales/tendering/improve-approach/tender/glossary>

<https://www.slideshare.net/TenderProcess/tender-process-27047746>

Proposal writing

<https://www.fool.com/the-blueprint/project-proposal/>

<https://www.icertglobal.com/What-is-the-Importance-of-Project-Integration-Management-to-Ensure-Project-Success/detail>

Planning & Integration

<https://www.youtube.com/watch?v=s1qdDRGzK9g>

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| 1. Society of Petroleum Engineers (SPE): |
| <ul style="list-style-type: none">• Website: SPE Drilling and Completions• SPE provides valuable resources, technical papers, and articles related to drilling and completions. |
| 2. IADC (International Association of Drilling Contractors): |
| <ul style="list-style-type: none">• Website: IADC• IADC offers technical resources, publications, and information on drilling industry standards. |
| 3. Oil & Gas Journal: |

- Website: [Oil & Gas Journal](#)
- The Oil & Gas Journal provides articles, news, and technical information on various aspects of the oil and gas industry, including drilling technology.

4. Schlumberger Oilfield Glossary:

- Website: [Schlumberger Oilfield Glossary](#)
- A comprehensive glossary of terms related to drilling, well logging, and other oilfield operations.

5. Drilling info (Envious):

- Website: [www.Drilling info](#)
- Envious provides various tools and information related to oil and gas exploration, including drilling activity reports.

6. Rigzone:

- Website: [www.Rigzone](#)
- Rigzone offers news, job postings, and industry information, including articles on drilling technology.

7. AAPG (American Association of Petroleum Geologists):

- Website: [www.AAPG](#)
- AAPG provides resources and publications related to petroleum geology, which is closely linked to drilling operations.

8. OnePetro:

- Website: [www.OnePetro](#)
- One Petro is a multi-society library that provides a comprehensive collection of technical documents related to the oil and gas industry, including drilling technology.

9. OilfieldWiki:

- Website: [www.OilfieldWiki](#)
- OilfieldWiki is a collaborative platform that compiles information on various topics related to the oil and gas industry, including drilling.

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

Schedule	Mentor Should do
Welcome: 5 min	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.
Icebreaker: 10 min	<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.</p> <p>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>
Introduction & Onboarding: 20mins	<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.
Team Activity Planning: 30 minutes	<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</p>

	manager for the weekly activities and make a note of this. Type up notes for their strategy if this is helpful - it can be included underneath the Team Contract.
Session Close: 5 minutes	MENTOR: Close the session with the opportunity for anyone to ask any remaining questions. Instructor: Facilitate the wrap-up of the session. A quick reminder of what is coming up next and when the next session will be.

MOTIVATIONAL LECTURES LINKS.

TOPIC	SPEAKER	LINK
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=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

SUCCESS STORY

S. No	Key Information	Detail/Description
1.	Self & Family background	<p>Amjad Ali, who lives in Sadiqabad, is an example of how hard work and perseverance can reap rich rewards. He is a construction manager. After spending so many years in the industry, he learnt some skills of projects however he was lacking disciplined and professional tools to handle the projects. His limitation was not letting him to exceed his current portfolio.</p> <p>His intention and resolve to learn new skills and recognitions lead him to project management trainings.</p>
2.	How he came on board NAVTTC Training/ or got trained through any other source	Attended a formal training of project management from NAVTTC partner institute
3.	Post-training activities	Amjad Ali learnt ne skills and tools to effectively manage the larger projects. His company has lifted its portfolio from small housing projects to mega construction works. He has adopted the skills of knowledge areas to handle every aspect of the project.
4.	Message to others (under training)	<p>Take the training opportunity seriously</p> <p>Impose self-discipline and ensure regularity</p> <p>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. Respects diversity in the workplace, including showing due respect for different perspectives, opinions, and suggestions.