

Government of Pakistan

**National Vocational and Technical Training Commission**

**Prime Minister's Youth Skill Development Program**

"Skills for All"



**Course Contents / Lesson Plan**

**Course Title: Fitness Trainer / Instructor**

**Gym Trainer / Instructor**

**Duration: 3 Months**

**2nd Edition**

<b>Tutor Name</b>	
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<b>Course Title</b>	<p style="text-align: center;"><b>Fitness Trainer / Instructor</b> <b>Personal Trainer / Gym Instructor</b></p>
<b>Introduction</b>	<p>Health and fitness is a global industry where club operators and independent trainers provide exercise for many millions of people across the world. Providing safe and effective exercise relies on skilled and knowledgeable instructors working in the industry.</p> <p>As the health and fitness industry has reached new levels of professionalism globally, there has been a focus on setting standards of instructor performance, ensuring fit-for-purpose qualifications and implementing registration systems for exercise professionals. The development of a qualified and competent workforce is vital if the industry is to realize its economic and social aims and gain greater respect from governments and the health sector.</p> <p>This course complies with the Global Standards of International Confederation of Registers of Exercise Professionals (ICREPs). The Global Standards for Exercise Professionals aims to support the concept of professionalism and set a global benchmark for the competences required of exercise professionals.</p>
<b>Objectives and Expectations</b>	<p>This course is designed to provide employment opportunities to the youth both within Pakistan and overseas. The course aims to achieve the above objective through delivery of an international standard course focusing on the development of knowledge, skills and abilities of youth and preparing them for the job market. The course will comprise of theory, hands-on practical training, and real-world case studies. The team delivering the content will have relevant qualifications and extensive industry experience.</p> <p>The course therefore is designed to impart knowledge of exercise science and develop skills and abilities so that trainees may apply that knowledge in real-world scenarios. Additionally, soft skills (i.e. interpersonal/ communication skills; personal grooming of the trainees etc.) as well as entrepreneurial skills (i.e. marketing skills; free lancing etc.) will be covered in this course.</p> <p><b>Objectives:</b></p> <p>The major objectives associated with a fitness trainer course or gym instructor program are to develop the following capabilities in the trainees:</p>

1. Comprehensive Understanding of human anatomy, physiology, exercise science, and nutrition as they relate to fitness training.
2. Apply principles of fitness, anatomy, and physiology in fitness instruction.
3. Promote health and safety as an exercise professional. Understand safety protocols, risk management strategies, and emergency procedures to ensure a safe exercise environment.
4. Provide healthy eating and lifestyle information to clients.
5. Conduct gym inductions and health screening.
6. Conduct client consultations and fitness assessments.
7. Plan and instruct exercise in the gym. Mastery in demonstrating and teaching proper form, technique, and use of gym equipment for various exercises.
8. Apply the principles of exercise science to program design.
9. Design personal training programs.
10. Plan and deliver personal training sessions.
11. Support long-term behavior change by monitoring client exercise adherence and applying motivational techniques.
12. Manage, review, adapt and evaluate personal training programs.
13. Apply the principles of nutrition and weight management within an exercise program.
14. Recognize and apply exercise considerations for specific populations.
15. Plan and deliver exercise for older adults.
16. Plan and deliver exercise for clients with disabilities.
17. Plan and deliver exercise for children and young people.
18. Plan and deliver exercise for ante and postnatal women.
19. Prevent Injuries through understanding common fitness-related injuries and applying preventive measures including basic first aid techniques to manage injuries if occurred.
20. Deliver a positive customer experience to clients.
21. Support client motivation and adherence through effective communications skills and motivation strategies.

	<p>22. Develop professional practice and personal career in the health and fitness industry</p> <p>23. Develop professional ethics and integrity. Conduct within the fitness industry ensuring client confidentiality and respect.</p> <p><b>Expectations:</b></p> <p><b>Active Participation:</b> Engage actively in classes, practical sessions, and discussions to maximize learning opportunities.</p> <p><b>Dedicated Study:</b> Invest time in self-study, review course materials, and complete assignments to reinforce understanding and skills learned in class.</p> <p><b>Hands-on Practice:</b> Apply theoretical knowledge practically through supervised training sessions, role plays, and practical assessments.</p> <p><b>Professional Conduct:</b> Maintain a professional attitude, adhere to the code of ethics, and demonstrate respect for instructors, peers, and clients.</p> <p><b>Continuous Improvement:</b> Embrace a mindset of continuous learning, seeking feedback, and actively striving for personal and professional development.</p> <p><b>Commitment to Safety:</b> Prioritize safety protocols, both for oneself and clients, by adhering to guidelines and maintaining a safe exercise environment.</p> <p><b>Engagement in Certification Process:</b> Prepare for and participate in certification exams upon completion of the course to validate knowledge and skills as a certified fitness trainer or gym instructor.</p> <p>These objectives and expectations collectively shape the learning experience and set the foundation for aspiring fitness trainers / instructors to excel in their field.</p>
<p><b>Entry-level of trainees</b></p>	<p>For the Fitness Trainer / Instructor course, minimum entry requirement and pre-requisites are:</p> <ul style="list-style-type: none"> <li>• Be at least 18 years of age.</li> <li>• Have completed high school (Matriculation or the equivalent).</li> <li>• CPR (Cardio-Pulmonary Resuscitation) skills.</li> <li>• Present a current government-issued photo ID with signature.</li> <li>• Showing a genuine interest in fitness, sports, or physical training through prior experience, hobbies, or extracurricular activities.</li> <li>• Having a foundational understanding of human body and physical activity can be advantageous.</li> </ul>

<b>Learning Outcomes of the course</b>	<p>By the end of this course, students will be able to:</p> <ul style="list-style-type: none"> <li>• Human Anatomy and Physiology Understanding</li> <li>• Exercise Programming and Planning</li> <li>• Exercise Technique Demonstration</li> <li>• Client Assessment</li> <li>• Safety and Risk Management</li> <li>• Nutrition and Weight management</li> <li>• Exercise for Special Populations</li> <li>• Injury Prevention</li> <li>• Motivational Strategies</li> <li>• Professional Ethics and Business Skills</li> </ul>
<b>Course Execution Plan</b>	<p>The total duration of the course: <b>3 months (12 Weeks)</b>  Class hours: <b>5 hours per day</b>  Theory: 50%  Practical: 50%  Weekly hours: <b>25 hours per week</b>  Total contact hours: <b>300 hours</b></p>
<b>Companies offering jobs in the respective trade</b>	<p><b>Pakistan:</b></p> <ol style="list-style-type: none"> <li>1. <b>Shapes Active Lifestyle (Chain of Health Clubs):</b> Located in major cities like Karachi, Lahore (5 Branches), Faisalabad, Gujranwala, Sialkot and Multan, Shapes Health Studio often hires certified fitness trainers to lead group classes and provide personalized training sessions.</li> <li>2. <b>Gymkhana Clubs:</b> Many gymkhana clubs across major cities like Lahore, Karachi, and Islamabad hire fitness instructors for their members.</li> <li>3. <b>Tri Fit (Chain of health clubs):</b> has brought world-class fitness clubs to Pakistan and regularly seek certified trainers to join their team.</li> <li>4. <b>Structure Health &amp; Fitness:</b> with their extensive network of gyms across Lahore and Karachi hires personal trainers.</li> <li>5. <b>Vostro World Gyms:</b> Islamabad employs large teams for their facilities.</li> <li>6. <b>Local Gyms in Pakistan:</b> Hundreds of local gyms in the community offer employment opportunities for fitness trainers.</li> </ol> <p><b>International:</b></p> <ol style="list-style-type: none"> <li>1. <b>Fitness First (Chain of Health Clubs):</b> With 26 branches in the middle east and 377 clubs worldwide, frequently hires trainers for their branches.</li> <li>2. <b>Equinox:</b> This high-end fitness club chain in the United States and Canada hires certified trainers for its upscale facilities.</li> <li>3. <b>Gold's Gym:</b> With locations worldwide, Gold's Gym offers job opportunities for fitness trainers in various countries.</li> <li>4. <b>Virgin Active:</b> Operating in multiple countries, Virgin Active often looks for qualified fitness instructors for their fitness clubs.</li> <li>5. <b>Anytime Fitness:</b> Known for its 24/7 accessibility, Anytime Fitness hires trainers across its global network.</li> <li>6. <b>Local Fitness Centers and Studios:</b> Numerous smaller gyms and fitness centers globally seek certified instructors and trainers.</li> </ol>
<b>Job Opportunities</b>	<ul style="list-style-type: none"> <li>• Fitness Training Centers (Commercial Gyms)</li> <li>• Fitness trainer with sports teams (National and International)</li> </ul>

	<ul style="list-style-type: none"> <li>• Personal Training (Online / In-person)</li> <li>• Corporate Sector Gym / Fitness instructors</li> </ul>
<b>No of Students</b>	25
<b>Learning Place</b>	Classroom / Gym
<b>Instructional Resources</b>	<p><b>Exercise Science and Anatomy:</b></p> <p><b>Book:</b> "ACSM's Resources for the Personal Trainer " by American College of Sports Medicine.</p> <p><b>Video Lectures:</b> YouTube channels like AnatomyZone and Kenhub offer comprehensive anatomy and physiology tutorials.</p> <p><b>Fitness Assessment and Program Design:</b></p> <p><b>Book:</b> "ACSM's Guidelines for Exercise Testing and Prescription" by American College of Sports Medicine.</p> <p><b>Video Resources:</b> The National Academy of Sports Medicine (NASM) offers video resources for fitness assessment techniques on their website.</p> <p><b>Software:</b> Exercise prescription software like Exercise Pro Live or TrainerMetrics for designing personalized exercise programs.</p> <p><b>Strength and Conditioning Principles:</b></p> <p><b>Book:</b> "Science and Practice of Strength Training" by Vladimir Zatsiorsky and William Kraemer.</p> <p><b>Video Resources:</b> Bodybuilding.com and Juggernaut Training Systems provide instructional videos on strength training techniques.</p> <p><b>Websites:</b> ExRx.net offers a comprehensive exercise library with detailed descriptions and animations.</p> <p><b>Nutrition and Weight Management:</b></p> <p><b>Book:</b> "Nutrition for Health, Fitness &amp; Sport" by Melvin Williams and Eric Rawson.</p> <p><b>Website:</b> The USDA's ChooseMyPlate.gov offers dietary guidelines and tools for meal planning.</p> <p><b>Apps:</b> MyFitnessPal and Lose It! are popular apps for tracking nutrition and managing weight.</p> <p><b>Specialized Training Modalities:</b></p> <p><b>Book:</b> "Functional Training" by Juan Carlos Santana.</p>

	<p><b>Video Resources:</b> FunctionalPatterns on YouTube provides tutorials on functional training exercises.</p> <p><b>Websites:</b> T-Nation and EliteFTS offer articles and resources on sports-specific training and conditioning.</p> <p><b>Professional Development and Communication:</b></p> <p><b>Podcasts:</b> "The Fitness Business Podcast" and "The Personal Trainer Development Center" offer insights into fitness industry trends and business skills.</p> <p><b>Websites:</b> IDEA Health &amp; Fitness Association provides articles and webinars on professional development for fitness professionals.</p> <p>These resources provide a mix of textbooks, videos, and websites to cater to different learning preferences and styles.</p>
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## MODULES

Sched uled Weeks	Module Title	Days	Hours	Learning Units	Home Assignment
Week 1	-Introduction to Fitness industry  - Basic Human Anatomy & Physiology	Day 1	1	Course Introduction & Contents	<ul style="list-style-type: none"> <li>• Task 1</li> </ul> <p><i><u>Details may be seen at Annexure-I</u></i></p>
			1	Overview of the Fitness Industry	
			1.5	Role & Responsibilities of a Fitness Trainer	
			1.5	Ethics and professionalism in Fitness Training	
		Day 2	1	-Skeletal System -Bones	
			1	-Skeletal System -Joints	
			1	-Skeletal System -Kinesiology & Joints Movements	

			2	Hands-On Practice with Joints Movements
	<b>Day 3</b>	1	-The Muscular System -Muscles -Structure of Muscles	
		1	-Types of Muscle Fibers -Functions of Muscles	
		1	-Muscular System -Muscle actions	
		2	Hands-On Practice with Skeletal Muscle actions	
	<b>Day 4</b>	1	Effects of Training on Skeletal System	
		1	Effects of Training on Muscles	
		1	Hands-On Practice with Effects of Training on Skeletal system & muscles	
		2	Hands-On Practice with Seven Basic Movements	
	<b>Day 5</b>	1	Hands-On Practice with Muscle Actions in various exercise	
		1	Hands-On Practice on Movement Analysis  (identify movements and muscle groups engaged in each exercise)	
		1	Hands-On Practice on Anatomical Models Demonstration  (Break Participants in different groups and ask them to identify and discuss muscle groups activated during specific exercise or movement)	



			1	Group Discussion / Presentation	
Week 2	- Basic Human Anatomy & Physiology	Day 1	1	-Cardiovascular System -Heart (Structure & function)	<b>• Task 2</b>  <i><u>Details may be seen at Annexure-I</u></i>
			1	-Cardiovascular System -Blood Vessels (Arteries, Veins, Capillaries)	
			1	-Cardiovascular System -Blood (Components, volume & functions)	
			2	- Hands-on Practical -Heart Rate -Cardiac Output -Blood Pressure -Maximum Heart Rate -Resting Heart Rate -Recovery Heart Rate	
		Day 2	1	-Respiratory System -Lungs, Airways, Nasal cavity	
			1	-Brief Digestive System -Brief Nervous System	
			1	Effects of training on Respiratory & Nervous systems	
			2	- Hands-On Practical - Exercises of Pectoralis & Latissimus Dorsi Muscles	
		Day 3	1	Introduction to Energy systems - ATP-CP system	
			1	- Glycolytic system	
			1	- Oxidative System	

			2	- Hands-On Practical - Exercises of Rectus Abdominis, Erector spinae muscles	
		Day 4	1	Fitness Components: Cardiovascular endurance	
			1	- Fitness Components: Muscular strength and endurance	
			1	- Fitness Components: Flexibility, and body composition.	
			2	Hands-on Practical Exercises of Quadriceps, Hamstrings & Calf Muscles	
		Day 5	1	- Fitness Components: Agility & coordination	
			1	- Fitness Components: Speed & Power	
			1	- Fitness Components: Balance & Reaction time	
			2	Hands-on Practical Exercises of Biceps & Triceps & Deltoid muscles	
Week 3	Performance Assessment & Exercise Prescription	Day 1	1	Introduction to fitness assessments and client evaluation.	<b>• Task 3</b>  <i><u>Details may be seen at Annexure-I</u></i>
			1	Fitness tests for assessing cardiovascular fitness (VO2 Max)	
			1.5	Hands-on Practical Conduct fitness tests for cardiovascular fitness (without equipment)	

			1.5	Hands-on Practical Conduct fitness tests for cardiovascular fitness (with equipment)
		<b>Day 2</b>	1	Fitness tests for assessing muscular strength
			1	Fitness tests for assessing muscular endurance
			1.5	Hands-on Practical Fitness tests for strength (1RM testing)
			1.5	Hands-on Practical Fitness tests for endurance
		<b>Day 3</b>	1	Fitness tests for assessing flexibility
			1	Tests for assessing body composition (BIA, DEXA, Under water weighing etc)
			1.5	Hands-on Practical Fitness tests for flexibility
			1.5	Hands-on Practical Fitness tests for body composition
		<b>Day 4</b>	1	Client Evaluation: Understanding the importance of client history, goals, and lifestyle.
			1	Conducting client evaluation (Anthropometric measurements, history, goals and lifestyle)
			1	Creating & Maintaining personal assessment & training logbook

			2	Hands-on Practical Completing Personal Training logbook	
		Day 5	1	Developing individualized exercise programs.	
			1	Program Design Principles: Application of FITT (Frequency, Intensity, Time, Type) principles in program development.	
			1	Adapting programs based on individual fitness levels, goals, and preferences.	
			2	Hands-on Practical Designing programs based on guidelines in gym settings	
Week 4	Principles of Strength and Conditioning	Day 1	1	Strength Training Principles Understanding resistance training techniques.	<p>• Task 4</p> <p><i>Details may be seen at Annexure-I</i></p>
			1	- Resistance Training Basics (Exercises) - Introduction to free weights, machines, and bodyweight exercises.	
			1	Progressive Overload: Explanation of progressive overload as a fundamental principle for muscle adaptation.	
			2	Hands-on Practice with Resistance training exercises (Pectoralis, Lats, Deltoids, Biceps & Triceps Muscles)	
		Day 2	1	Introduction to periodization for optimizing training programs over	

				time.
			1	Macro, Meso & Micro Cycles
			1.5	Hands-on Practice with Resistance training exercises (Quadriceps, Hamstrings & Calf muscles)
			1.5	Hands-on Practice with Resistance training exercises (Core muscles)
		<b>Day 3</b>	1	Cardiovascular exercise principles. Benefits and considerations for each type of cardiovascular exercise.
			1	Target heart rate zones & exercise intensities.
			1	Programming (Steady state, interval, fartlek, HIIT)
			2	Hands-on Practice Calculating intensity: MHR formula Karvonen formula
		<b>Day 4</b>	1	Flexibility Training Techniques: Static and dynamic stretching methods.
			1	Joint Mobility Exercises
			1	Stretching protocols and corrective exercises.
			2	Hands-on Practical Stretching programs
		<b>Day 5</b>	1	Hands-on Practice with Designing a Strength

				Training Exercise Plan	
			1	Hands-on Practice with Designing a Flexibility Training Exercise Plan	
			1	Hands-on Practice with Designing an Endurance Training Exercise Plan	
			2	Hands-on Practice with Designing a Cardio/HIIT Training Exercise Plan	
Week 5	Sports Nutrition	Day 1	0.5	Introduction to Nutrition	<p>• Task 5</p> <p><u>Details may be seen at Annexure-I</u></p>
			2.5	Macro Nutrients (Carbohydrate, Fats & Protein)	
			1	Micronutrients (Vitamins & Minerals)	
			0.5	Hands-On Practice with Macro & Micronutrients (Show videos/ diagrams / printouts with different macro & micronutrients options and ask candidates to classify them)	
		Day 2	1	-Energy Systems	
			1.5	Basal Metabolic Rate (BMR)	
			1.5	Hands-On Practice with BMR (Ask students to calculate BMR of 3 different people)	
			0.5	Types of Human Body (Ectomorph, Endomorph, Mesomorph)	

		<b>Day 3</b>	1	-Thermic Index of different foods
			1	Hands-On Practice with foods requirement as per body type
			1	Hydration/ Dehydration
			2	Hands-On Practice with Activity Levels & Nutritional Requirements
		<b>Day 4</b>	1	Injury prevention / rehabilitation through food
			1	-Introduction and uses of Supplements
			1	Hands-On Practice with uses of supplements (Give data of Random BMR / Activity Level and ask them to suggest supplements if required)
			2	Group discussion Dietary supplements
		<b>Day 5</b>	1	Macronutrients for Athletes
			1	Pre-Activity Nutrition
			1	Hands-On Practice with Pre-Activity Nutrition (Show video / printouts or data to candidates regarding different athletes from different games and ask them to make a pre-activity nutrition plan accordingly)

			2	Group Discussion / Presentation	
Week 6	Sports Nutrition	Day 1	1	Post-Activity Nutrition	<p>• Task 6</p> <p><u>Details may be seen at Annexure-I</u></p>
			2	Hands-On Practice with Post-Activity Nutrition (Show video / printouts or data to candidates regarding different athletes from different games and ask them to make a post-activity nutrition plan accordingly)	
			1	Nutrition and Injuries	
			1	Nutrition in Rehabilitation of Sports Injuries	
		Day 2	1	Gut Health and Performance	
			2	Weight Management and Body Composition	
			1	Hands-On Practice with Weight Management & Body Composition (Provide data of different athletes from different games to candidates and ask them to identify ideal body composition/Weight Management)	
			1	-Hydration Strategies -Eating for Endurance vs. Strength	
		Day 3	1	Sports-Specific Nutrition	
			1	Hands-On Practice with Sports Nutrition (Making diet plan for	



				different Athletes from different games)	
			1	Supplements & Sports Drinks for performance	
			2	Hands-On Practice with uses of supplements (Give data of different Athletes from different games and ask them to suggest supplements if required)	
		Day 4	1	Eating disorder (anorexia nervosa and bulimia nervosa)	
			1	Monitoring & Evaluation	
			1	Education & Counselling	
			2	Group Discussion / Presentation	
		Day 5	1	Weight Management Strategies: Caloric balance and energy expenditure	
			1	Calculating Daily Caloric requirements for Overweight individuals	
			1	Calculating Daily Caloric requirements for Underweight individuals	
			2	Recommending Macro Nutrients intake for different goals (Weight loss, Weight gain, Sports performance)	
Week 7	Individuals with distinct needs	Day 1	1	Pregnancy	•Task 7

			1.5	Hands-On Practice with Pregnancy Exercises/Care	<i><u>Details may be seen at Annexure-I</u></i>
			1	Senior Fitness	
			1.5	Hands-On Practice with Senior Fitness	
		<b>Day 2</b>	1	Hormonal Issue	
			1.5	Hands-On Practice with Hormonal Issue	
			1	Metabolism	
			1.5	Heart Patients	
		<b>Day 3</b>	1	Overweight People	
			1.5	Hands-On Practice with Overweight People Exercises	
			1	Lower Back Pain	
			1.5	Hands-On Practice with Lower Back Pain Management	
		<b>Day 4</b>	1	Clients with any Medical History	
			1.5	Hands-On Practice with Managing Clients with Medical History	
			1	Arthritis	
			1.5	Hands-On Practice with Arthritis Clients	

		<b>Day 5</b>	<b>1</b>	Children and Exercise
			<b>1.5</b>	Hands-On Practice with Children and Exercise
			<b>1</b>	-Plateau -How to Break Plateau
			<b>1.5</b>	Group Discussion / Presentation
<b>Week 8</b>	<b>Injury Prevention/ Management</b>	<b>Day 1</b>	<b>1</b>	-Introduction to Injuries -Types of Injuries
			<b>1.5</b>	-Prehabilitation -Rehabilitation
			<b>1</b>	Environmental Concerns
			<b>1.5</b>	-Breathing Reactions -Hands-On Practice with Breathing Reactions
		<b>Day 2</b>	<b>1</b>	-Warm-up -Cool-Down
			<b>1.5</b>	Hands-On Practice with warm-up and Cool-down exercises
			<b>1</b>	-POLICE -LOVE & PEACE
			<b>1.5</b>	Hands-On Practice with POLICE, LOVE & PEACE
		<b>Day 3</b>	<b>1</b>	Bones & Joints Injury
			<b>1.5</b>	Hands-On Practice with Bones & Joints Injury
			<b>1</b>	-Soft Tissue Injury -Cramps

			1.5	Hands-On Practice with Soft Tissue Injury & Cramps Management	<p>• <b>Task 8</b></p> <p><i>Details may be seen at <u>Annexure-I</u></i></p>
		Day 4	1	Sports Injuries	
			1	Types of Sports Injuries	
			1	Reasons of Sports Injuries	
			2	Hands-On Practice with sports Injuries	
		Day 5	1	Heat Related Injuries (Heat Index, Heat Cramps, Heat Exhaustion & Heat Stroke)	
			1.5	Hands-On Practice with Heat Related Injuries (Show videos/ diagrams / scenario and ask them to identify heat related issues)	
			1	Exercises for Rehabilitation of Different Injuries	
			1.5	Hands-On Practice with Rehabilitation Exercises	
Week 9	Safety Issues	Day 1	1	Safety Checks Regarding Gym	
			1	Hands-On Practice with Safety Checks Regarding Gym	
			1	Safety Rules for the Clients	
			2	Hands-On Practice with Safety Rules for the Clients	
		Day 2	1	Over Training	

			1	Hands-On Practice with Balance Training Approach
			1	Warning Signs during Exercise
			2	Hands-On Practice with Warning Signs during Exercise
		<b>Day 3</b>	1	Kinetics of Lifting
			1	Hands-On Practice with Kinetics of Lifting
			1	Stress Management
			2	Hands-On Practice with Stress Management
		<b>Day 4</b>	1	High Risk Exercises
			1	Hands-On Practice with High-Risk Exercises
			2	Hands-On Practice on Safety Issues (Show videos of different activities and ask them to Identify safety Issues/measures)
			1	Group Discussion
		<b>Day 5</b>	1	Cardiovascular and HIIT Risks
			1	Hands-On Practice cardiovascular and HIIT Risks Identification/Management

			1	Gym Attire / Gears for trainee	
			2	Group Discussion / Presentation	
Week 10	Internship/ Hands-on practical in the real-world scenarios	Day 1	1	Pectoralis Exercises (Machines, body weight, pulley based etc.)	<b>• Task 10</b>  <u>Details may be seen at Annexure-I</u>
			1.5	Hands-On Practice with Pectoralis Exercises	
			1	Biceps & Triceps Exercises (Machines, body weight, pulley based etc.)	
			1.5	Hands-on Practice with Biceps & triceps Exercises	
		Day 2	1	Deltoids & Trapezius Exercises (Machines, body weight, pulley based etc.)	
			1.5	Hands-On Practice with Shoulder Exercises	
			1	Quadriceps & Hamstrings Exercises (Machines, body weight, pulley based etc.)	
			1.5	Hands-on Practice with Legs Exercises	
		Day 3	1	Abs & Core Exercises (Machines, body weight, pulley based etc.)	
			1	Hands-on Practice with Abs & Core Exercises	
			1	Designing Exercise Plan for Beginners	
			2	-Hands-on Practice with Functional Training programs	
		Day 4	1	Designing Exercise Plan for Fat Loss / Overweight	

				Client	
			1.5	Hands-on Practice with Designing Exercise Plan for Fat Loss / Overweight Client	
			1	Designing Exercise Plan for Muscle Building	
			1.5	Hands-on Practice with Designing Exercise Plan for Muscle Building	
		Day 5	1	Hands-on Practice with Designing a Strength Training Exercise Plan	
			1	Hands-on Practice with Designing a Flexibility Training Exercise Plan	
			2	Hands-on Practice with Designing a Cardio/HIIT Training Exercise Plan	
			1	Hands-on Practice with Designing an Endurance Training Exercise Plan	
Week 11	Communication, Motivational Strategies and business skills	Day 1	1	Client Communication Skills: Building rapport and effective communication with clients.	<p>• Task 11  <u>Details may be seen at Annexure-I</u></p>
			1	Motivational strategies to keep clients engaged and committed.	
			1	Hands-On Practice with Soft Skills, client communication & motivation	
			2	-Business & Legal Aspects -Continuing Education and Professional Development	
		Day 2	1	Professional Conduct: Ethics and professionalism in the fitness industry.	

			1.5	Hands-On Practice of professionalism
			1	Establishing trust and positive relationships with clients.
			1.5	Hands-On Practice of building positive relationships.
		Day 3	1.5	Personal Branding: Creating a personal brand as a fitness professional.
			1.5	Marketing strategies for attracting clients and building a client base.
			1.5	Overview of business structures and legal considerations for fitness professionals.
			0.5	Client confidentiality and privacy considerations.
		Day 4	1	Appropriate language and the use of spoken, written and non-verbal communication
			1	How to obtain feedback to support retention
			2	How to manage conflict
			1	The typical customer journey in a range of types of fitness facility
		Day 5	1	How to deal with complaints
			1	Different methods of customer engagement including face-to-face, social media and digital technology



			1	The use of technology to support motivation including wearable technology and apps	
			2	Group Discussion / Presentation	
Week 12	Revision & Final Assessment	Day 1	Human Anatomy & Exercise Physiology, Fitness testing, Designing Exercise Programs, Gym Equipment usage  (Situation Based Case Studies/ Oral Quiz)		<p>•Task 12</p> <p><u>Details may be seen at Annexure-I</u></p> <p><b>Final Assessment</b></p>
		Day 2	Safety Issues, Individuals with distinct needs, Injury Prevention/ Management  Sports Nutrition, Soft Skills  (Situation Based Case Studies/ Oral Quiz)		
		Day 3	Final Written Exam / Assessment / Quiz		

		<b>Day 4</b>	Case Studies (Program Design & Nutritional recommendations)  Practical Assessment (Verbal Cueing, and teaching exercises through demonstration of exercise and execution of exercise.	
		<b>Day 5</b>	Course Certificate & Prize Distribution Ceremony	

## Tasks for Certificate in Fitness Trainer / Instructor

Task No.	Task	Description	Week
1.	<b>Human Anatomy &amp; Physiology</b>	Identify and label major muscles and bones in the human body.	<b>Week 1</b>
2.	<b>Human Anatomy &amp; Physiology</b>	Explain the physiological responses of the cardiovascular and respiratory systems during exercise.	<b>Week 2</b>
3.	<b>Fitness Testing</b>	Conduct a basic fitness assessment, including measurements like Anthropometric Testing, BIA, Vo2max, 1RM etc.	<b>Week 3</b>
4.	<b>Planning Exercise Program</b>	Design a 4-week exercise program for a beginner focusing on cardiovascular fitness.	<b>Week 4</b>
		Develop a resistance training program for an intermediate-level client targeting specific muscle groups.	
5.	<b>Sports Nutrition</b>	Outline the macronutrient requirements for a fat loss client.	<b>Week 5</b>
6.	<b>Sports Nutrition</b>	Create a post-workout nutrition plan for a weightlifter/bodybuilder focusing on muscle recovery.	<b>Week 6</b>
7.	<b>Individuals with distinct needs</b>	Create an exercise plan for a senior aiming to improve balance and flexibility.	<b>Week 7</b>
8.	<b>Injury Prevention and Management</b>	Propose preventive exercises and first-aid measures for common injuries such as strains, sprains, and overuse injuries.	<b>Week 8</b>
9.	<b>Safety Issues</b>	Develop a checklist for assessing a client's readiness for specific exercises based on safety considerations.	<b>Week 9</b>
10.	<b>Internship/ Practical</b>	Identify common gym equipment (e.g., treadmill, bench press, dumbbells) and explain their functions.	<b>Week 10</b>
		Demonstrate proper form and technique using selected gym equipment for a full-body workout.	
		Demonstrate proper form for compound movements like squats and deadlifts.	<b>Week 10</b>
		Design a 6-week strength training program emphasizing periodization.	<b>Week 10</b>
		Incorporate conditioning exercises into a workout plan to improve cardiovascular fitness alongside strength.	<b>Week 10</b>
11.	<b>Business &amp; Marketing</b>	Develop a business plan for your personal brand as a fitness trainer.	<b>Week 11</b>
12.	<b>Final Assessment</b>	Quiz/Exam (The Practical Exam to be conducted to assess the following: 1 - Verbal Cueing, 2 - Demonstration / Execution, 3 - Presentation/ Speech Skills, 4 - Knowledge, 5 - Confidence, and 6 - Safety Precautions/ Posture.)	<b>Week 12</b>

## **Workplace/Institute Ethics Guide**

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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.

**Attached as a separate document. Personal Training Booklet.**