Government of Pakistan

National Vocational and Technical Training Commission

Prime Minister's Hunarmand Pakistan Program

"Skills for All"

Course Contents / Lesson Plan

Course Title: Hand and Machine Embroidery

Duration: 6 Months

Trainer Name	
Course Title	**Hand and Machine Embroidery**
Objectives and Expectations	**Employable skills and hands-on practice for Hand and Machine Embroidery** The art of decorating the different material like fabric, leather etc. through thread and needle with hand or by using machine is known as Embroidery. An embroider is a tradesman who specializes in drawing a design on material with needle and thread. It is person's day-to-day tasks to draw the required or new designs on the material by using different kind of stitches. This person is also competent in incorporating sequin, beads, pearls, etc. by using different techniques of stitches. The person is able to plan and structure the work process according to the technical requirements and the company structure. He/she understand all stitching techniques, tools and have aesthetic sense to use different colour combinations as per the requirement of customer. Person is capable of understanding the culture and values of different local areas and by keeping in view can embroided the traditional / local products. The art started with hand embroidery now moved a step ahead, due to bulk productions semi auto machines and computerized machines are also in great demand and embroider who are expert in semi auto and computerized machines are also in demand. But still every type (hand, semi auto machine, and computerized machine) has its own worth and acceptability in the market. **Main Expectations:** In short, the course under reference should be delivered by professional instructors in such a robust hands-on manner that the trainees are comfortably able to employ their skills for earning money (through wage/self-employment) at its conclusion. This course thus clearly goes beyond the domain of the traditional training practices in vogue and underscores an expectation that a market-centric approach will be adopted as the main driving force while delivering it. The instructors should therefore be experienced enough to be able to identify the training needs for the possible market roles available out there. Moreover, they should also know the strengths and weaknesses of each trainee to prepare them for such market roles during/after the training. **i.** Specially designed practical tasks to be performed by the trainees have been included in the Annexure-I to this document. The record of all tasks performed individually or in groups must be preserved by the management of the training Institute clearly labeling name, trade, session, etc so that these are ready to be physically inspected/verified through monitoring visits from time to time. The weekly distribution of tasks has also been indicated in the weekly lesson plan given in this document.

ii. To materialize the main expectations, a special module on **Job Search & Entrepreneurial Skills** has been included in the latter part of this course (5^{th} & 6^{th} month) through which, the trainees will be made aware of the Job search techniques in the local as well as international job markets (Gulf countries). Awareness around the visa process and immigration laws of the most favored labor destination countries also form a part of this module. Moreover, the trainees would also be encouraged to venture into self-employment and exposed to the main requirements in this regard. It is also expected that a sense of civic duties/roles and responsibilities will also be inculcated in the trainees to make them responsible citizens of the country.

iii. A module on **Work Place Ethics** has also been included to highlight the importance of good and positive behavior in the workplace in the line with the best practices elsewhere in the world. An outline of such qualities has been given in the Appendix to this document. Its importance should be conveyed in a format that is attractive and interesting for the trainees such as through PPT slides +short video documentaries. Needless to say that if the training provider puts his heart and soul into these otherwise non-technical components, the image of the Pakistani workforce would undergo a positive transformation in the local as well as international job markets.

To maintain interest and motivation of the trainees throughout the course, modern techniques such as:

- Motivational Lectures
- Success Stories
- Case Studies

These techniques would be employed as an additional training tool wherever possible (these are explained in the subsequent section on Training Methodology).

Lastly, evaluation of the competencies acquired by the trainees will be done objectively at various stages of the training and a proper record of the same will be maintained. Suffice to say that for such evaluations, practical tasks would be designed by the training providers to gauge the problem-solving abilities of the trainees.

(i) Motivational Lectures

The proposed methodology for the training under reference employs motivation as a tool. Hence besides the purely technical content, a trainer is required to include elements of motivation in his/her lecture. To inspire the trainees to utilize the training opportunity to the full and strive towards professional excellence. Motivational lectures may also include general topics such as the importance of moral values and civic role & responsibilities as a Pakistani. A motivational lecture should be delivered with enough zeal to produce a deep impact on the trainees. It may comprise of the following:

- Clear Purpose to convey the message to trainees effectively.
- Personal Story to quote as an example to follow.
- Trainees fit so that the situation is actionable by trainees and not represent a just idealism.
- Ending Points to persuade the trainees on changing themselves.

A good motivational lecture should help drive creativity, curiosity, and spark

the desire needed for trainees to want to learn more.
The impact of a successful motivational strategy is amongst others commonly visible in increased class participation ratios. It increases the trainees' willingness to be engaged on the practical tasks for a longer time without boredom and loss of interest because they can see in their mind's eye where their hard work would take them in short (1-3 years); medium (3 -10 years) and long term (more than 10 years).

As this tool is expected that the training providers would make arrangements for regular well planned motivational lectures as part of a coordinated strategy interspersed throughout the training period as suggested in the weekly lesson plans in this document.
Course-related motivational lectures online link is available in **Annexure-II**.

(ii) Success Stories

Another effective way of motivating the trainees is using Success Stories. Its inclusion in the weekly lesson plan at regular intervals has been recommended till the end of the training.
A success story may be disseminated orally, through a presentation, or using a video/documentary of someone that has risen to fortune, acclaim, or brilliant achievement. A success story shows how a person achieved his goal through hard work, dedication, and devotion. An inspiring success story contains compelling and significant facts articulated clearly and easily comprehendible words. Moreover, it is helpful if it is assumed that the reader/listener knows nothing of what is being revealed. The optimum impact is created when the story is revealed in the form of:-

- Directly in person (At least 2-3 cases must be arranged by the training institute)
- Through an audio/ videotaped message (2-3 high-quality videos must be arranged by the training institute)

It is expected that the training provider would collect relevant high-quality success stories for inclusion in the training as suggested in the weekly lesson plan given in this document.
Suggestive structure and sequence of a sample success story and its various shapes can be seen in **Annexure III**.

(iii) Case Studies

Where a situation allows, case studies can also be presented to the trainees to widen their understanding of the real-life specific problem/situation and to explore the solutions.
In simple terms, the case study method of teaching uses a real-life case example/a typical case to demonstrate a phenomenon in action and explain theoretical as well as practical aspects of the knowledge related to the same. It is an effective way to help the trainees comprehend in depth both the theoretical and practical aspects of the complex phenomenon in depth with ease. Case teaching can also stimulate the trainees to participate in discussions and thereby boost their confidence. It also makes the classroom atmosphere interesting thus maintaining the trainee interest in training till the end of the course.
Depending on suitability to the trade, the weekly lesson plan in this document

	may suggest case studies be presented to the trainees. The trainer may adopt a PowerPoint presentation or video format for such case studies whichever is deemed suitable but only those cases must be selected that are relevant and of a learning value. The Trainees should be required and supervised to carefully analyze the cases. For this purpose, they must be encouraged to inquire and collect specific information/data, actively participate in the discussions, and intended solutions to the problem/situation. Case studies can be implemented in the following ways: - i. A good quality trade-specific documentary (At least 2-3 documentaries must be arranged by the training institute) ii. Health &Safety case studies (2 cases regarding safety and industrial accidents must be arranged by the training institute) iii. Field visits(At least one visit to a trade-specific major industry/ site must be arranged by the training institute)
Entry-level of trainees	Middle
Learning Outcomes of the course	By the end of this course, students will be able to: • Improve the professional competence of Hand and Machine Embroidery industry • Learn free motion embroidery, appliqué and hand embroidery to mark make with different types of stitch. • Create a sketchbook of samplers. • Explore different materials and processes. • Explore the traditional and experimental. • Research historical and contemporary embroidery artists. • Design and create one hand and one machine stitch final personalized outcome such as a wall hanging or accessory such as a cushion cover.
Course Execution Plan	The total duration of the course: **6 months (26 Weeks)** Class hours: **4 hours per day** Theory: **20%** Practical: **80%** Weekly hours: **20 hours per week** Total contact hours: **520hours**
Companies offering jobs in the respective trade	**1.** Cottage Industry **2.** Machine Embroidery Units/Factories **3.** Entrepreneurship
Job Opportunities	• Punching (Pining) master • Tracing Expert • Assistant of Tracing Master • Hand Embroider • Sample Maker (Hand & Machine Embroidery) • ZigZag Machine Operator • Hand Aari Operator • Embroidery Production Supervisor

	• Merchandiser • Sampling Coordinator • Embroidery Incharge
No of Students	25
Learning Place	Classroom / Lab
Instructional Resources	https://www.youtube.com/watch?v=go89e8xpVYs Top 12 stitches in hand Embroidery https://www.youtube.com/watch?v=P1gNYIrgGf8 Some amazing embroidery design on different types of fabric by computerized embroidery machine https://www.youtube.com/watch?v=De6GIf2BcUY How to maintain, clean and oil your simple Embroidery Machine Digital Portfolio Best Practices resource - https://www.roberthalf.com/blog/writing-a-resume/3-digital-portfolio-best-practices-how-to-make-a-portfolio-that-pops

MODULES

Scheduled Weeks	Module Title	Learning Units	Remarks
Week 1	**Introduction to Hand and Machine Embroidery**	• **Motivational Lecture(** *For further detail please see Page No: 3& 4)* Students are introduced to: • **Course Introduction** • **Job market** • **Course Applications** • **Institute/work ethics** • Importance and use of Hand and Machine Embroidery in Garment and Textile sector • Elements and principles of design and colour • Basic colour theory and colour schemes	**Home Assignment** • **Task 1** • **Task 2** • **Task 3** *Details may be seen at Annexure-I*
Week 2	**Different types of Hand Embroidery Stitches**	• **Success stories (** *For further detail please see Page No: 3& 4)* Students are introduced to: • Different types of materials and tools used in Hand Embroidery • Enlargement and reduction of design • Punching, Design Transforming and Tracing ✓ Tracing methods, techniques & its precautions ✓ Types & placement of design • Fixing of the cloth in the frame • Basic stitches for hand embroidery ✓ Techniques of flat stitches (Herringbone, Skip, Satin, long & short, shade, couching, cross stitch etc.) ✓ Techniques of looped stitches (chain, button hole, blanket, fishbone, feather, fly etc.) ✓ Techniques of knotted stitches (French knot, double knot and Bullion knot etc.)	**Home Assignment** • **Task 4** • **Task 5** • **Task 6** *Details may be seen at Annexure-I*
Week 3 **Week 4** **Week 5**	**Different types of Surface Decorative Embroidery**	• **Motivational Lecture(** *For further detail please see Page No: 3& 4)* Students are introduced to:	• **Task 7** • **Task 8**

		• Different types of fabric, material and tools used in surface decorative embroidery • Surface decorative embroidery ✓ Appliqué work ✓ Cut work ✓ Cord (dori) work ✓ Ribbon work ✓ Quilt techniques ✓ Drawn thread (Tarqashi) work ✓ Smocking technique	*Details may be seen at Annexure-I* • **Monthly Test 1**
Week 6 **Week 7** **Week 8** **Week 9**	**Basic Embellishment on Frame/Adda**	• **Success stories (** *For further detail please see Page No: 3& 4)* Students are introduced to: • Different types of fabric, material and tools used in basic embellishment on frame • Different types of Hand Aari/Awl stitches • Zardozi /embellishment (tilla, gota, patti,kundan, pipes, makaish, Naqshi/Pel work, Kora/Dabka work)& their application • Mirror work	• **Task 9** • **Task 10** *Details may be seen at Annexure-I*
Week 10	**Beads and Sequin Work on Fabric**	• **Motivational Lecture(** *For further detail please see Page No: 3& 4)* Students are introduced to: • Different types of fabric, material and tools used in Beads and Sequin Work • Different styles of Beads and Sequin Work • Application of Stone work	• **Task 11** • **Task 12** *Details may be seen at Annexure-I*
Week 11 **Week 12**	**Traditional Embroidery styles**	• **Success stories (** *For further detail please see Page No: 3& 4)* Students are introduced to: • Punjabi Embroidery ✓ Phulkari Embroidery ✓ Shadow work ✓ Gotta kinari work • Sindhi Embroidery ✓ Sindhi stitch with mirror work ✓ Kutch embroidery • Balochi Embroidery	**Home Assignment** • **Task 13** • **Task 14** • **Task 15** • **Task 16** • **Task 17** *Details may be*

		✓ Doch embroidery ✓ Bedoch embroidery • Kashmiri Embroidery ✓ Zalakdozi embroidery ✓ Sozni embroidery ✓ Kantha embroidery	*seen at Annexure-I*
	Build your CV	Download professional CV template from any good site (https://www.coolfreecv.com or relevant) • Add Personal Information • Add Educational details • Add Experience/Portfolio • Add contact details/profile links	
Week 13	**Midterm**		
Week 14 **Week 15**	**Free Motion Embroidery Machine Operations**	• **Motivational Lecture** (For further detail please see Page No: 3& 4) Students are introduced to: • Introduction to the different types of Machines ; ✓ Foot /Free motion embroidery machine ✓ Computerized machine • Different types of embroidery stitches by free motion embroidery machine : ✓ Straight Stitch ✓ Round Stitch ✓ Satin Stitch ✓ Shade Stitch ✓ Long & Short Stitch ✓ Pin Stitch ✓ Velvet Stitch ✓ Cut Work ✓ Chain Stitch ✓ Eyelet Stitch ✓ Flat Stitches ✓ Zigzag Stitches • Observed the Quality parameters during machine embroidery operations	**Home Assignment** • **Task 18** • **Task 19** • **Task 20** *Details may be seen at Annexure-I*
Week 16 **Week 17**	**Surface Embellishment and Decorative Embroidery on Machine**	• **Success stories (** *For further detail please see Page No: 3& 4)* Students are introduced to: • Different types of embellishment and decorative techniques ✓ Appliqué work ✓ Tarqashi ✓ String/ribbon/gota work ✓ Tilla Work	**Home Assignment** • **Task 21** • **Task 22** • **Task 23** • **Task 24**

		✓ Quilting techniques ✓ Sequins work ✓ Mirror (Sheesha) Work	*Details may be seen at Annexure-I*
	Create an account profile on Fiverr (at least two gigs) and Upwork	Create an account by following these steps: Step 1: Personal Info Step 2: Professional Info Step 3: Linked Accounts Step 4: Account Security	
Week 18	**Basic Maintenance of Embroidery Machine**	● **Motivational Lecture (** *For further detail please see Page No: 3& 4)* Students are introduced to: ● Tools and equipment for replacing and adjusting needles and bobbins ● Defects and problems faced during embroidery regarding needles, threads and bobbins ● Procedure of adjusting the needle bar and needle ● Adjust the shuttle ● Change the motor belt ● Reasons of needle breakage ● Basic cleaning of machine ● Oiling of the machine ● Reinstall the machine software ● Importance of replacement records of machine parts. ● Safety precautions during installing different machine parts.	● **Task 25** ● **Task 26** *Details may be seen at Annexure-I*
Week 19 **Week 20**	**Computerized Machine Embroidery**	● **Success stories** (For further detail please see Page No: 3& 4) Students are introduced to: ● Introduction of computerized embroidery machine ● Types of computerized embroidery machines ✓ Single needle embroidery machines ✓ Multi-needle semi-professional embroidery machines (between 4 and 10 needles) etc. ● Maintenance of computerized embroidery machine & safe operating principles	● **Task 27** ● **Task 28** *Details may be seen at Annexure-I*
Week 21 **Week 22**	**Employable Project/Assignment (6 weeks i.e. 21-26)**	● Guidelines to the Trainees for selection of students employable project like final year project (FYP) ● Assign Independent project to each	

	besides regular classes. **OR** **On the job training**	Trainee ● A project-based on trainee's aptitude and acquired skills. ● Designed by keeping in view the emerging trends in the local market as well as across the globe. ● The project idea may be based on Entrepreneur. ● Leading to successful employment. ● The duration of the project will be 6 weeks ● Ideas may be generated via different sites such as: https://1000projects.org/ https://nevonprojects.com/ https://www.freestudentprojects.com/ https://technofizi.net/best-computer-science-and-engineering-cse-project-topics-ideas-for-students/ ● Final viva/assessment will be conducted on project assignments. ● At the end of the session, the project will be presented in a skills competition ● The skill competition will be conducted on zonal, regional, and National levels. ● The project will be presented in front of Industrialists for commercialization ● The best business idea will be placed in the NAVTTC business incubation center for commercialization. --- **OR** **On the job training:** ● Aims to provide 3 weeks of industrial training to the Trainees as part of the overall training program ● Ideal for the manufacturing trades ● As an alternative to the projects that involve expensive equipment ● Focuses on increasing Trainee's motivation, productivity, efficiency, and quick learning approach	
	How to search and apply for jobs in at least	• Browse the following website and create an account on each website ▪ Bayt.com – The Middle East Leading Job Site	

	two labor marketplace countries (KSA, UAE, etc.)	▪ Monster Gulf – The International Job Portal ▪ Gulf Talent – Jobs in Dubai and the Middle East • Find the handy 'search' option at the top of your homepage to search for the jobs that best suit your skills. • Select the job type from the first 'Job Type' drop-down menu, next, select the location from the second drop-down menu. • Enter any keywords you want to use to find suitable job vacancies. • On the results page you can search for part-time jobs only, full-time jobs only, employers only, or agencies only. Tick the boxes as appropriate to your search. • Search for jobs by: ▪ Company ▪ Category ▪ Location ▪ All jobs ▪ Agency ● Industry	
Week 23 **Week 24**	**Professional practice methods& legal side of design**	● **Success stories (** *For further detail please see Page No: 3& 4)* Students are introduced to: ● The standards that define the expectations of a professional designer ● The principles of integrity that demonstrate respect for the profession, for colleagues, for clients, for audiences or consumers, and society as a whole ● The perspectives of the design profession i.e. Understanding the profession, the meanings of environmental responsibility, copyright, and ethics ● What legalities are involved in professional design projects ● How to build strong professional proposals ● Copyrights, copyright infringement, plagiarism, crediting creators,	

		purchasing online products, downloading 'free' content ● The do's and don'ts of how to price their time, effort, and creativity	
Week 25	**Preparing your portfolio**	● **Motivational Lecture(** *For further detail please see Page No: 3& 4)* Students are introduced to: ● The concept of design portfolios ● The concept of present design work/projects in a professional manner ● Websites that provide free portfolio hosting such as behance and dribble ● Creating a portfolio ● How to select work for presenting in your portfolio	**Final Assessment**
Week 26	**Entrepreneurship and Final Assessment in project**	● **Success stories (** *For further detail please see Page No: 3& 4)* ● Job Market Searching ● Self-employment ● Introduction ● Fundamentals of Business Development ● Entrepreneurship ● Final Assessment	

Annexure-I:

Tasks for Certificate in Hand and Machine Embroidery

Task No.	Task	Description	Week
1.	**Prepare a report on work ethics and SOPs**	Generate a report for institute work ethics and SOPs	**Week 1**
2.	**Prepare a folder of principle and elements of design and colour**	Collect and organize the images in a folder related to principle and elements of design and colour	
3.	**Color wheel**	Prepare a basic colour wheel	
4.	**Prepare practice sheets of punching and tracing**	Develop six Practice sheets of punching and tracing in various design	**Week 2**
5.	**Prepare practice sheets of free hand drawing/design**	Develop six Practice sheets of free hand drawing/design on plain paper or butter paper	
6.	**Prepare a folder/file of samples of different stitches of hand embroidery**	Prepare a folder/file of sample development of below mention stitches of hand embroidery : ✓ Flat stitches (running, stem, back, herring bone, satin stitches etc.) ✓ Looped stitches (chain, feather, button hole, lazy-daisy, blanket stitches etc.) ✓ Knotted stitches (French knot, bullion, sippi stitch etc.)	
7.	**Prepare a scrap book**	Collect swatches of fabric, material and images of tools used in surface decorative embroidery and prepare a scrap book with names and characteristics	**Week 3** **Week 4** **Week 5**
8.	**Samples of different surface decorative embroidery**	Compile different samples of surface decorative embroidery made by trainee ; ✓ Appliqué work ✓ Cut work ✓ Cord (dori) work ✓ Ribbon work ✓ Quilt techniques ✓ Drawn thread (Tarqashi) work ✓ Smocking technique	
9.	**Prepare a scrap book**	Collect material and images of tools/frames used in basic embellishment and prepare a scrap book with names and characteristics	

10.	**Samples of Basic Embellishment**	Compile different samples of surface decorative embroidery made by trainee ; ✓ Different types of Hand Aari/Awl stitches ✓ Zardozi /embellishment (tilla, gota, patti,kundan, pipes, makaish, Naqshi/Pel work, Kora/Dabka work)& their application ✓ Mirror work	**Week 6** **Week 7** **Week 8** **Week 9**
11.	**Prepare a scrap book**	Collect different materials and images of tools used in Beads and Sequin Work and prepare a scrap book according to their properties and label each of them	**Week 10**
12.	**Samples of Beads and Sequin Work on Fabric**	Make and compile different samples of beads and sequin work on fabric made by trainee ; ✓ Different styles of Beads and Sequin Work ✓ Application of Stone work	
13.	**Samples of Punjabi Embroidery**	Make and compile different samples of Punjabi Embroidery on fabric made by trainee ; ✓ Phulkari Embroidery ✓ Shadow work ✓ Gotta kinari work	**Week 11** **Week 12**
14.	**Samples of Sindhi Embroidery**	Make and compile different samples of Sindhi Embroidery on fabric made by trainee ; ✓ Sindhi stitch with mirror work ✓ Kutch embroidery	
15.	**Samples of Balochi Embroidery**	Make and compile different samples of Balochi Embroidery on fabric made by trainee ; ✓ Doch embroidery ✓ Bedoch embroidery	
16.	**Samples of Kashmiri Embroidery**	Make and compile different samples of Kashmiri Embroidery on fabric made by trainee ; ✓ Zalakdozi embroidery ✓ Sozni embroidery ✓ Kantha embroidery	
17.	**Prepare a CV**	Prepare a CV to apply for a job in reputable organisation	
18.	**Prepare a presentation**	Prepare a presentation of different embroidery machines and define their properties	**Week 14** **Week 15**
19.	**Prepare Different projects with machine embroidery**	Make a wall hanging with different stitches assign by instructor Make a cushion with running stitch and shades.	
20.	**Draw and label the diagrams**	Draw and label the diagrams of different embroidery stitches; ✓ Straight Stitch ✓ Round Stitch ✓ Satin Stitch ✓ Shade Stitch	

		✓ Long & Short Stitch ✓ Pin Stitch ✓ Velvet Stitch ✓ Cut Work ✓ Chain Stitch ✓ Eyelet Stitch ✓ Flat Stitches ✓ Zigzag Stitches	
21.	**Prepare a project with decorative embroidery on machine**	Make a baby blanket with ✓ Appliqué work ✓ Quilting techniques	
22.	**Prepare a project with decorative embroidery on Machine**	Make a napkin with ✓ Tarqashi ✓ Sequin work	**Week 16**
23.	**Prepare a project with surface embellishment on machine**	Make a scarf with ✓ String/ribbon/gota work ✓ Tilla Work ✓ Mirror (Sheesha) Work	**Week 17**
24.	**Create an account profile on Fiverr (at least two gigs) and Upwork**	Create an account by following these steps: **Step 1:** Personal Info **Step 2:** Professional Info **Step 3:** Linked Accounts **Step 4:** Account Security	
25.	**Prepare a log book**	Prepare a maintenance log book which includes maintenance schedule (weekly, monthly or random) and add details of the parts/components maintained by candidate	
26.	**Prepare a list of tools and equipment required for the maintenance of embroidery machines**	Prepare a list of tools and equipment required for the maintenance of embroidery machines and add pictures also	**Week 18**
27.	**Prepare different samples on computerized machine embroidery**	Make and compile different samples on computerized machine embroidery	**Week 19**
28.	**Label the diagrams**	Label the diagrams of different parts of computerized embroidery machines	**Week 20**
29.	**Prepare a Report**	Prepare a report on maintenance of computerized embroidery machine & safe operating principles	

Annexure-II:

Hand and Machine Embroidery

What is freelancing and how you can make money online - BBCURDU

https://www.youtube.com/watch?v=9jCJN3Ff0kA

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

https://www.youtube.com/watch?v=Qi6Xn7yKllQ

Hisham Sarwar Motivational Story | Pakistani Freelancer

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

21 Yr Old Pakistani Fiverr Millionaire | 25-35 Lakhs a Month Income | Interview

https://www.youtube.com/watch?v=9WrmYYhr7S0

Success Story of a 23 Year - Old SEO Expert | How This Business Works | Urdu Hindi Punjabi

https://www.youtube.com/watch?v=tIQ0CWgszI0

Failure to Millionaire - How to Make Money Online | Fiverr Superhero Aaliyaan Success Story

https://www.youtube.com/watch?v=d1hocXWSpus

Annexure-II

SUGGESTIVE FORMAT AND SEQUENCE ORDER OF MOTIVATIONAL LECTURE.

Mentor

Mentors are provided an observation checklist form to evaluate and share their observational feedback on how students within each team engage and collaborate in a learning environment. The checklist is provided at two different points: Once towards the end of the course. The checklists are an opportunity for mentors to share their unique perspective on group dynamics based on various team activities, gameplay sessions, pitch preparation, and other sessions, giving insights on the nature of communication and teamwork taking place and how both learning outcomes and the student experience can be improved in the future.

Session- 1 (Communication):

Please find below an overview of the activities taking place Session plan that will support your delivery and an overview of this session's activity.

Session- 1 OVERVIEW
Aims and Objectives:
● To introduce the communication skills and how it will work ● Get to know mentor and team - build rapport and develop a strong sense of a team ● Provide an introduction to communication skills ● Team to collaborate on an activity sheet developing their communication, teamwork, and problem-solving ● Gain an understanding of participants' own communication skills rating at the start of the program

Activity:	**Participant Time**	**Teacher Time**	**Mentor Time**
Intro Attend and contribute to the scheduled.			
Understand good communication skills and how it works.			
Understand what good communication skills mean			
Understand what skills are important for good communication skills			
Key learning outcomes:	**Resources:**		**Enterprise skills developed:**

● Understand the communication skills and how it works. ● Understand what communication skills mean ● Understand what skills are important for communication skills	● Podium ● Projector ● Computer ● Flip Chart ● Marker	●Communication ●Self Confidence ●Teamwork

Schedule	**Mentor Should do**
Welcome: **5 min**	Short welcome and ask the **Mentor** to introduce him/herself. Provide a brief welcome to the qualification for the class. Note for Instructor: Throughout this session, please monitor the session to ensure nothing inappropriate is being happened.
Icebreaker: **10 min**	Start your session by delivering an icebreaker, this will enable you and your team to start to build rapport and create a team presentation for the tasks ahead. The icebreaker below should work well at introductions and encouraging communication, but feel free to use others if you think they are more appropriate. It is important to encourage young people to get to know each other and build strong team links during the first hour; this will help to increase their motivation and communication throughout the sessions.
Introduction & Onboarding: **20mins**	Provide a brief introduction of the qualification to the class and play the “Onboarding Video or Presentation”. In your introduction cover the following: 1. Explanation of the program and structure. (Kamyab jawan Program) 2. How you will use your communication skills in your professional life. 3. Key contacts and key information – e.g. role of teacher, mentor, and SEED. Policies and procedures (user agreements and “contact us” section). Everyone to go to the Group Rules tab at the top of their screen, read out the rules, and asks everyone to verbally agree. Ensure that the consequences are clear for using the platform outside of hours. (9am-8pm) 4. What is up next for the next 2 weeks ahead so young people know what to expect (see pages 5-7 for an overview of the challenge). Allow young people to ask any questions about the session topic.
Team Activity Planning: **30 minutes**	MENTOR: Explain to the whole team that you will now be planning how to collaborate for the first and second

	collaborative Team Activities that will take place outside of the session. There will not be another session until the next session so this step is required because communicating and making decisions outside of a session requires a different strategy that must be agreed upon so that everyone knows what they are doing for this activity and how. ● "IDENTIFY ENTREPRENEURS" TEAM ACTIVITY ● "BRAINSTORMING SOCIAL PROBLEMS" TEAM ACTIVITY" *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.* Make sure the teams have the opportunity to talk about how they want to work as a team through the activities e.g. when they want to complete the activities, how to communicate, the role of the project manager, etc. Make sure you allocate each young person a specific week that they are the project manager for the weekly activities and make a note of this. Type up notes for their strategy if this is helpful - it can be included underneath the Team Contract.
Session Close: **5 minutes**	**MENTOR:** Close the session with the opportunity for anyone to ask any remaining questions. **Instructor:** Facilitate the wrap-up of the session. A quick reminder of what is coming up next and when the next session will be.

MOTIVATIONAL LECTURES LINKS.

TOPIC	SPEAKER	LINK
How to Face Problems In Life	Qasim Ali Shah	https://www.youtube.com/watch?v=OrQte08MI90
Just Control Your Emotions	Qasim Ali Shah	https://www.youtube.com/watch?v=JzFs__yJt-w
How to Communicate Effectively	Qasim Ali Shah	https://www.youtube.com/watch?v=PhHAQEGehKc
Your ATTITUDE is Everything	Tony Robbins Les Brown David Goggins Jocko Willink Wayne Dyer Eckart Tolle	https://www.youtube.com/watch?v=5fS3rj6eIFg
Control Your EMOTIONS	Jim Rohn Les Brown TD Jakes Tony Robbins	https://www.youtube.com/watch?v=chn86sH0O5U
Defeat Fear, Build Confidence	Shaykh Atif Ahmed	https://www.youtube.com/watch?v=s10dzfbozd4
Wisdom of the Eagle	Learn Kurooji	https://www.youtube.com/watch?v=bEU7V5rJTtw
The Power of ATTITUDE	Titan Man	https://www.youtube.com/watch?v=r8LJ5X2ejqU
STOP WASTING TIME	Arnold Schwarzenegger	https://www.youtube.com/watch?v=kzSBrJmXqdg
Risk of Success	Denzel Washington	https://www.youtube.com/watch?v=tbnzAVRZ9Xc

Annexure-III

SUCCESS STORY

S. No	Key Information	Detail/Description
1.	**Self & Family background**	**Ahmad Ali,** who lives in Faisalabad, is an example of how hard work and perseverance can reap rich rewards when working in textile sector. **Ahmad** has had to work hard to differentiate himself and stay true to his goal. **Ahmad** decided to forge his own path and opened his own embroidery unit. He then launched his own brand. Today, Ahmad is known for his trademark upscale hand and machine embroidery on home furnishing, apparel, etc. The advice he gives to aspiring new comers is "Don't be afraid to take time to learn. It's good to work for other people. I worked for others for 20 years. They paid me to learn."
2.	**How he came on board NAVTTC Training/ or got trained through any other source**	Certification in Hand and Machine Embroidery from UMT (NAVTTC partner institute)
3.	**Post-training activities**	**Ahmad's** area of expertise is in **Hand and Machine Embroidery.** In his first month he pitched mostly for minor projects. But it wasn't so simple. In the first few weeks, he didn't hear back from even a single client, despite pitching for dozens of projects. "I needed to understand what worked, so I read blogs, participated in forums, and analyzed profiles of successful freelancers. It was an uphill struggle, but I didn't want to give up," he explains. Ahmad says he understands why clients would be apprehensive giving projects to untested freelancers. They have hundreds of options to choose from, he explains, and to give a project to someone with no experience requires a strong leap of faith. A slow stream of projects started to come Ahmad's way. Within a few months, he was landing an average of a hundred projects every month, with a large number of repeat clients. He also expanded the range of his professional services. But he's had to face his fair share of challenges too. The shoddy state of internet infrastructure in his city,

		Faisalabad, threatened to derail his career. “Sometimes I haven’t had connectivity for two days straight,” he explains. “That’s unthinkable for someone who makes his livelihood on the internet.”
4.	**Message to others (under training)**	Take the training opportunity seriously Impose self-discipline and ensure regularity Make Hard work pays in the end so be always ready for the same.

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***

Annexure-IV:

Workplace/Institute Ethics Guide

Work ethic is a standard of conduct and values for job performance. The modern definition of what constitutes good work ethics often varies. Different businesses have different expectations. Work ethic is a belief that hard work and diligence have a moral benefit and an inherent ability, virtue, or value to strengthen character and individual abilities. It is a set of values-centered on the importance of work and manifested by determination or desire to work hard.

The following ten work ethics are defined as essential for student success:

1. **Attendance:**
   Be at work every day possible, plan your absences don't abuse leave time. Be punctual every day.
2. **Character:**
   Honesty is the single most important factor having a direct bearing on the final success of an individual, corporation, or product. Complete assigned tasks correctly and promptly. Look to improve your skills.
3. **Team Work:**
   The ability to get along with others including those you don't necessarily like. The ability to carry your weight and help others who are struggling. Recognize when to speak up with an idea and when to compromise by blend ideas together.
4. **Appearance:**
   Dress for success set your best foot forward, personal hygiene, good manner, remember that the first impression of who you are can last a lifetime
5. **Attitude:**
   Listen to suggestions and be positive, accept responsibility. If you make a mistake, admit it. Values workplace safety rules and precautions for personal and co-worker safety. Avoids unnecessary risks. Willing to learn new processes, systems, and procedures in light of changing responsibilities.
6. **Productivity:**
   Do the work correctly, quality and timelines are prized. Get along with fellows, cooperation is the key to productivity. Help out whenever asked, do extra without being asked. Take pride in your work, do things the best you know-how. Eagerly focuses energy on accomplishing tasks, also referred to as demonstrating ownership. Takes pride in work.

7. **Organizational Skills:**

   Make an effort to improve, learn ways to better yourself. Time management; utilize time and resources to get the most out of both. Take an appropriate approach to social interactions at work. Maintains focus on work responsibilities.

8. **Communication:**

   Written communication, being able to correctly write reports and memos. Verbal communications, being able to communicate one on one or to a group.

9. **Cooperation:**

   Follow institute rules and regulations, learn and follow expectations. Get along with fellows, cooperation is the key to productivity. Able to welcome and adapt to changing work situations and the application of new or different skills.

10. **Respect:**

    Work hard, work to the best of your ability. Carry out orders, do what's asked the first time. Show respect, accept, and acknowledge an individual's talents and knowledge. Respects diversity in the workplace, including showing due respect for different perspectives, opinions, and suggestions.