

Government of Pakistan

**National Vocational and Technical Training Commission**

**Prime Minister's Hunarmand Pakistan Program**

"Skills for All"



**Course Contents / Lesson Plan**

**Course Title:** GENERAL ELECTRICIAN

**Duration:** 6 Months

|                                    |   |
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| <b>Trainer Name</b>                |   |
| <b>Course Title</b>                | <b>General Electrician</b>  |
| <b>Objectives and Expectations</b> | <p style="text-align: center;"><b>Employable Skills and Hands-on Practice in General Electrician</b></p> <p>The six-month course in General Electrician is designed with the primary objective of cultivating employable skills and fostering hands-on practice, providing a comprehensive understanding of electrical work, safety measures, and the variations of the electrician job in the market.</p> <p><b>1. Broad Cross-Disciplinary Learning:</b></p> <p>Our curriculum goes beyond traditional electrical training to offer a broad, cross-disciplinary learning experience. We aim to ensure our students understand the various aspects of visual communication prevalent in the modern electrical field. Our course emphasizes the importance of the design process in the realm of electrical work, including but not limited to, electrical layouts and schematics. Our curriculum fosters a deep understanding of researching methodologies, skills to develop creative briefs, and competencies needed for effective campaign development.</p> <p>By incorporating these design elements, we aim to prepare our students for the multifaceted aspects of electrician jobs, ranging from drafting electrical plans to executing complex wiring layouts. We believe in the importance of teamwork and presentation skills as vital aspects of professional development, and hence, we integrate them into our curriculum.</p> <p><b>2. Hands-On Training:</b></p> <p>In an industry like electricity, theoretical knowledge alone does not suffice. Our curriculum, therefore, places a significant emphasis on hands-on training. We ensure that each student has ample opportunity to gain practical experience. We have integrated a variety of practical tasks (outlined) into our coursework to provide real-world experience. We believe in transparency and accountability; thus, we maintain a comprehensive record of all tasks performed, whether individually or in groups. These records are preserved carefully for physical inspection and verification during monitoring visits, ensuring that every student gets the training and practice they deserve.</p> <p><b>3. Market-Centric Approach:</b></p> <p>Recognizing the rapidly evolving job market, our curriculum adopts a market-centric approach. Our seasoned instructors are tasked with identifying potential market roles and tailoring their training to these identified roles. This approach ensures that our students are not only well-versed in electrical principles but are also fully equipped to enter the job market. We strive to understand the strengths and weaknesses of each student so we can provide individualized guidance, optimizing employability and job performance post-training.</p> <p><b>4. Job Search &amp; Entrepreneurial Skills:</b></p> <p>A unique element of our curriculum is the inclusion of a module dedicated to enhancing job search skills and fostering entrepreneurial capabilities. Recognizing the globalization of the job market, we provide guidance about job searching in local and international markets. We also encourage self-employment, providing the necessary guidance and exposure to requirements for setting up a business. We aim to foster an entrepreneurial spirit among our students, equipping them with the necessary tools to become successful self-starters.</p> <p><b>5. Responsible Citizenship:</b></p> <p>We believe in cultivating more than just employable skills; we strive to nurture well-rounded individuals. We thus incorporate into our curriculum a sense of civic duties and responsibilities. We discuss the importance of moral values and the role of a responsible citizen in our society, helping to shape not only skilled electricians but also conscientious</p> |

and responsible members of the community.

**6. Workplace Ethics:**

Our course also places considerable emphasis on workplace ethics. We believe in creating a respectful and inclusive work environment, which starts with instilling in our students the importance of positive behavior in the workplace. We incorporate global best practices into our training modules, setting high standards of conduct for our students. To ensure engagement, we present these ethical guidelines in an attractive and interesting format, using PPT slides and video documentaries.

**7. Motivational Elements:**

Motivation plays a significant role in learning and development. We integrate motivational elements into our course structure through regular lectures aimed at inspiring trainees toward professional excellence. We share real-life success stories to provide relatable examples and foster a sense of determination and resilience in our students. We also emphasize general topics such as the importance of moral values and civic roles, creating a learning environment that nurtures both personal and professional growth.

**8. Case Studies:**

To make the training more interactive and practical, we utilize case studies that illustrate real-life scenarios. These case studies help our students understand the theoretical and practical aspects of complex phenomena. They stimulate active participation from trainees and create a dynamic learning environment. We present case studies in various formats, such as PowerPoint presentations and video documentaries, to cater to different learning styles.

**9. Skill Evaluation:**

We believe in continuous assessment to ensure the competency of our trainees. Thus, we conduct regular evaluations to assess the skills acquired by our students throughout the course. We maintain proper records of these evaluations, providing a transparent and accurate portrayal of each student's progress. Our evaluations are designed not just to test theoretical knowledge but to gauge the problem-solving abilities of our students.

In conclusion, our six-month General Electrician course equips students not only with essential technical skills but also with a broader understanding of the job market, entrepreneurial skills, workplace ethics, and civic responsibilities. This blend of practical and transferrable skills ensures that our students are competitive candidates for jobs and self-employment opportunities, fully prepared to contribute positively to society and their chosen profession.

Entry-level of trainees

Middle/ Matric

Learning Outcomes of the Course

**By the end of this course, students will be able to:**

- **Understanding of Electrical Concepts:** Gain a comprehensive knowledge of the principles of electricity, including circuits, current, voltage, resistance, and power.
- **Electrical Safety Skills:** Develop an understanding of safety protocols and standards in the electrical industry, including the use of personal protective equipment and the implementation of safety procedures.
- **Wiring Skills:** Learn how to install and repair electrical wiring, outlets, and fixtures in residential, commercial, and industrial settings.
- **Electrical Systems Knowledge:** Gain the ability to read, interpret, and create electrical diagrams and blueprints.
- **Equipment Operation:** Master the use of electrical tools and equipment, including multimeters, ammeters, voltmeters, Megger, Clamp-on meters, and oscilloscopes.
- **Troubleshooting and Repair:** Develop skills to diagnose electrical problems and repair or replace faulty components.
- **Code Compliance:** Understand and comply with local and national electrical codes

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|  | <p>during the installation and repair process.</p> <ul style="list-style-type: none"> <li>• <b>Customer Service Skills:</b> Learn to effectively communicate with clients, answering questions and explaining the work needed in a clear and understandable way.</li> <li>• <b>Teamwork Skills:</b> Work effectively in a team, collaborating with other electricians and professionals on larger projects.</li> <li>• <b>Energy Efficiency Knowledge:</b> Understand how to implement energy-efficient solutions for electrical installations and troubleshooting.</li> <li>• <b>Entrepreneurial Skills:</b> Gain skills necessary to operate an independent electrical contracting business, including creating estimates and managing projects.</li> <li>• <b>Work Ethic:</b> Understand and exemplify professional behavior in the workplace, adhering to ethical guidelines and demonstrating responsibility.</li> <li>• <b>Career Development Skills:</b> Develop an understanding of job search techniques, resume building, and interview skills for the local and international job market.</li> <li>• <b>Continual Learning:</b> Develop the habit of staying updated with the latest technologies, tools, and practices in the electrical industry.</li> </ul> <p>These learning outcomes aim to equip students with the knowledge, skills, and attitudes necessary to perform the tasks and responsibilities of a general electrician safely, efficiently, and ethically.</p> |
| <b>Course Execution Plan</b>                           | <p>The total duration of the course: <b>6 months (24 Weeks)</b></p> <p>Class hours: <b>4 hours per day</b></p> <p>Theory: <b>20%</b></p> <p>Practical: <b>80%</b></p> <p>Weekly hours: <b>20 hours per week</b></p> <p>Total contact hours: 480 hours</p>   |
| <b>Companies offering jobs in the respective trade</b> | <ol style="list-style-type: none"> <li>1. Habib Construction Services</li> <li>2. Descon</li> <li>3. Millat Tractors</li> <li>4. Engro Corp</li> <li>5. Packages Limited</li> <li>6. Pakistan Telecommunication Company Limited (PTCL)</li> <li>7. Jazz</li> <li>8. Telenor</li> <li>9. K-Electric</li> <li>10. Water and Power Development Authority (WAPDA)</li> <li>11. Pakistan Railways</li> <li>12. Self-employment in the Local market'.</li> </ol>  |
| <b>Job Opportunities</b>                               | <p><b>Construction Firms:</b> Opportunities in companies like Habib Construction Services, Descon, Paragon Constructors, and Bahria Town.</p> <p><b>Manufacturing Companies:</b> Positions in organizations like Millat Tractors and Packages Limited.</p> <p><b>Telecommunication Companies:</b> Jobs in PTCL, Jazz, and Telenor.</p> <p><b>Energy Providers:</b> Openings in K-Electric and National Grid Corporation.</p> <p><b>Transportation Industry:</b> Vacancies in Pakistan Railways.</p> <p><b>Home and Office Building Maintenance:</b> Work opportunities in residential and commercial building maintenance.</p>  |

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|                       | <p><b>Independent Contractor:</b> Chance to start your own electrical services business.</p> <p><b>Government Sector:</b> Job openings in various government departments and institutions.</p> <p><b>Health Industry:</b> Positions in hospitals and health care facilities for maintenance of electrical systems.</p> <p><b>Retail:</b> Opportunities in maintaining electrical systems in malls and large retail stores.</p> <p><b>IT Companies:</b> Roles in maintaining electrical systems in data centers and offices.</p> |
| <b>No of Students</b> | 25 No's   |
| <b>Learning Place</b> | Classroom / Lab   |

| weeks  | Module Title                              | Days Of week | Learning Unit   | Home Assignment  |
|--------|---|--------------|---|--|
| week 1 | Basic Electrical                          | Monday       | Motivational Lecture on <ul style="list-style-type: none"> <li>• Introduction of your institute, structure, all department, hierarchy, and role in Society</li> <li>• Introduction of the electrical department and staff</li> <li>• History of electric city</li> </ul>  | Task.1 Class in charge Arrange the Visit of the institute and department.<br>Task.2 After the visit trainees submit the assignment writing their own observations and brief note on their institute  |
|        | Tools and equipment                       | Tuesday      | Identification and Demonstration lecture at <ul style="list-style-type: none"> <li>• Different Types of tools for General electricians</li> <li>• Different types of measuring equipment for General electricians</li> </ul>  | Task.1 Compare different types of Tools and equipment at web browsing/internet/market famous companies \, Brands, and quality  |
|        | Identifications of Cables and their types | Wednesday    | Identification and Demonstration lecture at <ul style="list-style-type: none"> <li>• Different Types of Cables used in the electrical field.</li> <li>• Different Types of Cable gauges in the electrical field and their uses.</li> <li>• Different Types of Cables gauges General measuring method, Electrician</li> </ul>  | The instructor/class in charge provides used/raw cables during used in training.<br>Task1. Physically Sort out cable according to the category of the core.<br>Task2. Physically Sort out cable according to the category of gauge.<br>Task3. Trainees get the information from books and the internet with the help of web browsing |
|        | Electrical safety                         | Thursday     | Identification and Demonstration lecture at <ul style="list-style-type: none"> <li>• Safety precautions.</li> <li>• safety measures regarding tools electrician.</li> <li>• Common electricity hazards</li> <li>• Importance of Insulated Gloves and shoes in the work environment</li> <li>• Types of Safety Gloves i.e., High tension line and low-tension line.</li> </ul> | Task1. Observe Safety rules<br>Task 2. List down the tools, equipment, and material for safety.  |
|        | Safety measure                            | Friday       | Identification and Demonstration lecture a <ul style="list-style-type: none"> <li>• Limitation of insulation (tolerance limits W.R.T. Voltage)</li> <li>• Use of different Safety Gloves and Safety Shoes for an electrician.</li> </ul>  | Task1.write down the steps After The shock accident measure.<br>Task 2. Importance of Insulated Gloves and Shoes in the work environment.<br>Task 4. Difference between insulated and conductive tools.<br>Task 5. First aid treatment of  |

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|        |                                       |           | <ul style="list-style-type: none"> <li>Basic safety instructions at the workplace.</li> <li>Select the appropriate tools/kit.</li> <li>Handle different insulated tools as per requirement.</li> </ul>          | <p>electric shock.</p> <p>Task 6. Place tools and kits at the appropriate location after use.</p>  |
| week 2 | Allied Training in the metal workshop | Monday    | <p>Introduction Workshop practice</p> <ul style="list-style-type: none"> <li>Introduction to general tools used in the metal workshop, their care, and proper use.</li> <li>Safety precautions.</li> </ul>      | <p>Task 1. Physical introduction with mechanical measuring Tools.</p> <p>Task 2. Physical Identification of mechanical measuring Tools</p>   |
|        | Mechanical Measuring                  | Tuesday   | <p>Introduction of Measuring</p> <ul style="list-style-type: none"> <li>Purpose of measuring and checking tools</li> <li>Accuracy of measuring.</li> <li>Linear measuring like steal rule, Calipers,</li> </ul> | <p>Task1. Exercise performs with the steal rule.</p> <p>Task 2. Exercise performed with Calipers.</p>  |
|        | Mechanical Measuring                  | Wednesday | <p>Introduction of Measuring</p> <ul style="list-style-type: none"> <li>Linear measuring, Vernier Caliper, Height gauge, and Try Square</li> </ul>  | <p>Task3. Exercise performed with Vernier Calipers.</p> <p>Task 4. Exercise performed with Height gauge.</p> <p>Task3. Exercise performed with Try Square</p>  |
|        | Measuring safety and maintenance      | Thursday  | <p>Introduction of Measuring</p> <ul style="list-style-type: none"> <li>Measuring faults.</li> <li>Care and maintenance of measuring tools.</li> </ul>  | <p>Identifying the error in measuring in task1, 2, and 3</p> <p>Task1. Exercise performed with the steal rule.</p> <p>Task 2. Exercise performed with Calipers.</p> <p>Task3. Exercise performed with Vernier Calipers.</p>                    |
|        | Measuring Tolls                       | Friday    | <p>Introduction to Marking</p> <ul style="list-style-type: none"> <li>Necessity of marking</li> <li>Common marking tools like steal rule, Calipers, and center punch</li> </ul>                                 | <p>Task1. Exercise Marking with the steal rule.</p> <p>Task 2. Exercise Marking with Calipers.</p> <p>Task3. Exercise Marking with a center punch.</p>   |
| Week 3 | Filing                                | Monday    | <p>Identification and Demonstration of Filing</p> <ul style="list-style-type: none"> <li>Process of filing</li> <li>Types of files with regards to cut and shape</li> <li>Filing</li> </ul>                     | <p>Task1. How Handel the file Demonstration from the Class Instructor to all class</p> <p>Task 2. Exercise performs filling by the trainee.</p> <p>Task 2. Exercise Identification of file by shape and cut.</p> <p>Task3. Filing Exercise</p> |
|        | Filing Mattel box                     | Tuesday   | <p>Demonstration of filling</p> <ul style="list-style-type: none"> <li>Filing the given job as per</li> </ul>   | <p>Task 1. Exercise performs given task with filling by the trainee.</p> <p>Task 2. Exercise performs given</p>  |

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|        |            |           | <p>instruction</p> <ul style="list-style-type: none"> <li>Select proper tools for the given Job</li> </ul>   | <p>task with filling by the trainee.</p> <p>Task 3. Exercise performs given task with filling by the trainee.</p>   |
|        | Mattel box | Wednesday | <p>Identification and Demonstration of Sawing</p> <ul style="list-style-type: none"> <li>Cutting principal of rake angle</li> <li>The saw blade pitch of teeth, setting of teeth, and tightening of the blade in the frame.</li> </ul> | <p>Task1. How Handel the Saw Demonstration from the Class Instructor to all class</p> <p>Task 2. Exercise performs cutting by the trainee.</p> <p>Task 2. Exercise direction of teeth, setting of teeth, and tightening blade in the frame of the saw by shape and cut.</p>               |
|        | Mattel box | Thursday  | <p>Identification and Demonstration of Drilling</p> <ul style="list-style-type: none"> <li>Drilling of thought holes (effect of movement of the drill, cutting process.</li> <li>Main parts of the drill</li> </ul>                    | <p>Task1. How Handel the Drill machine Demonstration by Class Instructor to all class</p> <p>Task 2. Exercise performs drilling by the trainee.</p> <p>Task 3. Exercise Clamping and removing of twist drills</p>   |
|        | Mattel box | Friday    | <p>Identification and Demonstration of Drilling</p> <ul style="list-style-type: none"> <li>Clamping and removing of twist drills</li> <li>Drilling fault</li> </ul>  | <p>Task1. How Handel the Drill machine Demonstration by Class Instructor to all class</p> <p>Task 2. Exercise performs drilling by the trainee.</p> <p>Task 3. Exercise Clamping and removing of twist drills</p>   |
| week 4 | Mattel box | Monday    | <p>Demonstration of Reaming</p> <ul style="list-style-type: none"> <li>Purpose and process Reaming.</li> <li>Types of reamers, Hand reamers, Machine Reamers, and Adjustable Reamers.</li> <li>Reamer's fault</li> </ul>               | <p>Task1. Reaming Demonstration by Class Instructor to all class</p> <p>Task 2. Exercise performed with Hand reaming by the trainee.</p> <p>Task 3. Exercise performed with Machine reaming by the trainee.</p> <p>Task 4. Exercise performed with adjustable reaming by the trainee.</p> |
|        | Mattel box | Tuesday   | <p>Demonstration of counter sinking and counter boring</p> <ul style="list-style-type: none"> <li>Purpose and procedure of counter sinking Tolls.</li> <li>Purpose and procedure of counter boring Tolls</li> </ul>                    | <p>Task1. Counter sinking and counter boring Demonstration by Class Instructor to all class</p> <p>Task 2. Exercise performs counter sinking by the trainee.</p>  |
|        | Mattel box | Wednesday | <p>Demonstration of counter sinking and counter boring</p> <ul style="list-style-type: none"> <li>Difference and strength of counter sinking and counter boring.</li> <li>Size and No's of the counterbore</li> </ul>                  | <p>Task 3. Exercise counter boring by the trainee.</p> <p>Task 4. Prepare the comparison chart of the counter sink and counter boar.</p>  |
|        | filling    | Tuesday   | Demonstration of filling   | Task1. Follow the instruction as per the sequence of operation to   |



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|        |                                  |           | <ul style="list-style-type: none"> <li>Filling Exercise as per given instructions at the job</li> </ul>   | <p>prepare the job</p> <p>Task2. prepare the job within a given time and instruction.</p> <p>Task3. observe all safety measures and precautions.</p>   |
|        | Marking                          | Friday    | <p>Demonstration of Marking</p> <ul style="list-style-type: none"> <li>Flat Filling Exercise as per given instructions at the job</li> <li>Marking Exercise as per given instructions at the job</li> <li>Center punching Exercise as per given instructions at the job</li> </ul>                              | <p>Task1. Follow the instruction as per the sequence of operation to prepare the job</p> <p>Task2. prepare the job within a given time and instruction.</p> <p>Task3. observe all safety measures and precautions.</p>         |
| Week 5 | Marking                          | Monday    | <p>Demonstration of Marking</p> <ul style="list-style-type: none"> <li>Flat Filling Exercise as per given instructions at the job</li> <li>Square filling Exercise as per given instructions at the job.</li> <li>Sawing and Square filling with size Exercise as per given instructions at the job.</li> </ul> | <p>Task1. Follow the instruction as per the sequence of operation to prepare the job</p> <p>Task2. prepare the job within a given time and instruction.</p> <p>Task3. observe all safety measures and precautions.</p>         |
|        | Mechanical measuring             | Tuesday   | <p>Demonstration of Mechanical measuring</p> <ul style="list-style-type: none"> <li>Introduction to the Inches system</li> <li>Introduction to the metric system</li> <li>Conversation of Unit</li> </ul>   | <p>Task1. Follow the instruction to convert the matrices system to the inches system with the formula.</p> <p>Task 2. Follow the instruction to convert the inches system to the matrices system with the formula</p>          |
|        | Handling of wire and cable       | Wednesday | <p>Demonstration of Handling of wire and cable</p> <ul style="list-style-type: none"> <li>Terminal Plate Filling</li> <li>Terminal Plate Marking</li> </ul>   | <p>Task1. Follow the instruction as per the sequence of operation to prepare the job</p> <p>Task2. prepare the job within a given time and instruction.</p> <p>Task3. observe all safety measures and precautions.</p>         |
|        | Handling of wire and cable       | Thursday  | <p>Demonstration of Handling of wire and cable</p> <ul style="list-style-type: none"> <li>Terminal Plate Drilling and Counter sinking</li> <li>Terminal Plate chamfering</li> </ul>   | <p>Task1. Follow the instruction as per the sequence of operation to prepare the job</p> <p>Task2. prepare the job within a given time and instruction.</p> <p>Task3. observe all safety measures and precautions.</p>         |
|        | Making wire joints and soldering | Friday    | <p>Demonstration of wire joint and soldering</p> <ul style="list-style-type: none"> <li>Making of married joint</li> <li>Marking and stripping,</li> <li>Splicing the standard of wire</li> </ul>   | <p>Task1. Follow the instruction as per the sequence of operation to prepare the job</p> <p>Task2. prepare the job within a given time and instruction.</p> <p>Task3. observe all safety measures, rules, and precautions.</p> |

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| Week 6 | Making<br>Britannia joint              | Monday    | <p>Demonstration of wire Cross joint and soldering</p> <ul style="list-style-type: none"> <li>• Marking and stripping the wire</li> <li>• Splicing the standard of wire</li> </ul>  | <p>Task1. Follow the instruction as per the sequence of operation to prepare the job</p> <p>Task2. prepare the job within a given time and instruction.</p> <p>Task3. observe all safety measures, rules, and precautions.</p>   |
|        | Making<br>Britannia joint              | Tuesday   | <p>Demonstration of wire Cross joint and soldering</p> <ul style="list-style-type: none"> <li>• Marking and stripping the wire</li> <li>• Splicing the standard of wire</li> <li>• Binding, checking, and soldering the joint</li> <li>• Wrapping with the insulation Tape</li> </ul> | <p>Task1. Follow the instruction as per the sequence of operation to prepare the job</p> <p>Task2. prepare the job within a given time and instruction.</p> <p>Task3. observe all safety measures, rules, and precautions.</p>   |
|        | Handling of<br>wire                    | Wednesday | <p>Demonstration of handling the cable.</p> <ul style="list-style-type: none"> <li>• stripping of cable</li> <li>• Binding of cable.</li> </ul>   | <p>Task1. Follow the instruction as per the sequence of operation to prepare the job</p> <p>Task2. prepare the job within a given time and instruction.</p> <p>Task3. observe all safety measures, rules, and precautions.</p>   |
|        | Handling of<br>wire                    | Thursday  | <p>Demonstration of handling the cable.</p> <ul style="list-style-type: none"> <li>• Binding of cable.</li> <li>• Laying of cable.</li> </ul>   | <p>Task1. Follow the instruction as per the sequence of operation to prepare the job</p> <p>Task2. prepare the job within a given time and instruction.</p> <p>Task3. observe all safety measures, rules, and precautions.</p>   |
|        | Electrical<br>Measuring                | Friday    | <p>Demonstration at LAB</p> <ul style="list-style-type: none"> <li>• Making connections</li> <li>• Connecting with the power supply, and checking the function</li> </ul>   | <p>The Demonstration was done by the class Instructor.</p> <p>Task 1. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 2. Performed demonstration in group</p> <p>Task 3. Take all calculations carefully and compare them with the theory lesson</p> <p>Task 4. Write down your observation and discuss it in the group.</p> |
| Week 7 | Making wire<br>joints and<br>soldering | Monday    | <p>Demonstration of wire joint and soldering</p> <ul style="list-style-type: none"> <li>• Binding, checking, and soldering the joint</li> <li>• Wrapping with the insulation Tape</li> </ul>  | <p>Task1. Follow the instruction as per the sequence of operation to prepare the job</p> <p>Task2. prepare the job within a given time and instruction.</p> <p>Task3. observe all safety measures, rules, and precautions.</p>   |

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|        | Making of T Joint and Soldering | Tuesday   | <p>Demonstration of wire T joint and soldering</p> <ul style="list-style-type: none"> <li>• Binding, checking, and soldering the joint</li> <li>• Wrapping with the insulation Tape</li> </ul>  | <p>Task1. Follow the instruction as per the sequence of operation to prepare the job</p> <p>Task2. prepare the job within a given time and instruction.</p> <p>Task3. observe all safety measures, rules, and precautions.</p>  |
|        | Making of T Joint and Soldering | Wednesday | <p>Demonstration of wire T joint and soldering</p> <ul style="list-style-type: none"> <li>• Binding, checking, and soldering the joint</li> <li>• Wrapping with the insulation Tape</li> </ul>  | <p>Task1. Follow the instruction as per the sequence of operation to prepare the job</p> <p>Task2. prepare the job within a given time and instruction.</p> <p>Task3. observe all safety measures, rules, and precautions.</p>  |
|        | Making cross joint              | Thursday  | <p>Demonstration of wire Cross joint and soldering</p> <ul style="list-style-type: none"> <li>• Marking and stripping the wire</li> <li>• Splicing the standard of wire</li> </ul>  | <p>Task1. Follow the instruction as per the sequence of operation to prepare the job</p> <p>Task2. prepare the job within a given time and instruction.</p> <p>Task3. observe all safety measures, rules, and precautions.</p>  |
|        | Making cross joint              | Friday    | <p>Demonstration of wire Cross joint and soldering</p> <ul style="list-style-type: none"> <li>• Binding, checking, and soldering the joint</li> <li>• Wrapping with the insulation Tape</li> </ul>  | <p>Task1. Follow the instruction as per the sequence of operation to prepare the job</p> <p>Task2. prepare the job within a given time and instruction.</p> <p>Task3. observe all safety measures, rules, and precautions.</p>  |
| Week 8 | Electrical measuring Symbols    | Monday    | <p>Identification symbols and Demonstration lecture at</p> <ul style="list-style-type: none"> <li>• Lamps and Light</li> <li>• Connector and Earthing symbol of electrical technology</li> <li>• Making breaking and Isolation</li> </ul> | <p>The Demonstration was done by the instructor in class / LAB.</p> <p>Task 1. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 2. Performed demonstration in group</p> <p>Task 3. Make all symbols in your notebook and remember it</p> |
|        | Electrical Measuring Symbols    | Tuesday   | <p>Identification symbols and Demonstration lecture at</p> <ul style="list-style-type: none"> <li>• Location Symbols for Installation</li> <li>• Switches and contactors in electrical technology</li> <li>• Semiconductors</li> </ul>    | <p>The Demonstration was done by the instructor in class / LAB.</p> <p>Task 1. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 2. Performed demonstration in group</p> <p>Task 3. Make all symbols in your notebook and remember it</p> |
|        | Electrical Measuring Symbols    | Wednesday | <p>Identification symbols and Demonstration lecture at</p> <ul style="list-style-type: none"> <li>• Voltage Sources and general symbols of electrical</li> </ul>  | <p>The Demonstration was done by the instructor in class / LAB.</p> <p>Task 1. Trainee observes all activities and writes them down</p>   |

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|        |                                  |           | <p>technology</p> <ul style="list-style-type: none"> <li>• Making and breaking Currents</li> </ul>   | <p>an in a notebook.</p> <p>Task 2. Performed demonstration in group</p> <p>Task 3. Make all symbols in your notebook and remember it</p>  |
|        | Electrical Measuring Symbols     | Thursday  | <p>Identification symbols and Demonstration lecture at</p> <ul style="list-style-type: none"> <li>• Push button switch</li> <li>• Coils and relays</li> <li>• Consumers of electrical technology</li> </ul>                      | <p>The Demonstration was done by the instructor in class / LAB.</p> <p>Task 1. Trainee observes all activities and writes them down an in a notebook.</p> <p>Task 2. Performed demonstration in group</p> <p>Task 3. Make all symbols in your notebook and remember it</p>   |
|        | Electrical Measuring Symbols     | Friday    | <p>Identification symbols and Demonstration lecture at</p> <ul style="list-style-type: none"> <li>• Push button switch</li> <li>• Review of all symbols</li> </ul>   | <p>The Demonstration was done by the instructor in class / LAB.</p> <p>Task 1. Trainee observes all activities and writes them down an in a notebook.</p> <p>Task 2. Performed demonstration in group</p> <p>Task 3. Make all symbols in your notebook and remember it</p>   |
| Week 9 | Electrical Measuring Instruments | Monday    | <p>Demonstration at LAB on Measuring Instruments</p> <ul style="list-style-type: none"> <li>• Ampere meter</li> <li>• Voltage meter</li> <li>• Multimeter Analogue</li> <li>• Multimeter Digital</li> <li>• LCR Meter</li> </ul> | <p>The Demonstration was done by the class Instructor.</p> <p>Task 1. Trainee observes all activities and writes them down an in a notebook.</p> <p>Task 2. Performed demonstration in group</p> <p>Task 3. Take all calculations carefully and compare them with the theory lesson</p> <p>Task 4. Write down your observation and discuss it in a group</p> |
|        | Electrical Measuring             | Tuesday   | <p>Demonstration at LAB on Measuring Instruments</p> <ul style="list-style-type: none"> <li>• Ohm meter</li> <li>• Clamp-on meter</li> <li>• Watt meter</li> <li>• Megger</li> </ul>   | <p>The Demonstration was done by the class Instructor.</p> <p>Task 1. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 2. Performed demonstration in group</p> <p>Task 3. Take all calculations carefully and compare them with the theory lesson</p>   |
|        | Basic Electricity                | Wednesday | <p>Motivational lecture on</p> <ul style="list-style-type: none"> <li>• Definition and Electricity natural force</li> <li>• Origin of electricity</li> </ul>   | <p>Task 1. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 2. Write down your observation and discuss it in a</p>  |

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|         |                       |          | <ul style="list-style-type: none"> <li>• Importance of electricity</li> </ul>   | group   |
|         | Electrical Charges    | Thursday | <p>Motivational lecture and Demonstration on Electrical / Electronic trainer at LAB</p> <ul style="list-style-type: none"> <li>• Positive Charge</li> <li>• Negative charge</li> <li>• opposite charge</li> </ul> | <p>The Demonstration was done by the class Instructor.</p> <p>Task 1. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 2. Performed demonstration in group</p> <p>Task 3. Take all calculations carefully and compare them with the theory lesson</p> <p>Task 4. Write down your observation and discuss it in a group</p>   |
|         | Electrical Charges    | Friday   | <p>Motivational lecture and Demonstration on Electrical / Electronic trainer at LAB</p> <ul style="list-style-type: none"> <li>• Force between similar charge</li> <li>• Force between opposite charge</li> </ul> | <p>The Demonstration was done by the class Instructor.</p> <p>Task 1. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 2. Performed demonstration in group</p> <p>Task 3. Take all calculations carefully and compare with them the theory lesson</p> <p>Task 4. Write down your observation and discuss it in a group</p>   |
| Week 10 | Electricity materials | Monday   | <p>Motivational lecture and Demonstration on Electrical / Electronic trainer at LAB</p> <ul style="list-style-type: none"> <li>• Conductors</li> <li>• Insulator</li> <li>• Composition of material</li> </ul>    | <p>The Demonstration was done by the class Instructor.</p> <p>Task 1. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 2. Performed demonstration in group</p> <p>Task 3. Take all calculations carefully and compare with them the theory lesson</p> <p>Task 4. Write down your observation and discuss it in the group</p> |
|         | Electricity materials | Tuesday  | <p>Motivational lecture and the Demonstration on Electrical / Electronic trainers at LAB</p> <ul style="list-style-type: none"> <li>• Atomic structure</li> <li>• The Free Electrons</li> </ul>                   | <p>The Demonstration was done by the class Instructor.</p> <p>Task 1. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 2. Performed demonstration in group</p> <p>Task 3. Take all calculations carefully and compare them with the theory lesson</p> <p>Task 4. Write down your observation and discuss it in the</p>       |

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|         |  |           |  | group   |
|         | Electromotive force and electric current | Wednesday | <p>Motivational lecture and Demonstration on Electrical / Electronic trainer at LAB</p> <ul style="list-style-type: none"> <li>• E. M. F and how produced</li> <li>• Types of current</li> <li>• Direction of Current</li> </ul>                     | <p>The demonstration was done by the class Instructor.</p> <p>Task 1. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 2. Performed demonstration in group</p> <p>Task 3. Take all calculations carefully and compare them with the theory lesson</p> <p>Task 4. Write down your observation and discuss it in the group</p> |
|         | Principles and Theory of D. C            | Thursday  | <p>Motivational lecture and Demonstration on Electrical / Electronic trainer at LAB</p> <ul style="list-style-type: none"> <li>• Electrical circuit and Units</li> <li>• The circuits</li> <li>• Unit of Current</li> </ul>                          | <p>The demonstration was done by the class Instructor.</p> <p>Task 1. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 2. Performed demonstration in group</p> <p>Task 3. Take all calculations carefully and compare them with the theory lesson</p> <p>Task 4. Write down your observation and discuss it in the group</p> |
|         | Principles and Theory of D. C            | Friday    | <p>Motivational lecture and Demonstration on Electrical / Electronic trainer at LAB</p> <ul style="list-style-type: none"> <li>• Unit of resistance</li> <li>• Unit of Voltage</li> <li>• Measurement of Current, Voltage, and Resistance</li> </ul> | <p>The demonstration was done by the class Instructor.</p> <p>Task 1. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 2. Performed demonstration in group</p> <p>Task 3. Take all calculations carefully and compare them with the theory lesson</p> <p>Task 4. Write down your observation and discuss it in the group</p> |
| Week 11 | OHM's LAW                                | Monday    | <p>Motivational lecture and Demonstration on Electrical / Electronic trainer at LAB</p> <ul style="list-style-type: none"> <li>• The Voltage (<math>I \sim V</math>)</li> <li>• The Resistance Voltage (<math>I \sim VR</math>)</li> </ul>           | <p>The demonstration was done by the class Instructor.</p> <p>Task 1. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 2. Performed demonstration in group</p> <p>Task 3. Take all calculations carefully and compare them with the theory lesson</p> <p>Task 4. Write down your observation and discuss it in the</p>       |

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|  |                |           |  | group   |
|  | OHM's LAW      | Tuesday   | <p>Motivational lecture and Demonstration on Electrical / Electronic trainer at LAB</p> <ul style="list-style-type: none"> <li>• OHM's LAW (<math>I = V/R</math>)</li> <li>• Calculation of current, voltage, and Resistance</li> </ul>            | <p>The demonstration did by the class Instructor.</p> <p>Task 1. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 2. Performed demonstration in group</p> <p>Task 3. Take all calculations carefully and compare them with the theory lesson</p> <p>Task 4. Write down your observation and discuss it in the group</p>  |
|  | Resistance     | Wednesday | <p>Motivational lecture and Demonstration on Electrical / Electronic trainer at LAB</p> <ul style="list-style-type: none"> <li>• Definition</li> <li>• Specific Resistance</li> <li>• Conductivity</li> </ul>                                      | <p>The Demonstration was done by the instructor.</p> <p>Task 1. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 2. Performed demonstration in group</p> <p>Task 3. Take all calculations carefully and compare them with the theory lesson</p> <p>Task 4. Write down your observation and discuss it in the group</p>   |
|  | Resistance     | Thursday  | <p>Motivational lecture and Demonstration on Electrical / Electronic trainer at LAB</p> <ul style="list-style-type: none"> <li>• Material used for resistance</li> <li>• Colour code and decode of resistance</li> </ul>                           | <p>The Demonstration was done by the class Instructor.</p> <p>Task 1. Trainee observes all activities and they write them down on a notebook.</p> <p>Task 2. Performed demonstration in group</p> <p>Task 3. Take all calculations carefully and compare them with the theory lesson</p> <p>Task 4. Write down your observation and discuss it in the group</p> <p>Task 5. Measure the resistance with a multimeter and compare it with the color code value.</p> |
|  | Series circuit | Friday    | <p>Motivational lecture and Demonstration on Electrical / Electronic trainer at LAB</p> <ul style="list-style-type: none"> <li>• Definition</li> <li>• Current in a series circuit</li> <li>• series circuit as voltage divider circuit</li> </ul> | <p>The Demonstration was done by the class Instructor.</p> <p>Task 1. Trainees observe all activities and write them down in a notebook.</p> <p>Task 2. Performed demonstration in group</p> <p>Task 3. Take all calculations carefully and compare them with</p>   |

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|        |                           |           |   | <p>the theory lesson</p> <p>Task 4. Write down your observation and discuss it in the group</p>   |
| Week12 | Parallel circuit          | Monday    | <p>Motivational lecture and Demonstration on Electrical / Electronic trainer at LAB</p> <ul style="list-style-type: none"> <li>• Definition</li> <li>• Current in a series circuit. A circuit is a voltage divider</li> <li>• series</li> </ul>   | <p>The Demonstration was done by the class Instructor.</p> <p>Task 1. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 2. Performed demonstration in group</p> <p>Task 3. Take all calculations carefully and compare them with the theory lesson</p> <p>Task 4. Write down your observation and discuss it in the group</p> |
|        | Electric Power and Energy | Tuesday   | <p>Motivational lecture and Demonstration on Electrical / Electronic trainer at LAB</p> <ul style="list-style-type: none"> <li>• Definition</li> <li>• Unit of power &amp; energy (1<math>\phi</math> &amp; 3<math>\phi</math>)</li> <li>• Measuring of power &amp; energy (1<math>\phi</math> &amp; 3<math>\phi</math>)</li> </ul>   | <p>The Demonstration was done by the class Instructor.</p> <p>Task 1. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 2. Performed demonstration in group</p> <p>Task 3. Take all calculations carefully and compare them with the theory lesson</p> <p>Task 4. Write down your observation and discuss it in the group</p> |
|        | Protective Devices        | Wednesday | <p>Motivational lecture and Demonstration on Electrical / Electronic trainer at LAB</p> <ul style="list-style-type: none"> <li>• Definition of Fuse and types (Re-wire able HRC &amp; Cartridge)</li> <li>• Definition of circuit breaker and its type (MCB &amp; Earth leakage)</li> <li>• Earthing and parts of earthing</li> </ul> | <p>The Demonstration was done by the class Instructor.</p> <p>Task 1. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 2. Performed demonstration in group</p> <p>Task 3. Take all calculations carefully and compare them with the theory lesson</p> <p>Task 4. Write down your observation and discuss it in the group</p> |
|        |                           | Thursday  | <p>Motivational lecture and Demonstration on Electrical / Electronic trainer at LAB</p> <ul style="list-style-type: none"> <li>• Earthing and parts of earthing</li> </ul>  | <p>The Demonstration was done by the class Instructor.</p> <p>Task 1. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 2. Performed demonstration in group</p> <p>Task 3. Take all calculations carefully and compare them with</p>  |



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|         |                        |           |  | <p>the theory lesson</p> <p>Task 4. Write down your observation and discuss it in the group</p>   |
|         |                        | Friday    | <p>Motivational lecture and Demonstration on Electrical / Electronic trainer at LAB</p> <ul style="list-style-type: none"> <li>• Earthing Test with Equipment Live</li> </ul>  | <p>The Demonstration was done by the class Instructor.</p> <p>Task 1. Performed Erath leakage Test.</p> <p>Task 2. Performed demonstration in a group with Leakage equipment.</p> <p>Task 3. Take all calculations carefully and compare them with the theory lesson</p> <p>Task 4. Measure the Live Earth resistance of your LAB Earthing.</p> |
| Week 13 | Circuit wiring diagram | Monday    | <p>Identification symbols and Demonstration lecture at Drawing on</p> <ul style="list-style-type: none"> <li>• Simple circuit wiring Diagram</li> <li>• Single pole switch circuit wiring diagram.</li> </ul>            | <p>The Demonstration was done by the class Instructor.</p> <p>Task 1. Performed drawing as different circuit wiring circuit diagrams.</p> <p>Task 2. Performed drawing as single pole switch wiring circuit diagram.</p>  |
|         | Circuit wiring diagram | Tuesday   | <p>Identification symbols and Demonstration lecture at Drawing on</p> <ul style="list-style-type: none"> <li>• Multi pole switch circuit wiring Diagram</li> <li>• Single pole switch circuit wiring diagram.</li> </ul> | <p>The Demonstration was done by the class Instructor.</p> <p>Task 1. Performed multipole circuit wiring diagrams.</p> <p>Task 2. Performed drawing as single pole switch wiring circuit diagram.</p>   |
|         | Circuit wiring diagram | Wednesday | <p>Identification symbols and Demonstration lecture at Drawing on</p> <ul style="list-style-type: none"> <li>• Tow-way switch circuit wiring Diagram</li> <li>• Intermediate switch circuit wiring diagram.</li> </ul>   | <p>The Demonstration was done by the class Instructor.</p> <p>Task 1. Performed Tow-way switch circuit wiring diagrams.</p> <p>Task 2. Performed drawing as intermediate switch wiring circuit diagram.</p>   |
|         | Circuit wiring diagram | Thursday  | <p>Demonstration at Drawing on</p> <ul style="list-style-type: none"> <li>• Combination of circuit wiring Diagram.</li> <li>• Kitchen Installation circuit wiring diagram.</li> </ul>                                    | <p>The Demonstration was done by the class Instructor.</p> <p>Task 1. Performed layout of Kitchen circuit wiring diagrams.</p> <p>Task 2. Performed layout of living room circuit wiring diagrams.</p>  |
|         | Circuit wiring diagram | Friday    | <p>Demonstration at Drawing on</p> <ul style="list-style-type: none"> <li>• Living room Installation circuit wiring diagram</li> </ul>   | <p>The Demonstration was done by the class Instructor.</p> <p>Task 1. Performed layout of living room circuit wiring diagrams.</p>  |
| Week 14 | Domestic wiring        | Monday    | Demonstration of Installation of domestic wiring of Two different  | In the presence of the instructor performed all practical work as   |

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|  |   |           | <p>circuit Installation wiring diagram</p> <ul style="list-style-type: none"> <li>• Reading Drawing</li> <li>• Marking according to the drawing</li> <li>• Fixing of component</li> </ul>  | <p>per the said direction and safety measures</p> <p>Task 1. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 2. Performed demonstration in group</p> <p>Task 3. Write down your observation and discuss it in the group</p>   |
|  | Domestic wiring Two different circuit Installation wiring diagram | Tuesday   | <p>Demonstration of Installation of domestic wiring of Two different circuit Installation wiring diagram</p> <ul style="list-style-type: none"> <li>• Fixing of component</li> <li>• Laying of wire in PVC Pipe</li> <li>• Striping of wire and making electrical connections.</li> <li>• Checking the functions.</li> </ul> | <p>In the presence of the instructor performed all practical work as per the said direction and safety measures</p> <p>Task 1. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 2. Performed demonstration in group</p> <p>Task 3. Write down your observation and discuss it in the group</p> |
|  | Domestic wiring Kitchen Installation                              | Wednesday | <p>Demonstration of Installation of domestic wiring of Kitchen Installation</p> <ul style="list-style-type: none"> <li>• Identification of two-way Switch</li> <li>• Reading of drawing.</li> <li>• Marking according to the drawing</li> </ul>  | <p>In the presence of the instructor performed all practical work as per the said direction and safety measures</p> <p>Task 1. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 2. Performed demonstration in group</p> <p>Task 3. Write down your observation and discuss it in the group</p> |
|  | Domestic Wiring Kitchen Installation                              | Thursday  | <p>Demonstration of Installation of domestic wiring of Kitchen Installation.</p> <ul style="list-style-type: none"> <li>• Fixing of components</li> <li>• Laying of wire in PVC Pipe</li> <li>• Striping of wire and making electrical connections.</li> <li>• Reading of drawing</li> </ul>                                 | <p>In the presence of the instructor performed all practical work as per the said direction and safety measures</p> <p>Task 1. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 2. Performed demonstration in group</p> <p>Task 3. Write down your observation and discuss it in the group</p> |
|  | Domestic Wiring of Drawing Room Installation                      | Friday    | <p>Demonstration of Installation of domestic wiring of Drawing Room Installation</p> <ul style="list-style-type: none"> <li>• Reading of drawing</li> <li>• Marking according to the drawing</li> </ul>  | <p>In the presence of the instructor performed all practical work as per the said direction and safety measures</p> <p>Task 1. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 2. Performed demonstration</p>   |

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|         |   |           | <ul style="list-style-type: none"> <li>Fixing of components.</li> </ul>   | <p>in group</p> <p>Task 3. Write down your observation and discuss it in the group</p>  |
| Week 15 | Domestic Wiring of Drawing Room Installation  | Monday    | <p>Demonstration of Installation of domestic wiring of Drawing Room Installation.</p> <ul style="list-style-type: none"> <li>Laying of wire in PVC Pipe</li> <li>Striping of wire and making electrical connections.</li> <li>Connecting with the power supply and checking the functions.</li> </ul> | <p>In the presence of the instructor performed all practical work as per the said direction and safety measures</p> <p>Task 1. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 2. Performed demonstration in group</p> <p>Task 3. Write down your observation and discuss it in the group</p> |
|         | Domestic Wiring of Sleeping Room Installation | Tuesday   | <p>Demonstration of Installation of domestic wiring of Sleeping Room Installation</p> <ul style="list-style-type: none"> <li>Identification of two-way Switch</li> <li>Reading of drawing.</li> <li>Marking according to the drawing</li> <li>Fixing according to the drawing</li> </ul>              | <p>In the presence of the instructor performed all practical work as per the said direction and safety measures</p> <p>Task 1. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 2. Performed demonstration in group</p> <p>Task 3. Write down your observation and discuss it in the group</p> |
|         | Domestic wiring of Sleeping Room              | Wednesday | <p>Demonstration of Installation of domestic wiring of Sleeping Room Installation</p> <ul style="list-style-type: none"> <li>Laying of wire in PVC Pipe</li> <li>Striping of wire and making electrical connections.</li> <li>Connecting with the power supply and checking the functions.</li> </ul> | <p>In the presence of the instructor performed all practical work as per the said direction and safety measures</p> <p>Task 1. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 2. Performed demonstration in group</p> <p>Task 3. Write down your observation and discuss it in the group</p> |
|         | Domestic wiring of Hall Installation          | Thursday  | <p>Demonstration of Installation of domestic wiring of Hall Installation</p> <ul style="list-style-type: none"> <li>Reading of drawing.</li> <li>Marking according to the drawing</li> <li>Fixing of components.</li> </ul>   | <p>In the presence of the instructor performed all practical work as per the said direction and safety measures</p> <p>Task 1. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 2. Performed demonstration in group</p> <p>Task 3. Write down your observation and discuss it in the group</p> |
|         | Domestic                                      | Friday    | Demonstration of Installation of  | In the presence of the instructor   |

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|         | wiring of wiring of Hall Installation                  |           | <p>domestic wiring of Hall Installation</p> <ul style="list-style-type: none"> <li>Laying of wire in PVC Pipe</li> <li>Striping of wire and making electrical connections.</li> <li>Connecting with the power supply and checking the functions.</li> </ul>   | <p>performed all practical work as per the said direction and safety measures</p> <p>Task 1. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 2. Performed demonstration in group</p> <p>Task 3. Write down your observation and discuss it in the group</p>                                   |
| Week 16 | Domestic wiring of fluorescent lamps with two ballasts | Monday    | <p>Demonstration of Installation of domestic wiring of fluorescent lamps Installation.</p> <ul style="list-style-type: none"> <li>Identification of and use of fluorescent tubes and choke</li> <li>Identification of and use of Holders and Stater</li> <li>Reading of drawing and marking according to the drawing.</li> <li>Fixing components and making connections.</li> <li>Connecting with supply and checking the Functions.</li> </ul> | <p>In the presence of the instructor performed all practical work as per the said direction and safety measures</p> <p>Task 1. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 2. Performed demonstration in group</p> <p>Task 3. Write down your observation and discuss it in the group</p> |
|         | Domestic wiring of clock switch Installation           | Tuesday   | <p>Demonstration of Installation of domestic wiring of Clock switch Installation.</p> <ul style="list-style-type: none"> <li>Identification of and use of clock switch.</li> <li>Reading of drawing and marking according to the drawing.</li> <li>Fixing components and making connections</li> <li>Laying of wire in PVC pipe and making electrical connections.</li> <li>Connecting with supply and checking the Functions.</li> </ul>       | <p>In the presence of the instructor performed all practical work as per the said direction and safety measures</p> <p>Task 1. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 2. Performed demonstration in group</p> <p>Task 3. Write down your observation and discuss it in the group</p> |
|         | Domestic wiring of Installation of intercom set        | Wednesday | <p>Demonstration of Installation of domestic wiring of Intercom set Installation.</p> <ul style="list-style-type: none"> <li>Function of cradle switch, Receiver, and Microphone.</li> <li>Reading of drawing, and marking according to drawing.</li> <li>Fixing of components, laying of wire striping, and making of electrical connection.</li> <li>Connecting with the power</li> </ul>   | <p>In the presence of the instructor performed all practical work as per the said direction and safety measures</p> <p>Task 1. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 2. Performed demonstration in group</p> <p>Task 3. Write down your observation and discuss it in the group</p> |

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|         |  |          | supply and checking the functions.   |   |
|         | Domestic wiring of Installation of the test board                      | Thursday | <p>Demonstration of Installation of domestic wiring of Test board installation.</p> <ul style="list-style-type: none"> <li>• Reading of drawing, and marking according to drawing.</li> <li>• Fixing of components, laying of wire striping, and making of electrical connection.</li> <li>• Connecting with the power supply check in the functions.</li> </ul> | <p>In the presence of the instructor performed all practical work as per the said direction and safety measures</p> <p>Task 1. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 2. Performed demonstration in group</p> <p>Task 3. Write down your observation and discuss it in the group</p>   |
|         | Industrial Wiring<br>Making of single-phase Motor connection           | Friday   | <p>Demonstration of Installation of domestic wiring of Making of single-phase motor connection and installation.</p> <ul style="list-style-type: none"> <li>• Introduction of contact, and identification of protection switch.</li> <li>• Introduction of Protection switch, identification, and use of Drum switch.</li> </ul>                                 | <p>In the presence of the instructor performed all practical work as per the said direction and safety measures</p> <p>Task 1. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 2. Performed demonstration in group</p> <p>Task 3. Write down your observation and discuss it in the group</p>   |
| Week 17 | Industrial Wiring<br>Making of single-phase Motor connection           | Monday   | <p>Demonstration of Installation of domestic wiring of Making of single-phase motor connection and installation.</p> <ul style="list-style-type: none"> <li>• Fixing of components, laying of wire striping, and making of electrical connection.</li> <li>• Connecting with the power supply, and checking the functions.</li> </ul>                            | <p>In the presence of the instructor performed all practical work as per the said direction and safety measures</p> <p>Task 1. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 2. Performed demonstration in group</p> <p>Task 3. Write down your observation and discuss it in the group</p>   |
|         | Industrial Wiring<br>Making of single-phase Motor connection reversing | Tuesday  | <p>Demonstration of Installation of domestic wiring of Making of single-phase motor connection reversing by drum switch and installation.</p> <ul style="list-style-type: none"> <li>• identification and use of single-phase reversing drum switch.</li> <li>• Fixing of components, laying of wire striping, and making of electrical connection.</li> </ul>   | <p>In the presence of the instructor performed all practical work as per the said direction and safety measures</p> <p>Task 1. Task 1. List down the tools for an electrician to repair equipment</p> <p>Task 2. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 3. Performed demonstration in group</p> <p>Task 4. Write down your observation and discuss it in the group</p> |

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|         | <p>Domestic wiring / Industrial Wiring</p> <p>Making of single-phase Motor connection reversing</p> | Wednesday | <p>Demonstration of Installation of domestic wiring of Making of single-phase motor connection reversing by drum switch and installation.</p> <ul style="list-style-type: none"> <li>Fixing of components, laying of wire striping, and making of electrical connection.</li> <li>Connecting with the power supply and, checking the functions.</li> </ul> | <p>In the presence of the instructor performed all practical work as per the said direction and safety measures</p> <p>Task 1. Task 1. List down the tools for an electrician to repair equipment</p> <p>Task 2. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 3. Performed demonstration in group</p> <p>Task 4. Write down your observation and discuss it in the group</p>   |
|         | <p>Domestic wiring / Industrial Wiring</p> <p>Making of three-phase Motor connection</p>            | Thursday  | <p>Demonstration of Installation of domestic wiring of Making of three-phase motor connection and installation.</p> <ul style="list-style-type: none"> <li>Identification three-phase Motor connection</li> <li>working principal three-phase Motor connection</li> </ul>  | <p>In the presence of the instructor performed all practical work as per the said direction and safety measures</p> <p>Task 1. Task 1. List down the tools for an electrician to repair equipment</p> <p>Task 2. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 3. Performed demonstration in group</p> <p>Task 4. Write down your observation and discuss it in the group</p>   |
|         | <p>Domestic wiring / Industrial Wiring</p> <p>Making of three-phase Motor connection</p>            | Friday    | <p>Demonstration of Installation of domestic wiring of Making of three-phase motor connection and installation.</p> <ul style="list-style-type: none"> <li>Working principle of magnetic contactor three-phase Motor connection</li> <li>Uses magnetic contactor three-phase Motor connection</li> </ul>   | <p>In the presence of the instructor performed all practical work as per the said direction and safety measures</p> <p>Task 1. Task 1. List down the tools for an electrician to repair equipment</p> <p>Task 2. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 3. Performed demonstration in group</p> <p>Task 4. Write down your observation and discuss it in the If possible, demonstrated the Assembling, disassembling, Installation, and troubleshooting of video playback in the group</p> |
| Week 18 | <p>Industrial Wiring</p> <p>Making of three-phase Motor connection</p>                              | Monday    | <p>Demonstration of Installation of domestic wiring of Making of three-phase motor connection and installation. by drum switch/ cam switch</p> <ul style="list-style-type: none"> <li>Identification of magnetic</li> </ul>  | <p>In the presence of the instructor performed all practical work as per the said direction and safety measures</p> <p>Task 1. Task 1. List down the tools for an electrician to repair</p>   |

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|  |   |           | <p>thermal overload relay.</p> <ul style="list-style-type: none"> <li>Working principle of magnetic thermal overload relay.</li> </ul>  | <p>equipment</p> <p>Task 2. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 3. Performed demonstration in group</p> <p>Task 4. Write down your observation and discuss it in the group</p>   |
|  | <p>Industrial Wiring</p> <p>Making of three-phase Motor connection</p>              | Tuesday   | <p>Demonstration of Installation of domestic wiring of Making of three-phase motor connection and installation. by drum switch/ cam switch</p> <ul style="list-style-type: none"> <li>Fixing components, connecting with power supply,</li> <li>Connect all connection</li> <li>observes all safety measures</li> <li>check the functions.</li> </ul> | <p>If possible, demonstrated the Assembling, disassembling, Installation, and troubleshooting of video playback in</p> <p>In the presence of the instructor performed all practical work as per the said direction and safety measures</p> <p>Task 1. Task 1. List down the tools for an electrician to repair equipment</p> <p>Task 2. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 3. Performed demonstration in group</p> <p>Task 4. Write down your observation and discuss it in the group</p> |
|  | <p>Industrial Wiring</p> <p>Making of three-phase Motor connection</p>              | Wednesday | <p>Demonstration of Installation of domestic wiring of Making of three-phase motor connection and installation.</p> <ul style="list-style-type: none"> <li>observes all safety measures</li> <li>check the functions.</li> </ul>  | <p>If possible, demonstrated the Assembling, disassembling, Installation, and troubleshooting of video playback in</p> <p>In the presence of the instructor performed all practical work as per the said direction and safety measures</p> <p>Task 1. Task 1. List down the tools for an electrician to repair equipment</p> <p>Task 2. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 3. Performed demonstration in group</p> <p>Task 4. Write down your observation and discuss it in the group</p> |
|  | <p>Industrial Wiring</p> <p>Making of three-phase Motor connection Reversing by</p> | Thursday  | <p>Demonstration of Installation of domestic wiring of Making of three-phase motor connection and installation.</p> <ul style="list-style-type: none"> <li>Identification of three-phase Motor connection Reversing by the contactor</li> </ul>   | <p>If possible, demonstrated the Assembling, disassembling, Installation, and troubleshooting of video playback in</p> <p>In the presence of the instructor performed all practical work as per the said direction and safety</p>  |

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|         | the contactor   |         | <ul style="list-style-type: none"> <li>working principle of three-phase Motor connection Reversing by the contactor</li> </ul>   | <p>measures</p> <p>Task 1. Task 1. List down the tools for an electrician to repair equipment</p> <p>Task 2. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 3. Performed demonstration in group</p> <p>Task 4. Write down your observation and discuss it in the group</p>  |
|         | <p>Industrial Wiring</p> <p>Making of three-phase Motor connection Reversing by the contactor</p>                   | Friday  | <p>Demonstration of Installation of domestic wiring of Making of three-phase motor connection and installation.</p> <ul style="list-style-type: none"> <li>Working principle of magnetic contactor three-phase Motor connection Reversing by the contactor</li> <li>Uses of three-phase Motor connection Reversing by the contactor</li> <li>Identification Working principle of magnetic thermal overload relay by three-phase Motor connection Reversing by the contactor</li> </ul> | <p>If possible, demonstrated the Assembling, disassembling, Installation, and troubleshooting of video playback in</p> <p>In the presence of the instructor performed all practical work as per the said direction and safety measures</p> <p>Task 1. Task 1. List down the tools for an electrician to repair equipment</p> <p>Task 2. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 3. Performed demonstration in group</p> <p>Task 4. Write down your observation and discuss it in the group</p> |
| Week 19 | <p>Domestic wiring / Industrial Wiring</p> <p>Making of three-phase Motor connection Reversing by the contactor</p> | Monday  | <p>Demonstration of Installation of domestic wiring of Making of three-phase motor connection and installation.</p> <ul style="list-style-type: none"> <li>Fixing of components, and understanding of control and power circuit diagram.</li> <li>Laying of wire, Connecting with motor,</li> <li>Connect with power supply testing, and operating the motor.</li> </ul>   | <p>If possible, demonstrated the Assembling, disassembling, Installation, and troubleshooting of video playback in</p> <p>In the presence of the instructor performed all practical work as per the said direction and safety measures</p> <p>Task 1. Task 1. List down the tools for an electrician to repair equipment</p> <p>Task 2. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 3. Performed demonstration in group</p> <p>Task 4. Write down your observation and discuss it in the group</p> |
|         | Household appliances<br>Electric Iron   | Tuesday | <p>Demonstration at Repairing of Home appliances Electric Iron</p> <ul style="list-style-type: none"> <li>Prepare the series board and used it</li> </ul>  | <p>If possible, demonstrated the Assembling, disassembling, Installation, and troubleshooting of video playback in LAB/Classroom on a projector</p>  |



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|  |                                       |           | <ul style="list-style-type: none"> <li>• How to check open wire in a 3-pin shoe with a series board and multimeter.</li> <li>• Dis-assemble iron and check the element of iron with a series board and a multimeter,</li> </ul>  | <p>from YouTube or any source.</p> <p>In the presence of the instructor performed all practical work as per the said direction and safety measures</p> <p>Task 1. Task 1. List down the tools for an electrician to repair the Iron</p> <p>Task 2. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 3. Performed demonstration in group</p> <p>Task 4. Write down your observation and discuss it in the group</p>  |
|  | Household appliances<br>Electric Iron | Wednesday | <p>Demonstration at Repairing of Home appliances Electric Iron</p> <ul style="list-style-type: none"> <li>• Disassemble the iron and check the thermostat of the iron with a series board and multimeter.</li> <li>• How you check the thermostat assembled iron with series board and multimeter.</li> <li>• Week 19 Assembling and removing the fault of iron.</li> </ul>          | <p>If possible, demonstrated the Assembling, disassembling, Installation, and troubleshooting of video playback in LAB/Classroom on a projector from YouTube or any source.</p> <p>In the presence of the instructor performed all practical work as per the said direction and safety measures</p> <p>Task 1. Task 1. List down the tools for an electrician to repair the Iron</p> <p>Task 2. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 3. Performed demonstration in group</p> <p>Task 4. Write down your observation and discuss it in the group</p> |
|  | Household appliances<br>Electric Fan  | Thursday  | <p>Demonstration at Repairing of Home appliances Electric Fan</p> <ul style="list-style-type: none"> <li>• Identification of fan parts pedestal and roof</li> <li>• How to check open wire in shoe and dimmer/ regulator with series board and multimeter.</li> <li>• Dis-assemble Fan and check the capacitor and winding of the fan with series board and a multimeter,</li> </ul> | <p>If possible, demonstrated the Assembling, disassembling, Installation, and troubleshooting of video playback in LAB/Classroom on a projector from YouTube or any source.</p> <p>In the presence of the instructor performed all practical work as per the said direction and safety measures</p> <p>Task 1. List down the tools for an electrician to repair the fan</p> <p>Task 2. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 2. Performed demonstration in group</p> <p>Task 3. Write down your</p>  |

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|         |  |         |  | observation and discuss it in the group   |
|         | Household appliances<br>Electric Fan                 | Friday  | <p>Demonstration at Repairing of Home appliances Electric Fan</p> <ul style="list-style-type: none"> <li>• How Dis-assemble the fan and replace the bearing.</li> <li>• How you check the thermostat assembled iron with series board and multimeter.</li> <li>• Assembling and removing the fault of the fan.</li> </ul>  | <p>If possible, demonstrated the Assembling, disassembling, Installation, and troubleshooting of video playback in LAB/Classroom on a projector from YouTube or any source.</p> <p>In the presence of the instructor performed all practical work as per the said direction and safety measures</p> <p>Task 1. List down the tools for an electrician to repair the fan</p> <p>Task 2. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 2. Performed demonstration in group</p> <p>Task 3. Write down your observation and discuss it in the group</p>             |
| Week 20 | Household appliances<br>A toaster and sandwich maker | Monday  | <p>Demonstration at Repairing of Home appliances Electric Toaster and sandwich maker</p> <ul style="list-style-type: none"> <li>• Identification of the parts of the Toaster and sandwich maker</li> <li>• How do you check the thermostat assembled Toaster and sandwich maker with series board and multimeter</li> </ul>  | <p>If possible, demonstrated the Assembling, disassembling, Installation, and troubleshooting of video playback in LAB/Classroom on a projector from YouTube or any source.</p> <p>In the presence of the instructor performed all practical work as per the said direction and safety measures</p> <p>Task 1. List down the tools for an electrician to repair the said equipment.</p> <p>Task 2. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 2. Performed demonstration in group</p> <p>Task 3. Write down your observation and discuss it in the group</p> |
|         | Household appliances<br>A toaster and sandwich maker | Tuesday | <p>Demonstration at Repairing of Home appliances Electric Toaster and sandwich maker</p> <ul style="list-style-type: none"> <li>• How Dis-assemble Toaster and sandwich maker and replace the faulty component.</li> <li>• How to check the element and thermostat of the Toaster and sandwich maker with a series board and multimeter. how to replace</li> </ul> | <p>If possible, demonstrated the Assembling, disassembling, Installation, and troubleshooting of video playback in LAB/Classroom on a projector from YouTube or any source.</p> <p>In the presence of the instructor performed all practical work as per the said direction and safety measures</p> <p>Task 1. List down the tools for an electrician to repair the said</p>  |

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|  |  |           | the faulty component.  | <p>equipment.</p> <p>Task 2. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 2. Performed demonstration in group</p> <p>Task 3. Write down your observation and discuss it in the group</p>   |
|  | Household appliances<br>Juicer blender machine | Wednesday | <p>Demonstration at Repairing of Home appliances Electric Toaster and sandwich maker</p> <ul style="list-style-type: none"> <li>• Identification of parts of the Juicer blender machine</li> <li>• How do you check the Juicer blender machine with series board and multimeter</li> <li>• How Dis-assemble the Juicer blender machine and replace the faulty component</li> </ul> | <p>If possible, demonstrated the Assembling, disassembling, Installation, and troubleshooting of video playback in LAB/Classroom on a projector from YouTube or any source.</p> <p>In the presence of the instructor performed all practical work as per the said direction and safety measures</p> <p>Task 1. List down the tools for an electrician to repair the said equipment.</p> <p>Task 2. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 2. Performed demonstration in group</p> <p>Task 3. Write down your observation and discuss it in the group</p> |
|  | Household appliances<br>Juicer blender machine | Thursday  | <p>Demonstration at Repairing Home appliances Juicer blender machine</p> <ul style="list-style-type: none"> <li>• How do you check and replace the Juicer blender machine motor carbon brushes?</li> <li>• How do you check and replace the Juicer blender machine motor commutator?</li> <li>• Reassembling of Juicer blender machine and its checking.</li> </ul>                | <p>If possible, demonstrated the Assembling, disassembling, Installation, and troubleshooting of video playback in LAB/Classroom on a projector from YouTube or any source.</p> <p>In the presence of the instructor performed all practical work as per the said direction and safety measures</p> <p>Task 1. List down the tools for an electrician to repair the said equipment.</p> <p>Task 2. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 2. Performed demonstration in group</p> <p>Task 3. Write down your observation and discuss it in the group</p> |
|  | Household appliances<br>Washing                | Friday    | <p>Demonstration at Repairing Home appliances Washing machine</p> <ul style="list-style-type: none"> <li>• Identification of parts of the</li> </ul>   | <p>If possible, demonstrated the Assembling, disassembling, Installation, and troubleshooting of video playback in</p>  |

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|         | machine                                 |         | <p>washing machine</p> <ul style="list-style-type: none"> <li>• How do you check the open circuit of the washing machine with series board and multimeter</li> <li>• How Dis-assemble the washing machine control panel and replace the faulty component</li> <li>• How Dis-assemble the washing machine Motor OR Belt and replace the faulty component</li> </ul>        | <p>LAB/Classroom on a projector from YouTube or any source.</p> <p>In the presence of the instructor performed all practical work as per the said direction and safety measures</p> <p>Task 1. List down the tools for an electrician to repair the said equipment.</p> <p>Task 2. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 2. Performed demonstration in group</p> <p>Task 3. Write down your observation and discuss it in the group</p>   |
| Week 21 | Household appliances<br>Washing machine | Monday  | <p>Demonstration at Repairing Home appliances Washing machine</p> <ul style="list-style-type: none"> <li>• What are the installation requirements of the Automatic washing machine How you can install the Automatic washing machine</li> <li>• How Dis-assemble the Automatic washing machine, control panel, Motor, OR Belt and replace the faulty component</li> </ul> | <p>If possible, demonstrated the Assembling, disassembling, Installation, and troubleshooting of video playback in LAB/Classroom on a projector from YouTube or any source.</p> <p>In the presence of the instructor performed all practical work as per the said direction and safety measures</p> <p>Task 1. List down the tools for an electrician to repair the said equipment.</p> <p>Task 2. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 2. Performed demonstration in group</p> <p>Task 3. Write down your observation and discuss it in the group</p> |
|         | Household appliances<br>Dryer Machine   | Tuesday | <p>Demonstration at Repairing Home appliances Dryer machine</p> <ul style="list-style-type: none"> <li>• What are the installation requirements of the dryer machine How you can install the dryer machine?</li> <li>• How to Dis-assemble the Dryer machine, control panel, Motor, and Belt and replace the faulty component</li> </ul>                                  | <p>If possible, demonstrated the Assembling, disassembling, Installation, and troubleshooting of video playback in LAB/Classroom on a projector from YouTube or any source.</p> <p>In the presence of the instructor performed all practical work as per the said direction and safety measures</p> <p>Task 1. List down the tools for an electrician to repair the said equipment.</p> <p>Task 2. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 3. Performed demonstration</p>   |

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|  |                                       |          |  | <p>in group</p> <p>Task 4. Write down your observation and discuss it in the group</p>  |
|  | Household appliances<br>Dryer Machine | Tuesday  | <p>Demonstration at Repairing Home appliances Dryer machine</p> <ul style="list-style-type: none"> <li>• What are the installation requirements of the dryer machine How you can install the dryer machine?</li> <li>• How to Dis-assemble the Dryer machine, control panel, Motor, and Belt and replace the faulty component</li> </ul> | <p>If possible, demonstrated the Assembling, disassembling, Installation, and troubleshooting of video playback in LAB/Classroom on a projector from YouTube or any source.</p> <p>In the presence of the instructor performed all practical work as per the said direction and safety measures</p> <p>Task 1. List down the tools for an electrician to repair the said equipment.</p> <p>Task 2. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 3. Performed demonstration in group</p> <p>Task 4. Write down your observation and discuss it in the group</p> |
|  | Household appliances<br>Geyser Heater | Thursday | <p>Demonstration at Repairing Home Appliances Geyser Heater</p> <ul style="list-style-type: none"> <li>• What are the installation requirements of the Geyser Heater? How you can install the Geyser Heater?</li> <li>• How to Dis-assemble the Geyser Heater, and control panel, and replace the faulty component</li> </ul>            | <p>If possible, demonstrated the Assembling, disassembling, Installation, and troubleshooting of video playback in LAB/Classroom on a projector from YouTube or any source.</p> <p>In the presence of the instructor performed all practical work as per the said direction and safety measures</p> <p>Task 1. List down the tools for an electrician to repair the said equipment.</p> <p>Task 2. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 3. Performed demonstration in group</p> <p>Task 4. Write down your observation and discuss it in the group</p> |
|  | Household appliances<br>Geyser Heater | Friday   | <p>Demonstration at Repairing Home Appliances Geyser Heater</p> <ul style="list-style-type: none"> <li>• What are the installation requirements of the Geyser Heater? How you can install the Geyser Heater?</li> <li>• How to Dis-assemble the Geyser Heater, and control panel, and replace the faulty</li> </ul>                      | <p>If possible, demonstrated the Assembling, disassembling, Installation, and troubleshooting of video playback in LAB/Classroom on a projector from YouTube or any source.</p> <p>In the presence of the instructor performed all practical work as per the said direction and safety</p>  |

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|         |   |         | component  | <p>measures</p> <p>Task 1. List down the tools for an electrician to repair the said equipment.</p> <p>Task 2. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 3. Performed demonstration in group</p> <p>Task 4. Write down your observation and discuss it in the group</p>   |
| Week 22 | Installation of a single-phase energy meter | Monday  | <p>Demonstration and Installation of a single-phase energy meter</p> <ul style="list-style-type: none"> <li>• Working on the energy meter</li> <li>• Connection of energy meter</li> </ul> | <p>If possible, demonstrated the Assembling, disassembling, Installation, and troubleshooting of video playback in LAB/Classroom on a projector from YouTube or any source.</p> <p>In the presence of the instructor performed all practical work as per the said direction and safety measures</p> <p>Task 1. List down the tools for an electrician to repair the said equipment.</p> <p>Task 2. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 3. Performed demonstration in group</p> <p>Task 4. Write down your observation and discuss it in the group</p> |
|         | Installation of a Three-phase energy meter  | Tuesday | <p>Installation of a Three-phase energy meter</p> <ul style="list-style-type: none"> <li>• Working on the energy meter</li> <li>• Connection of energy meter</li> </ul>                    | <p>If possible, demonstrated the Assembling, disassembling, Installation, and troubleshooting of video playback in LAB/Classroom on a projector from YouTube or any source.</p> <p>In the presence of the instructor performed all practical work as per the said direction and safety measures</p> <p>Task 1. List down the tools for an electrician to repair the said equipment.</p> <p>Task 2. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 3. Performed demonstration in group</p> <p>Task 4. Write down your observation and discuss it in the group</p> |

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|  | Installation of Distribution Control Board System | Wednesday | <p>Demonstration, installation, and Calculations of the Distribution Control Board system.</p> <ul style="list-style-type: none"> <li>• Instruments and material Requirements for the Main distribution system</li> <li>• Main switch and other material calculation</li> <li>• Circuit breakers calculations</li> <li>• Wire calculation for DB</li> </ul> | <p>If possible, demonstrated the Assembling, disassembling, Installation, and troubleshooting of video playback in LAB/Classroom on a projector from YouTube or any source.</p> <p>In the presence of the instructor performed all practical work as per the said direction and safety measures</p> <p>Task 1. List down the tools for an electrician to repair the said equipment.</p> <p>Task 2. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 3. Performed demonstration in group</p> <p>Task 4. Write down your observation and discuss it in the group</p> |
|  | Installation of Distribution Control Board System | Thursday  | <p>Demonstration, installation, and Calculations of the Distribution Control Board system.</p> <ul style="list-style-type: none"> <li>• Circuit breakers calculations</li> <li>• Selection and Wire calculation for DB</li> </ul>   | <p>If possible, demonstrated the Assembling, disassembling, Installation, and troubleshooting of video playback in LAB/Classroom on a projector from YouTube or any source.</p> <p>In the presence of the instructor performed all practical work as per the said direction and safety measures</p> <p>Task 1. List down the tools for an electrician to repair the said equipment.</p> <p>Task 2. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 3. Performed demonstration in group</p> <p>Task 4. Write down your observation and discuss it in the group</p> |
|  | Installation of Distribution Control Board System | Friday    | <p>Demonstration, installation, and Calculations of the Distribution Control Board system.</p> <ul style="list-style-type: none"> <li>• Installation of all the Protection devices e.g., <b>ELCB, RCD, SPD</b>, etc. in the Distribution Box</li> </ul>   | <p>If possible, demonstrated the Assembling, disassembling, Installation, and troubleshooting of video playback in LAB/Classroom on a projector from YouTube or any source.</p> <p>In the presence of the instructor performed all practical work as per the said direction and safety measures</p> <p>Task 1. List down the tools for an electrician to repair the said equipment.</p> <p>Task 2. Trainee observes all</p>   |

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|         |                                    |           |  | <p>activities and writes them down in a notebook.</p> <p>Task 3. Performed demonstration in group</p> <p>Task 4. Write down your observation and discuss it in the group</p>  |
| Week 23 | Installation of UPS and its Wiring | Monday    | <p>Demonstration, installation, and Calculations of U.P.S System</p> <ul style="list-style-type: none"> <li>• Concepts and types of UPS</li> <li>• what's the difference between online and offline U.P.S Installation Wiring</li> </ul>     | <p>If possible, demonstrated the Assembling, disassembling, Installation, and troubleshooting of video playback in LAB/Classroom on a projector from YouTube or any source.</p> <p>In the presence of the instructor performed all practical work as per the said direction and safety measures</p> <p>Task 1. List down the tools for an electrician to repair the said equipment.</p> <p>Task 2. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 3. Performed demonstration in group</p> <p>Task 4. Write down your observation and discuss it in the group</p> |
|         | Installation of UPS and its Wiring | Tuesday   | <p>Demonstration, installation, and Calculations of U.P.S System</p> <ul style="list-style-type: none"> <li>• Basic installation requirement of U.P.S System</li> <li>• How can you determine the backup time of the U.P.S system</li> </ul> | <p>If possible, demonstrated the Assembling, disassembling, Installation, and troubleshooting of video playback in LAB/Classroom on a projector from YouTube or any source.</p> <p>In the presence of the instructor performed all practical work as per the said direction and safety measures</p> <p>Task 1. List down the tools for an electrician to repair the said equipment.</p> <p>Task 2. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 3. Performed demonstration in group</p> <p>Task 4. Write down your observation and discuss it in the group</p> |
|         | Installation of UPS and its Wiring | Wednesday | <p>Demonstration, installation, and Calculations of U.P.S System</p> <ul style="list-style-type: none"> <li>• Advantages and disadvantages of Single wire and double wire installation of U.P.S system</li> </ul>                            | <p>If possible, demonstrated the Assembling, disassembling, Installation, and troubleshooting of video playback in LAB/Classroom on a projector from YouTube or any source.</p>   |



|  |                                    |          |  |   |
|--|------------------------------------|----------|--|---|
|  |                                    |          | <ul style="list-style-type: none"> <li>• Load calculation of U.P.S system.</li> </ul>  | <p>In the presence of the instructor performed all practical work as per the said direction and safety measures</p> <p>Task 1. List down the tools for an electrician to repair the said equipment.</p> <p>Task 2. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 3. Performed demonstration in group</p> <p>Task 4. Write down your observation and discuss it in the group</p>   |
|  | Installation of UPS and its Wiring | Thursday | <p>Demonstration, installation, and Calculations of U.P.S System</p> <ul style="list-style-type: none"> <li>• Types of batteries</li> <li>• Best Selection of battery for available U.P.S system</li> <li>• Recommended safety measures accordingly to electric safety rules.</li> </ul> | <p>If possible, demonstrated the Assembling, disassembling, Installation, and troubleshooting of video playback in LAB/Classroom on a projector from YouTube or any source.</p> <p>In the presence of the instructor performed all practical work as per the said direction and safety measures</p> <p>Task 1. List down the tools for an electrician to repair the said equipment.</p> <p>Task 2. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 3. Performed demonstration in group</p> <p>Task 4. Write down your observation and discuss it in the group</p> |
|  | Installation of UPS and its Wiring | Friday   | <p>Demonstration, installation, and Calculations of U.P.S System</p> <ul style="list-style-type: none"> <li>• Preventive maintenance of U.P.S System</li> <li>• Preventive maintenance of the battery bank System</li> <li>• Periodic maintenance of U.P.S and battery system</li> </ul> | <p>If possible, demonstrated the Assembling, disassembling, Installation, and troubleshooting of video playback in LAB/Classroom on a projector from YouTube or any source.</p> <p>In the presence of the instructor performed all practical work as per the said direction and safety measures</p> <p>Task 1. List down the tools for an electrician to repair the said equipment.</p> <p>Task 2. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 3. Performed demonstration in group</p> <p>Task 4. Write down your observation and discuss it in the</p>       |

|         |              |           |   |   |
|---------|--------------|-----------|---|---|
|         |              |           |   | group   |
| Week 24 | Wiring Tests | Monday    | <p>Demonstrate the continuity test with different equipment. Perform following</p> <ul style="list-style-type: none"> <li>• Testing simple wires</li> <li>• Testing earth wires</li> <li>• Testing conduits</li> </ul>                                      | <p>If possible, demonstrated the Assembling, disassembling, Installation, and troubleshooting of video playback in LAB/Classroom on a projector from YouTube or any source.</p> <p>In the presence of the instructor performed all practical work as per the said direction and safety measures</p> <p>Task 1. List down the tools for an electrician to repair the said equipment.</p> <p>Task 2. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 3. Performed demonstration in group</p> <p>Task 4. Write down your observation and discuss it in the group</p> |
|         | Wiring Tests | Tuesday   | <p>Demonstrate the insulation resistance test with different equipment. Perform following</p> <ul style="list-style-type: none"> <li>• Earth leakage test</li> <li>• Short circuit test</li> </ul>  | <p>If possible, demonstrated the Assembling, disassembling, Installation, and troubleshooting of video playback in LAB/Classroom on a projector from YouTube or any source.</p> <p>In the presence of the instructor performed all practical work as per the said direction and safety measures</p> <p>Task 1. List down the tools for an electrician to repair the said equipment.</p> <p>Task 2. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 3. Performed demonstration in group</p> <p>Task 4. Write down your observation and discuss it in the group</p> |
|         | Wiring Tests | Wednesday | <p>Demonstrate the Polarity test with different equipment. Perform following</p> <ul style="list-style-type: none"> <li>• Polarity test using Megger</li> <li>• Polarity test using test lamp</li> <li>• Polarity test using a continuity tester</li> </ul> | <p>If possible, demonstrated the Assembling, disassembling, Installation, and troubleshooting of video playback in LAB/Classroom on a projector from YouTube or any source.</p> <p>In the presence of the instructor performed all practical work as per the said direction and safety measures</p> <p>Task 1. List down the tools for an electrician to repair the said</p>  |

|  |                           |          |  |   |
|--|---------------------------|----------|--|---|
|  |                           |          |  | <p>equipment.</p> <p>Task 2. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 3. Performed demonstration in group</p> <p>Task 4. Write down your observation and discuss it in the group</p>   |
|  | Electricity Rules of IEEE | Thursday | <p>Demonstrate of following rules related to wiring</p> <ul style="list-style-type: none"> <li>• Rule No. 25,28,29,32,49,51,58,61</li> </ul>                                 | <p>If possible, demonstrated the Assembling, disassembling, Installation, and troubleshooting of video playback in LAB/Classroom on a projector from YouTube or any source.</p> <p>Task 1. List down the tools for an electrician to repair the said equipment.</p> <p>Task 2. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 3. Performed demonstration in group</p> <p>Task 4. Write down your observation and discuss it in the group</p> |
|  | Electricity Rules of IEEE | Friday   | <p>Demonstrate following rules and regulations related to earthing</p> <ul style="list-style-type: none"> <li>• Rule No. 54,57,59</li> <li>• Regulation D1 to D35</li> </ul> | <p>If possible, demonstrated the Assembling, disassembling, Installation, and troubleshooting of video playback in LAB/Classroom on a projector from YouTube or any source.</p> <p>Task 1. List down the tools for an electrician to repair the said equipment.</p> <p>Task 2. Trainee observes all activities and writes them down in a notebook.</p> <p>Task 3. Performed demonstration in group</p> <p>Task 4. Write down your observation and discuss it in the group</p> |

### List of Tools and Equipment for 25 trainees

| S.No. | List of Tools and Equipment | Quantity |
|-------|-----------------------------|----------|
| 1     | Wire Stripper               | 25       |
| 2     | Hammer (300 gm.)            | 25       |
| 3     | Hammer (500 gm.)            | 05       |
| 4     | Measuring Tape (5 mg)       | 25       |
| 5     | Screw Driver Flat (8')      | 25       |
| 6     | Hacksaw Frame               | 10       |
| 7     | Hacksaw (Junior) Frame      | 05       |
| 8     | Bearing Puller (3 inches)   | 05       |
| 9     | Bearing Puller (4-inches)   | 05       |
| 10    | Allen Key Set (10 pieces)   | 10       |
| 11    | Star kit set                | 25       |
| 12    | Sheet cutter (8 inches)     | 05       |
| 13    | Rubber Hammer               | 05       |
| 14    | Flat Chisel                 | 05       |
| 15    | Masonry Drill (No.10-12)    | 05       |
| 16    | Screw Wrench (8')           | 02       |
| 17    | Screw Wrench (10')          | 02       |
| 18    | Lock Pliers                 | 05       |
| 19    | Pipe Wrench (10')           | 02       |
| 20    | Screw Driver (4')           | 25       |
| 21    | Screw Driver (6')           | 25       |
| 22    | Screw Driver (12')          | 25       |
| 23    | Ring Spanner Set (8 pieces) | 10       |
| 24    | Electric blower             | 02       |
| 25    | Grip Pliers                 | 05       |
| 26    | Drill Set (01 to 13 mm)     | 05       |
| 27    | Washing Machine             | 02       |

|    |   |         |
|----|---|---------|
| 28 | Automatic Washing Machine   | 02      |
| 29 | Sami Auto Washing Machine (With Sinner-Imported)                  | 02      |
| 30 | Dryer Machine   | 02      |
| 31 | Pedestal Fan (24')  | 05      |
| 32 | Ceiling Fan (56')   | 05      |
| 33 | Exhaust Fan (18')   | 05      |
| 34 | Electric Iron   | 02      |
| 35 | Multi Meter Digital   | 25      |
| 36 | Electric Iron (National-Local)                                    | 10      |
| 37 | Three-Phase Energy Meter  | 5       |
| 38 | D.B. different size   | Each 25 |
| 39 | Fluorescent Tube, Complete (20 Watt), (40 watt)                   | Each 10 |
| 40 | Electrician Tools Kit completes more than 30 pieces               | 25      |
| 41 | Fluorescent Tube (Double Rod), Complete (40 Watt)                 | 10      |
| 42 | Fan Heater  | 10      |
| 43 | Electric Heater   | 10      |
| 44 | Tong Tester (Clamp Meter)   | 25      |
| 45 | Multi Meter Analogue  | 25      |
| 46 | Flat Pliers Size (8')   | 25      |
| 47 | Side Cutter Pliers (6')   | 25      |
| 48 | Nose Pliers Size (6')   | 25      |
| 49 | Single-Phase Energy Meter   | 10      |
| 50 | Wire Gauge  | 25      |
| 51 | Electric Drill Machine hammering                                  | 05      |
| 52 | Electric Hand Drill Machine                                       | 05      |
| 53 | Electric Kettle-Local and imported                                | Each 10 |
| 54 | Electric Toaster  | 10      |
| 55 | Digital Volt meter, Ampere Mete, and watt meter for penal of D.B  | Each 25 |
| 56 | Analogue Volt meter, Ampere Mete, and watt meter for penal of D.B | Each 10 |

|    |   |         |
|----|---|---------|
| 57 | Electric Motor-1/4 HP, 1/2 HP, 1 HP (single phase)  | Each 05 |
| 58 | Electric Motor-1/2 HP, 1 HP (Three-phase)   | Each 05 |
| 59 | Magnetic Contactor, Came Switch   | Each 10 |
| 60 | U.P.S Local 1000 watt with 12V, 200A Battery  | 10 Set  |
| 61 | U.P.S Local 2000 watt with 12V, 200A Battery  | 10 Set  |
| 62 | Online U.P.S 2000VA short backup and long backup with internal and external battery backup along with dray battery 100Ax2 | 5 set   |
| 63 | Juicer blender machine complete   | 05      |
| 64 | File set  | 25 set  |
| 65 | Vernier caliper analogue and digital  | Each 10 |
| 66 | Micro gauge, calipers, center punch   | Each 10 |
| 67 | Clock switch set  | 5 set   |
| 68 | Intercom set complete   | 5 set   |
| 69 | Sandwich maker  | 5       |
| 70 | Geyser Heater   | 5       |
| 71 | Basic electrical and electronics trainer with TLM   | 5       |

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 into 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 they 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 schedule.  |   |              |  |
| 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"> <li>Understand 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> |
| <b>Schedule</b>   | <b>Mentor Should do</b>   |              |  |

|  |  |
|--|--|
| <p><b>Welcome:</b><br/><b>5 min</b></p>                        | <p>Short welcome and ask the <b>Mentor</b> to introduce him/herself.</p> <p>Provide a brief welcome to the qualification for the class.</p> <p>Note for Instructor: Throughout this session, please monitor the session to ensure nothing inappropriate is being happened.</p>   |
| <p><b>Icebreaker:</b><br/><b>10 min</b></p>                    | <p>Start your session by delivering an icebreaker, this will enable you and your team to start to build rapport and create a team presentation for the tasks ahead.</p> <p>The icebreaker below should work well at introductions and encouraging communication, but feel free to use others if you think they are more appropriate. It is important to encourage young people to get to know each other and build strong team links during the first hour; this will help to increase their motivation and communication throughout the sessions.</p>   |
| <p><b>Introduction &amp; Onboarding:</b><br/><b>20mins</b></p> | <p>Provide a brief introduction of the qualification to the class and play the "Onboarding Video or Presentation". In your introduction cover the following:</p> <ol style="list-style-type: none"> <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., the role of teacher, mentor, and SEED. Policies and procedures (user agreements and "contact us" section). Everyone goes 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. (9 am-8 pm)</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>   |
| <p><b>Team Activity Planning:</b><br/><b>30 minutes</b></p>    | <p><b>MENTOR:</b></p> <p>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"> <li>• "IDENTIFY ENTREPRENEURS" TEAM ACTIVITY</li> <li>• "BRAINSTORMING SOCIAL PROBLEMS" TEAM ACTIVITY"</li> </ul> <p>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.</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><br/><b>5 minutes</b></p> | <p><b>MENTOR:</b><br/>Close the session with the opportunity for anyone to ask any remaining questions.</p> <p><b>Instructor:</b><br/>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<br>Les Brown<br>TD Jakes<br>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 Power 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.    | Self & Family background  | Muhammad Afzal from a modest background in Lahore, Pakistan. His father, a carpenter, and his mother, a homemaker, raised him along with his three siblings. With higher education not a possibility due to financial constraints, Afzal sought vocational training and embarked on his journey to become an electrician. He now successfully runs his own business in Shah Almi Market and remains devoted to his family, embodying values of hard work and integrity.  |
| 2.    | How he came on board NAVTTC Training/ or got trained through any other source | Electrician Course from GTTI Gulberg   |
| 3.    | Post-training activities  | Muhammad Afzal, a Lahore native, leveraged his curiosity for electrical work into a career, starting with a general electrician course at a vocational institute. His hands-on training led him to an apprenticeship where he honed his skills. Within two years, Afzal's reputation for reliability and skill prompted him to start his own electrical services company. His enterprise rapidly grew as he built trust among clients, especially in Lahore's bustling Shah Aalmi Market. Today, Afzal not only runs a successful business but also contributes to his community by training and employing aspiring electricians. His journey exemplifies how dedication, skill, and entrepreneurship can lead to success in Lahore's electrician field. |
| 4.    | Message to others<br>(Under training)   | Take the training opportunity seriously<br>Impose self-discipline and ensure regularity<br>Make Hard work pays in the end so be always ready for the same.   |

**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 blending ideas together.

**4. Appearance:**

Dress for success set your best foot forward, have personal hygiene, and good manners, and 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, and do extra without being asked. Take pride in your work, and 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, and 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 communication **is** 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, and work to the best of your ability. Carry out orders, and 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.

**Annexure-III**



