

Government of Pakistan

National Vocational and Technical Training Commission

Prime Minister's Hunarmand Pakistan Program

"Skills for All"



Course Contents / Lesson Plan

Course Title: Fundamentals of Mining

Duration: 3 Months

Revised Edition

Trainer Name	
Course Title	Fundamentals of Mining
Objectives and Expectations	<p>Employable skills and hands on practice for Mining Field</p> <p>This course offers a broad, cross-disciplinary learning experience for students looking to pursue careers in Mining field. The main objective of the course is to acquaint student with the span of a wide range of Mining techniques and build skills in them handle/supervise to the Mining operation.</p> <p>In this course students are introduced to key aspects of the Mine planning, nature of rock, health and safety aspects, mining tools/equipment introduction and handling procedure. so that they can enter the market as strong candidates for beginner to mining 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- To materialize the main expectations, a special module on Job Search & Entrepreneurial Skills 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. 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 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 workplace Ethics has also been included to highlight the importance of good and positive behavior at 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. 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>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>

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.

(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 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

	<p>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.</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)
<p>Entry-level of trainees</p>	<p>Matriculation</p>
<p>Learning Outcomes of the course</p>	<p>By the end of this course, students will have:</p> <ul style="list-style-type: none"> • Understanding of Mining Fundamentals • Knowledge of fundamental mining processes, including exploration, extraction, processing, and transportation of minerals. • Familiarity with key terms and concepts used in the mining industry, providing a solid foundation for further specialization. • Understanding of basic geological principles and processes that influence the formation and distribution of mineral deposits. • Ability to identify common minerals and comprehend their economic significance in mining operations. • Recognition of safety protocols and regulations to ensure a secure working environment for mining activities. • Recognition of the potential environmental impact of mining operations and awareness of sustainable practices. • Ability to handle the operation of basic mining equipment, such as drills, excavators, and haul trucks. • Understanding of basic maintenance procedures for mining equipment to ensure efficient and safe operations. • Basic skills in creating and interpreting maps essential for planning and navigating mining areas. • Understanding of different methods of mineral exploration, including geological mapping, geochemical sampling, and geophysical surveys. • Ability to interpret exploration data and make informed decisions about potential mineral deposits. • recognition to the principles of mine planning, including considerations for pit design, extraction methods, and waste management. • Development of communication skills crucial for collaborating with team members, stakeholders, and regulatory authorities. • Understanding of the importance of teamwork in mining operations and the ability to contribute effectively to a mining team
<p>Course Execution Plan</p>	<p>The total duration of the course: 3 months (12 Weeks) Class hours: 4 hours per day Theory: 20% Practical: 80% Weekly hours: 20 hours per week Total contact hours: 220 hours</p>

Companies offering jobs in the respective trade	<ol style="list-style-type: none"> 1- Multinationals 2- Mining based industries/companies 3- Mining Planning Firms 4- Mining Consultancies
Job Opportunities	<ul style="list-style-type: none"> • Mine supervisor • Assistant Mining • Mine Equipment handler • Junior Miner • Mining support worker • Mining Machines operator
No of Students	25
Learning Place	Classroom / Labs/ Mining Field (if any)
Instructional Resources	<ul style="list-style-type: none"> • Introductory Mining Engineering (Howard L. Hartman) • Principle of Geology (K.M. Bangar) • Explosive Engineering (Paul Cooper)

MODULES

Weeks	Module Title	Day	Hour	Learning Units	Tasks			
Week 1	Introduction to Mining	1	1	Introduction to Mining	Task 1,2,3			
			2	Definition, aspects, objectives				
			3	Mineral Potential of Pakistan				
			4	Major Minerals available in Pakistan				
		2	1	Major terms related to Mining				
			2	Defining terms Ore, Mineral Deposit, Surface Mining, Underground Mining, Open-Pit Mining Shaft Mining, Smelting, Tailings, Mineral Exploration, Geological Survey, Remote Sensing, Reserve Reclamation, Tailings Dam, Sustainable Mining, Environmental Impact Assessment (EIA), Dredging, Concentration				
				Definitions and terms related to Mining				
				Utilization/ Uses of different Minerals				
				Sequence of mining process				
				Exploration				
		Prospecting						
		3	Exploitation					
			4	1		Mining Methods		
				2		Classification of mining methods		
			3-4	Factors involved in Selection of a Mining Method				
		5	1 -4	Discussion and evaluation of tasks				
		Week 2	Mining Methods and Supports	1		1	Demonstration of Mining Methods	
						2	Surface Mining introduction	
						3	Surface Mining methods	
						4	Techniques used in Open-Pit Mining, Strip Mining, Mountaintop Removal Mining, Placer Mining, Highwall Mining, Auger Mining, Quarrying, Dredging	
2	1			Underground Mining procedures				
	2			Underground Mining Methods				
3	2			3,4	Techniques used in Room and Pillar Mining, Sub level Stopping, Cut and Fill Mining, Block Caving, Sublevel Caving, Shrinkage Stopping, Room and Board Mining, Vertical Crater Retreat (VCR), Mining Blasthole Stopping		Task 4-5	
					1,2	Underground Supports definition & Principles		
	3			3	Types of Supports, Timber Support, Bolting, short-creting, arches, steel props			
				4	Types of Timber supports, one piece Set,			

				two-piece set, three- and four-piece set, square set	
		4	1,2	Advantages of Different types of supports, Rock Bolts, Mesh and Shotcrete, Steel Sets and Props Cable Bolts, Backfilling Concrete Lining Pillars	
			3	Drawback of Different types of supports	
			4	Practical and Evaluation	
		5	1	Risk associated with gases in mining	
			2	Possible Mine gas identification procedure	
			3	Treatments of Mine Gases	
			4	Precautionary and safety Measures	
Week 3	Health, Safety & Welfare	1	1	Introduction to Health, Safety and Welfare	Task-6
			2	Personal protective equipment (PPE's)	
			3	Types of PPE's	
			4	How to use Personal protective equipment	
		2	1	Mine Accidents	
			2	Types of accidents	
			3,4	Factors Causing Mine Accidents	
		3	1	Analysis of accident causes	
			2	Prevention of Accidents	
			3-4	Major Mine Accidents	
4	1	Introduction to Ventilation			
	2-4	Mine Ventilation Equipment			
5	1-4	Field Visit and practical demonstration			
Week 4	Introduction to Explosives	1	1-4	Introduction to explosives	Task-7
		2	1-4	Low Explosives and its classification	
		3	1-4	High Explosives and its classification	
		4	1-4	Properties of Explosives and storage techniques	
		5	1-4	Tutorials and demonstration of explosives	
Week 5	Blasting and Dust control and mine water	1	1-4	Introduction to Blasting	Task-8,9
		2	1-4	Blasting Techniques/methods	
		3	1-2	How to use blasting equipment	
			3-4	Advantages and Disadvantages of blasting	
		4	1-4	Mine Dust, its causes and mitigation	
		5	1-2	Mine water and its Disposal methods	
3-4	Types of pumps and their uses				
Week 6	Evaluation	1	1-4	Curriculum Vitae development techniques	Task 10

		2	1-4	Group Discussion on case studies	
		3	1-4	Entrepreneurship and communication skills	
		4	1-4	Practical demonstration of mining equipment	
		5	1-4	Mid-term Exam	
Week 7	Material Handling and Mine Machinery	1	1-4	Material Handling techniques	Task 11
		2	1-4	Operating Machinery and Equipment used in Mining	
		3	1-2	Motivational Lecture (video conferencing/ in person)	
			3-4	Haulage Equipment and its use	
		4	1-3	Types of Haulage Equipment	
			4	Advantages and Disadvantages of different haulage methods	
5	1-4	Field Visit and practical demonstration			
Week 8	Mineral Processing	1	1-4	Introduction to Mineral Processing	Task 12, 13
		2	1-4	Various Steps in Mineral Processing	
		3	1	Mineral Processing Techniques	
			3-4	Advantages of Mineral processing	
		4	1	Crushing	
			2	Demonstration of crushing units	
			3	Types of crushers	
			4	Jaw Crushers & its classification	
5	1-4	Gyratory Crusher and Cone crusher			
Week 9	Screening and Sizing	1	1-2	Demonstration of Screening and Sizing	Task 14
			3-4	Screening and sizing techniques	
		2	1-2	Types of Screens	
			3-4	Stationary Screen & its functions	
		3	1-2	Moving Screen & its functions	
			3-4	Advantages and Disadvantages	
		4	1-4	Screening Techniques and importance	

		5	1-4	Demonstration and discussions on screens around the world	
Week 10	Drilling and Boring	1	1	Drilling and Drilling Techniques with visual demonstration through videos/pictorials/ field visit	Task 15
			2	Difference between Drilling & Boring	
			3-4	Types of Drilling Machine	
		2	1,2	Rotary Drilling & its functioning through videos/pictorials/ field visit	
			3,4	Percussive Drilling & its functioning through videos/pictorials/ field visit	
		3	1	Churn Drilling & its functioning through videos/pictorials/ field visit	
			2	Hammer Drills Machines & its functioning through videos/pictorials/ field visit	
			3,4	Types of Hammer Drills	
		4	1	Boring Method	
			2	Types of Boring	
			3	Percussive Boring	
			4	Rotary Boring	
		5	1-2	Tunnel-Boring Machines & its functioning through videos/pictorials/ field visit	
	3-4		Practical demonstration of drilling techniques		
		4	Project submission		
Week 11		1	1-4	Overview of Mining Sector in Pakistan	Task-16
		2	1-4	Future Prospect in Pakistan	
		3	1-4	Jobs available in Pakistan and field experts working in Pakistan	
		4	1-4	Motivational Lecture of expert working in field	
		5	1-4	Discussion and Question-answer session regarding problems observed and feedback session	
Week 12	Final Exams				

Tasks for Certificate in Project Management

Task No	Task	Description	Week
1.	Introduction to mining terms	Search the terms related to mining on internet and incorporate the links of the sources.	Week 1
2.	Presentation of mining method and large mining projects	Each student shall search a worldwide large mining projects and present them, the presentation shall cover all the mining related operations and mining method used in that specific mine in discussion session at the end of this week	
3.	Process of Mining cycle demonstration	Explain process of mining cycle through practical demonstration of one mine/project around Pakistan	
4.	Practical Demonstration and Evaluation	Conduct a hands-on demonstration of setting up different supports.	Week 2
5.	Mine Gas Identification Procedure	Demonstrate procedures for identifying and monitoring Mine gases.	
6.	Personal Protective Equipment	Conduct hands-on demonstrations on the correct usage and fitting of different PPE.	Week 3
7.	Explosives Storage Simulation	Create a simulated storage area for explosives.	Week 4
8.	Pumps and Their Uses	Display various types of pumps commonly used in mining. Allow students to operate different types of pumps under supervision	Week 5
9.	How to Use Blasting Equipment	Demonstrate the proper usage of blasting equipment through field visit to the mining field around the country	
10.	Draw a CV	Students will learn to create a resume/curriculum vitae	Week-6
11.	Equipment Operation Simulation	Set up simulator stations using softwares for common mining machinery (e.g., excavators, loaders, bulldozers). Allow trainees to simulate the operation of these machines under supervision.	Week 7
12.	Crushers and its types	Search crushers available in Pakistan and demonstrate one type of crusher in detail	Week 8
13.	Mineral Processing	Demonstrate Innovation and modern techniques of mineral processing	

14.	Screening and sizing	Select one industry/company using the screens for sizing of the material and demonstrate them practically.	Week 9
15.	Drilling & techniques of drilling	Present videos, pictorials, or arrange a field visit to demonstrate the functioning of tunnel-boring machines.	Week 10
16.	Overview of Mining industry and future expectations	Prepare a presentation on mining industry and motivation to pursue the career in mining field, also include your future expectations after learning this course	Week 11

Motivational Lectures and resources

What is Mining?

<https://www.youtube.com/watch?v=1L0KfvfSvsg>

Mining For Beginners - How Does a Metals and Mineral Mine Work?

<https://www.youtube.com/watch?v=wsAzlmz5dso>

Haulage systems in underground Mines // Different haulage systems used in mines.

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

Cut and fill mining method

https://www.youtube.com/watch?v=M9A_Gybcf3U

Hazards in Mining

<https://youtu.be/rmInvUd1yMM?si=zdBBcMCGYnCxtG00>

What is mining?

<https://youtu.be/SKHvzVblo7o?si=jokTRtLKw6QgSLHI>

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	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.
Introduction & Onboarding: 20mins	Provide a brief introduction of the qualification to the class and play the “Onboarding Video or Presentation”. In your introduction cover the following: <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. 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.

<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=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/ got trained through any other source	Attended a seminar on mining organized by NAVTTC partner institute
3.	Post-training activities	Amjad Ali earned new 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.