

Government of Pakistan

**National Vocational and Technical Training Commission**

**Prime Minister's Hunarmand Pakistan Program**

"Skills for All"

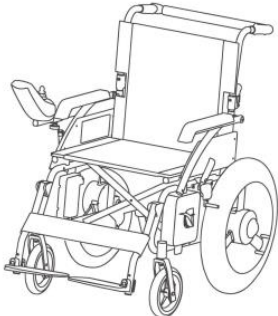





### **Course Contents/ Lesson Plan**

**Course Title:** Wheelchair Making & Repairing (Including Electric Chair)

**Duration:** 3 Months



Trainer Name	Muhammad Kashif
Course Title	Wheelchair Making & Repairing (Including Electric Chair)
Objectives and Expectations	<p><b>Employable skills and hands-on practice in Wheelchair Making and Repairing (including Electric wheelchair)</b></p>  <p>This curriculum is designed / developed keeping in view the job market demand in order to impart skills to carry out the task of wheelchair manufacturing and repairing by focusing more on practical work along with essential required theoretical knowledge as under:-</p> <ol style="list-style-type: none"> <li>1) A clear understanding of function of each item in toolkit.</li> <li>2) Taking proper measurements of the wheelchair user using measuring tools effectively and safely.</li> <li>3) Proper cutting and bending of metal pipes according to measurements taken.</li> <li>4) Welding of pipes safely.</li> <li>5) Pressing of parts for finishing of the product.</li> <li>6) Assembling, disassembling, checking and Re-assembling the wheelchair parts according to the manual.</li> <li>7) Purpose and principle of operation of wheelchair and its components.</li> </ol> <p><b>Main Expectations:</b></p>  <p>In short, the course under reference should be delivered by professional instructors in such a strong hands-on way that the trainees are comfortably able to employ their skills for earning money (through wage/self-employment) at its conclusion. This course clearly goes beyond the domain of the traditional training practices in trend and highlights an expectation that a market-centric approach will be adopted as the main driving force while delivering it. The experienced instructors identify the training needs for the possible market roles like as Job Search &amp; Entrepreneurial Skills &amp; Work Place Ethics Health and Safety has available in this course</p>

	<p>And to maintain interest and motivation of the trainees throughout the course, modern techniques uses such as:</p> <ul style="list-style-type: none"> <li>• Motivational Lectures</li> <li>• Success Stories</li> <li>• Case Studies</li> </ul>
<p><b>Entry-level of trainees</b></p>	<p>Middel / Matric or above</p>
<p><b>Learning Outcomes of the course</b></p>	<p>By the end of this course, students will be able to:</p>  <ul style="list-style-type: none"> <li>• A clear understanding of function of each item in toolkit.</li> <li>• Taking proper measurements of the wheelchair user using measuring tools effectively and safely.</li> <li>• Proper cutting and bending of metal pipes according to measurements taken.</li> <li>• Welding of pipes safely.</li> <li>• Pressing of parts for finishing of the product.</li> <li>• Assembling, disassembling, checking and Re-assembling the wheelchair parts according to the manual.</li> <li>• Purpose and principle of operation of wheelchair and its components.</li> </ul> 
<p><b>Course Execution Plan</b></p>	<p>The total duration of the course:<b>3 months (12 Weeks)</b></p> <p>Duration of course : 3-months.</p> <p>Total training hours. : 240 hours.</p> <p>Training hours per day : 5-hours.</p> <p>Training hours per week : 20 hours.</p> <p>Medium of Instruction : Urdu / Punjabi</p>

	<p style="text-align: center;">Training Methodology : 70% Practical 30% Theory</p>
<p><b>Companies offering jobs in the respective trade</b></p>	<p>The Pass outs students of this course can find job / employment opportunities in the following areas / sectors:</p> <ol style="list-style-type: none"> <li>1) Special (accessible) vehicle manufacturing. (Ambulance etc.).</li> <li>2) Accessible Locomotive manufacturers</li> <li>3) Wheelchair manufacturing Units.</li> <li>4) Wheelchair laboratories.</li> <li>5) Wheelchair clinics.</li> </ol>
<p><b>Job Opportunities</b></p>	<p>The Pass outs students of this course can find job opportunities in the below given areas and sectors but not limited to: Some of job opportunities as is given below;</p> <ol style="list-style-type: none"> <li>1. Technical Centre and Coaching Centre</li> <li>2. Tricycle shops</li> <li>3. Mechanical Shops and workshops unit</li> <li>4. Wheelchair repairing shops</li> <li>6) Special (accessible) vehicle manufacturing. (Ambulance etc.)</li> <li>7) Accessible Locomotive manufacturers</li> <li>8) Wheelchair manufacturing Units.</li> <li>9) Wheelchair laboratories.</li> <li>10) Wheelchair clinics.</li> <li>11) Wheelchair repairing units.</li> </ol>
<p><b>No of Students</b></p>	25
<p><b>Learning Place</b></p>	Classroom / Lab
<p><b>Instructional Resources</b></p>	<p><b>*Digital Learning Resources*</b></p> <p>How to Choose a Wheelchair Secrets and Tips to choosing right.  <a href="https://www.youtube.com/watch?v=dPRLh-MAdtY">https://www.youtube.com/watch?v=dPRLh-MAdtY</a>  <a href="https://www.youtube.com/watch?v=OOa-NUJsusc">https://www.youtube.com/watch?v=OOa-NUJsusc</a>  <a href="https://www.youtube.com/watch?v=YDOb_ni3Q0Q">https://www.youtube.com/watch?v=YDOb_ni3Q0Q</a></p> <p>Assessment and Training of Wheelchair Skills: From Research Evidence to Clinical Practice Webinar  <a href="https://www.youtube.com/watch?v=mW02VCnhzS4">https://www.youtube.com/watch?v=mW02VCnhzS4</a>  <a href="https://www.youtube.com/watch?v=wpuPBaMCogc">https://www.youtube.com/watch?v=wpuPBaMCogc</a></p>

**Fitting a Wheelchair**

<https://www.youtube.com/watch?v=fWfT5kieBRE>

**Measuring and Fitting for a Manual Wheelchair**

<https://www.youtube.com/watch?v=zRI1dEs5kNs>

**Wheelchair Skills Program**

<https://www.youtube.com/@WheelchairSkillsProgram>

**Components and accessories**

<https://www.youtube.com/watch?v=8HEVruGqG-s>

**Frame style, material and setup**

<https://www.youtube.com/watch?v=S5CvZP6k8I8>

**Wheelchair Front Frame Angle**

<https://www.youtube.com/watch?v=8abtuN1R4Ck>

**Brake Types and Adjustment for Manual Wheelchairs**

<https://www.youtube.com/watch?v=hsaVAg3o9TU>

**Solid tire installation demonstration of wheelchair**

<https://www.youtube.com/watch?v=Bwx0gjFvxdo>

**Change a WHEELCHAIR TYRE**

<https://www.youtube.com/watch?v=5b3JUIACEi0>

**Manufacturing of a wheelchair**

<https://www.youtube.com/watch?v=LDoTob7PUIM&t=67s>

[https://www.youtube.com/watch?v=8Z9R1C\\_TwQM](https://www.youtube.com/watch?v=8Z9R1C_TwQM)

<https://www.youtube.com/watch?v=7P9mII6b39k\>

**REVIEWING NEW CUSTOM WHEELCHAIR**

[https://www.youtube.com/watch?v=8H9Xi0\\_a2NM](https://www.youtube.com/watch?v=8H9Xi0_a2NM)

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

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

## MODULES

Scheduled Weeks	Module Title	Days	Learning Units	Home Assignment
Week 1	Introduction of Wheelchair, Manufacturing and Repairing	Day1	<b>Motivational Lecture</b> ( <i>For further detail please see Page No: 3&amp; 4</i> )  <b>Course Introduction</b>  <b>Job market</b>  Introduction of wheelchair	<ul style="list-style-type: none"> <li>• Collect information</li> <li>• Taking notes and memorizing</li> </ul>
		Day 2	<b>Course Applications</b>  <b>Institute/work ethics/ Health Safety</b>  Types of wheelchairs	
		Day 3	Importance of Wheelchair  Needs of wheelchair	
		Day 4	Introduction of Manufacturing & Repairing	
Week 2	Wheelchair Design	Day1	<b>Success stories</b> ( <i>For further detail please see Page No: 3&amp; 4</i> )   Introducing wheelchair design	<ul style="list-style-type: none"> <li>• Collect information</li> <li>• Taking notes and memorizing</li> </ul> <b>Brainstorming And Skill Practice</b>
		Day 2	Wheelchair design process	
		Day 3	Wheelchair manufacturing process	
		Day 4	Introduction and functions to Components of Wheelchair & Manufacturing and Repairing	

Week 3	Seating and postural support elements	Day1	<b>Motivational Lecture(</b> <i>For further detail please see Page No: 3&amp; 4)</i>  Seat bases Cushion	<ul style="list-style-type: none"> <li>• <b>Collect information</b></li> <li>• <b>Skills-based activity</b></li> <li>• <b>Practice the skills</b></li> </ul>
		Day 2	Back Rest	
		Day 3	Foot Rest Arm Rest	
		Day 4	Rear Wheels Front (Castro) wheel  Evaluating seating and postural support elements	
Week 4	Plant & Equipments	Day1	<b>Success stories (</b> <i>For further detail please see Page No: 3&amp; 4)</i>  Types of machines used in wheelchair manufacturing :	<ul style="list-style-type: none"> <li>• <b>Collect information</b></li> <li>• <b>Skills-based activity</b></li> <li>• <b>Taking notes and memorizing</b></li> <li>• <b>Critical and creative thinking</b></li> </ul>
		Day 2	Parts of machines used in wheelchair manufacturing	
		Day 3	Their operation and maintenance Defects of machine and remedies	
		Day 4	Health and safety issues and precaution	





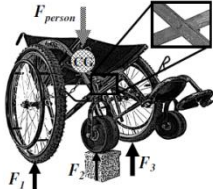

Week 5	Tools Kit	Day1	<b>Motivational Lecture( For further detail please see Page No: 3&amp; 4)</b>  comprehensive knowledge about Hardware tools	<ul style="list-style-type: none"> <li>• <b>Collect information</b></li> <li>• <b>Skills-based activity</b></li> <li>• <b>Taking notes and memorizing</b></li> </ul> <b>Critical and creative thinking</b>
		Day 2	introduction of Different tools kits	
		Day 3	Functions of Tools	
		Day 4	Usage and applied tools in wheelchair manufacturing  Practical of different toolkits	
Week 6	Basics and Principals of Assessments	Day1	<b>Success stories ( For further detail please see Page No: 3&amp; 4)</b>  Knowledge about measuring  Measuring length. centimeter, meter, inch, feet	<ul style="list-style-type: none"> <li>• <b>Collect information</b></li> <li>• <b>Skills-based activity</b></li> <li>• <b>Taking notes and memorizing</b></li> </ul> <b>Critical and creative thinking the box</b>
		Day 2	Tools of measuring And practical	
		Day 3	User Assessment	


		<b>Day 4</b>	Detailed dimensions of wheelchair  Practical of dimensions and demo of Need base user Assessment	
<b>Week 7</b>	<b>Basics and Principals of Cutting</b>	<b>Day1</b>	<b>Success stories ( For further detail please see Page No: 3&amp; 4)</b>  Introduction of pipe cutting	<ul style="list-style-type: none"> <li>• <b>Collect information</b></li> <li>• <b>Skills-based activity</b></li> <li>• <b>Taking notes and memorizing Critical and creative thinking</b></li> </ul>
		<b>Day 2</b>	Usage of Grinder	
		<b>Day 3</b>	Operation of pipe cutting	
		<b>Day 4</b>	Practical :Basics and Principals of Cutting	
<b>Week 8</b>	<b>Basics of Bending and Pressing + Finishing</b>	<b>Day1</b>	<b>Success stories ( For further detail please see Page No: 3&amp; 4)</b>  Introduction of bending machine	<ul style="list-style-type: none"> <li>• <b>Collect information</b></li> <li>• <b>Skills-based activity</b></li> <li>• <b>Taking notes and memorizing Critical and creative thinking</b></li> </ul>
		<b>Day 2</b>	Types of bending Introduction of bending diy	
		<b>Day 3</b>	Introduction and comprehensive demonstration of pressing and finishing	
		<b>Day 4</b>	Different Pipe Bending and Pressing + Finishing practical	
<b>Week 9</b>	<b>Basics and Principals of Welding,</b>	<b>Day1</b>	<b>Success stories ( For further detail please see Page No: 3&amp; 4)</b>	<ul style="list-style-type: none"> <li>• <b>Collect information</b></li> <li>• <b>Skills-based activity</b></li> </ul>

			Introduction of welding plant	<ul style="list-style-type: none"> <li>• Taking notes and memorizing Critical and creative thinking</li> </ul>
		Day 2	Principles of welding	
		Day 3	Safety and health Precautions Types of welding	
		Day 4	comprehensive demonstration of Welding	
Week 10	Basics and Principals of Assembling & Repairing	Day1	<b>Motivational Lecture (For further detail please see Page No: 3&amp; 4)</b>  Assembling the frame	<ul style="list-style-type: none"> <li>• Collect information</li> <li>• Skills-based activity</li> <li>• Taking notes and memorizing Critical and creative thinking</li> </ul>
		Day 2	Assembling the wheels	
		Day 3	Assembling the seat Assembling the backrest	
		Day 4	Assembling the footrest Assembling the brakes	
Week 11	Basics and Principals of Electric Wheelchair	Day1	<b>Motivational Lecture( For further detail please see Page No: 3&amp; 4)</b>  Introduction of electric wheelchair	<ul style="list-style-type: none"> <li>• Collect information</li> <li>• Skills-based activity</li> <li>• Taking notes and memorizing</li> </ul>

		<b>Day 2</b>	Basic Functions of Electric wheelchair	<b>Critical and creative thinking</b>
		<b>Day 3</b>	Introduction of electric control panel and machine motor	
		<b>Day 4</b>	Introduction of battery, Battery types and usage Introduction of frame structure and design	
<b>Week 12</b>	<b>Wheel chair Project:</b>	<b>Day1</b>	<b>Success stories ( For further detail please see Page No: 3&amp; 4)</b> Job Market Searching	<ul style="list-style-type: none"> <li>• <b>Collect information</b></li> <li>• <b>Skills-based activity</b></li> <li>• <b>Taking notes and memorizing Critical and creative thinking</b></li> </ul>
		<b>Day 2</b>	Self-employment & Entrepreneurship	
		<b>Day 3</b>	Making wheelchair by using combination of material and tools to assigning different tasks amongst all trainees.	
		<b>Day 4</b>		

**Tasks for Certificate in Wheelchair Making and repairing**  
**(including Electric wheelchair)**

<b>Task No.</b>	<b>Task</b>	<b>Description</b>	<b>Week</b>
1.	Parts of the Wheelchair 	Understand and explain the parts of the Wheelchair.	<b>Week 1,2</b>
2.	Tools and parts and their application 	Explain awareness of different tools and parts and their application for manufacturing a wheelchair.	<b>Week 3,4</b>
3.	Techniques/designs of assembling of parts 	Describe various techniques/designs of assembling of parts according to measurements.	<b>Week 5,6</b>
4.	Making different wheelchairs 	Elaborate the techniques of making different wheelchairs by cutting, bending, welding and pressing.	<b>Week 7,8,9,10</b>

5.	<p>Electric and Electric wheelchair</p> 	<p>Elaborate the introductions of electric and Electric wheelchair their functions ,frame design and different components, parts of electric wheelchair</p>	<p><b>Week 11,12</b></p>
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**Motivational Lectures**  
**Wheelchairs Motivations:**

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Motivations videos about Wheelchairs Sectors:

**Lakhon Rupaye Kharch Kar Ke Mazoor Khaton Ne Wheel Chair Factory Bana Di - Sab Workers Bhi Mazoor**

<https://www.youtube.com/watch?v=dDxOO9Hv56s>

**Zahida Hameed Qureshi President Society For Special Persons**

<https://www.youtube.com/watch?v=n56AwJxEaSE>

**Meet Zahida Hameed, differently-abled who provides customised wheel chairs to differently abled**

<https://www.youtube.com/watch?v=Ethv7jTzQkU>

**Wheelchair factory**

<https://www.youtube.com/watch?v=Kp4I2KDOWUY>

**The making of a concept wheelchair,**

[https://www.youtube.com/watch?v=J5s\\_lcwKrc](https://www.youtube.com/watch?v=J5s_lcwKrc)

**How To Be a Professional - Moral Lesson in Life | Dr. Khalid Jamil**

<https://www.youtube.com/watch?v=IibryfUaw88>

**How To Overcome Fear - Happy Life Tips Urdu/Hindi by Dr. Khalid Jamil**

<https://www.youtube.com/watch?v=mG5ap-NUirE>

**What is the Stress Management By Dr. Khalid Jameel Akhtar | Stress, Depression And Anxiety**

<https://www.youtube.com/watch?v=xT1Zf-EANfE>

## Annexure-II

### 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, game play 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"> <li>To introduce the communication skills and how it will work</li> <li>Get to know mentor and team - build rapport and develop a strong sense of a team</li> <li>Provide an introduction to communication skills</li> <li>Team to collaborate on an activity sheet developing their communication, teamwork, and problem-solving</li> <li>Gain an understanding of participants' own communication skills rating at the start of the program</li> </ul>

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			
<b>Key learning outcomes:</b>	<b>Resources:</b>		<b>Enterprise skills developed:</b>



<ul style="list-style-type: none"> <li>• Understand the communication skills and how it works.</li> <li>• Understand what communication skills mean</li> <li>• Understand what skills are important for communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Podium</li> <li>• Projector</li> <li>• Computer</li> <li>• Flip Chart</li> <li>• Marker</li> </ul>	<ul style="list-style-type: none"> <li>• Communication</li> <li>• Self Confidence</li> <li>• Teamwork</li> </ul>
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<b>Schedule</b>	<b>Mentor Should do</b>
<b>Welcome:</b> <b>5 min</b>	Short welcome and ask the <b>Mentor</b> 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.
<b>Icebreaker:</b> <b>10 min</b>	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.
<b>Introduction &amp; Onboarding:</b> <b>20mins</b>	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"> <li>1. Explanation of the program and structure. (Kamyab jawan Program)</li> <li>2. How you will use your communication skills in your professional life.</li> <li>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)</li> <li>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.</li> </ol>
<b>Team Activity Planning:</b> <b>30 minutes</b>	<b>MENTOR:</b> Explain to the whole team that you will now be planning how to collaborate for the first and second

	<p>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"> <li>• “IDENTIFY ENTREPRENEURS” TEAM ACTIVITY</li> <li>• “BRAINSTORMING SOCIAL PROBLEMS” TEAM ACTIVITY”</li> </ul> <p><i>As a team, collaborate on a creative brainstorm on social problems in your community. Vote on the areas you feel most passionate about as a team, then write down what change you would like to see happen.</i></p> <p>Make sure the teams have the opportunity to talk about how they want to work as a team through the activities e.g. when they want to complete the activities, how to communicate, the role of the project manager, etc. Make sure you allocate each young person a specific week that they are the project manager for the weekly activities and make a note of this.</p> <p>Type up notes for their strategy if this is helpful - it can be included underneath the Team Contract.</p>
<p><b>Session Close:</b> <b>5 minutes</b></p>	<p><b>MENTOR:</b> Close the session with the opportunity for anyone to ask any remaining questions.</p> <p><b>Instructor:</b> 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	<a href="https://www.youtube.com/watch?v=OrQte08MI90">https://www.youtube.com/watch?v=OrQte08MI90</a>
Just Control Your Emotions	Qasim Ali Shah	<a href="https://www.youtube.com/watch?v=JzFs_yJt-w">https://www.youtube.com/watch?v=JzFs_yJt-w</a>
How to Communicate Effectively	Qasim Ali Shah	<a href="https://www.youtube.com/watch?v=PhHAQEGehKc">https://www.youtube.com/watch?v=PhHAQEGehKc</a>
Your ATTITUDE is Everything	Tony Robbins Les Brown David Goggins Jocko Willink Wayne Dyer Eckart Tolle	<a href="https://www.youtube.com/watch?v=5fS3rj6eIFg">https://www.youtube.com/watch?v=5fS3rj6eIFg</a>
Control Your EMOTIONS	Jim Rohn Les Brown TD Jakes Tony Robbins	<a href="https://www.youtube.com/watch?v=chn86sH0O5U">https://www.youtube.com/watch?v=chn86sH0O5U</a>
Defeat Fear, Build Confidence	Shaykh Atif Ahmed	<a href="https://www.youtube.com/watch?v=s10dzfbozd4">https://www.youtube.com/watch?v=s10dzfbozd4</a>
Wisdom of the Eagle	Learn Kurooji	<a href="https://www.youtube.com/watch?v=bEU7V5rJTtw">https://www.youtube.com/watch?v=bEU7V5rJTtw</a>
The Electric of ATTITUDE	Titan Man	<a href="https://www.youtube.com/watch?v=r8LJ5X2ejqU">https://www.youtube.com/watch?v=r8LJ5X2ejqU</a>
STOP WASTING TIME	Arnold Schwarzenegger	<a href="https://www.youtube.com/watch?v=kzSBrJmXqdg">https://www.youtube.com/watch?v=kzSBrJmXqdg</a>
Risk of Success	Denzel Washington	<a href="https://www.youtube.com/watch?v=tbnzAVRZ9Xc">https://www.youtube.com/watch?v=tbnzAVRZ9Xc</a>

**SUCCESS STORY**

S. No	Key Information	Detail/Description
1.	<b>Self &amp; Family background</b>	<p><b>Danyal Saleem</b>, who lives in Mirpur (AJK), is an example of how hard work and perseverance can reap rich rewards when bidding for projects online. The graphic designer works exclusively on an online freelancing platform and has earned, on average, <b>US\$20,000</b> per month for the past several months. But this isn't a story of overnight success – Danyal has had to work hard to differentiate himself and stay true to his goal.</p> <p>It was a full year later, in May 2017, when Danyal finally decided to jump in. He signed up for one of the numerous sites that connect designers or coders with people or companies that have small projects, like designing a logo or building a website. He had already started a small business to help pay for his college education, so he was nervous and apprehensive about the decision. “I gave myself two or three months at most. If I didn't succeed, then I would go back to running the business as it was showing potential,” he says.</p> <p><b>If at first, you don't succeed, try try again</b></p>
2.	<b>How he came on board NAVTTC Training/ or got trained through any other source</b>	Certification in graphic designing from STEPS(NAVTTTC partner institute)
3.	<b>Post-training activities</b>	<p><b>Danyal's</b> area of expertise is in <b>graphic design</b>. In his first month using Fiverr, he pitched mostly for projects centered around logo designing. But it wasn't so simple. In the first few weeks, he didn't hear back from even a single client, despite pitching for dozens of projects.</p> <p>“I needed to understand what worked, so I read blogs, participated in forums, and analyzed profiles of successful freelancers. It was an uphill struggle, but I didn't want to give up,” he explains.</p> <p>Danyal says he understands why clients would be apprehensive giving projects to untested freelancers.</p>

		<p>They have hundreds of options to choose from, he explains, and to give a project to someone with no experience requires a strong leap of faith.</p> <p>A slow stream of projects started to come Danyal's way. Within a few months, he was landing an average of a hundred projects every month, with a large number of repeat clients. He also expanded the range of his professional services, branching out from logo design to business cards, banners, Facebook cover pages, letterheads, and stationery.</p> <p>But he's had to face his fair share of challenges too. The shoddy state of internet infrastructure in his city, Mirpur, threatened to derail his freelancing career. "Sometimes I haven't had connectivity for two days straight," he explains. "That's unthinkable for someone who makes his livelihood on the internet."</p>
4.	<p><b>Message to others</b> <b>(under training)</b></p>	<p>Take the training opportunity seriously Impose self-discipline and ensure regularity Make Hard work pays in the end so be always ready for the same.</p>

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

1. To call a passed out successful trainee of the institute. He will narrate his success story to the trainees in his own words and meet trainees as well.
2. To see and listen to a recorded video/clip (5 to 7 minutes) showing a successful trainee Audio-video recording that has to cover the above-mentioned points.\*
3. The teacher displays the picture of a successful trainee (name, trade, institute, organization, job, earning, etc) and narrates his/her story in the teacher's own motivational words.

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

## **Workplace/Institute Ethics Guide**

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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.