

Government of Pakistan

National Vocational and Technical Training Commission

Prime Minister's Hunarmand Pakistan Program

"Skills for All"



Course Contents / Lesson Plan
Course Title: Livestock Manager
Duration: 6 Months

Revised Edition

Trainer Name	
Course Title	Livestock Manager
Objectives and Expectations	<p style="text-align: center;">Employable skills and hands-on practice for Livestock Manager</p> <p>This course will provide an overview and understanding of livestock management techniques including health, facilities, animal handling, nutrition, and reproduction. The Course will cover application of animal handling and management techniques for goat, sheep, and camel. The course is designed to span a wide range of communication in a market platform. In this course, students are introduced to key aspects of the design financial accounting, from research/strategy, creative brief development, and campaign development to teamwork and presentation and content creation so that they can enter the financial market as strong candidates for beginner to intermediate level design jobs.</p> <p><u>Main Expectations:</u></p> <p>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.</p> <p>This course thus clearly goes beyond the domain of the traditional training practices in vogue and underscores an expectation that a market-centric approach will be adopted as the main driving force while delivering it. The instructors should therefore be experienced enough to be able to identify the training needs for the possible market roles available out there. Moreover, they should also know the strengths and weaknesses of each trainee to prepare them for such market roles during/after the training.</p> <ol style="list-style-type: none"> i. Specially designed practical tasks to be performed by the trainees have been included in the Annexure-I to this document. The record of all tasks performed individually or in groups must be preserved by the management of the training Institute clearly labeling name, trade, session, etc. so that these are ready to be physically inspected/verified through monitoring visits from time to time. The weekly distribution of tasks has also been indicated in the weekly lesson plan given in this document. ii. To materialize the main expectations, a special module on <u>Job Search & Entrepreneurial Skills</u> has been included in the latter part of this course (5th & 6th month) through which, the trainees will be made aware of the Job search techniques in the local as well as international job markets (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 comprehensible 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: -

	<ol style="list-style-type: none"> i. A good quality trade-specific documentary (At least 2-3 documentaries must be arranged by the training institute) ii. Health & Safety case studies (2 cases regarding safety and industrial accidents must be arranged by the training institute) iii. Field visits (At least one visit to a trade-specific major industry/site must be arranged by the training institute)
Entry-level of trainees	Intermediate
Learning Outcomes of the course	<ul style="list-style-type: none"> • Pest survey, surveillance, and management practices. • Basic needs and modern availability and their application • Tour a Modern Sheep production facility. • Livestock management techniques • Kidding management • Safety in working with animals. • Successful cases
Course Execution Plan	<p>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</p>
Companies offering jobs in the respective trade	<ol style="list-style-type: none"> 1. Livestock & Dairy Development Department 2. Adam's Milk Foods (Pvt). Ltd. 3. ICI Pakistan Private Ltd 4. Maxim Agri 5. Nestlé Pakistan 6. Engro Foods Limited, Pakistan 7. United Dairy Farms (Pvt) Ltd
Job Opportunities	<p>Opportunities in this field include areas as diverse as science, engineering, finance, marketing, and exporting. Careers in these areas have expanded as the production and processing of food and fiber have become more specialized and technological.:</p> <ul style="list-style-type: none"> • Animal Health Supervisor • Animal Diseases Technician. • Breed Improvement Technician. • Veterinary Assistant. • Assistant Farm Manager • Farming and production • Management and marketing of Agricultural commodities • Farming techniques • Marketing and financing of fiber and food products • Agribusiness management
No of Students	25

Instructional Resources	<p>https://www.youtube.com/watch?v=cJu08eZdBNU Goat farm vs Sheep Farm</p> <p>https://www.youtube.com/watch?v=oZRnlKn_NXY Chwinda goat farm</p> <p>https://www.youtube.com/watch?v=hF-hYw_2AzE Modern farming technology.</p> <p>https://www.youtube.com/watch?v=-9Ed5ETPJto Advanced feed</p> <p>https://www.youtube.com/watch?v=g9Ex7M6oG_s Camel Farming</p>
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MODULES

	Module Title	Learning Units	Remarks
Week 1	Nature and Scope of Goat Production	<ul style="list-style-type: none"> • Motivational Lecture (For further detail please see Page No: 3& 4) • Course Introduction • Job market • Course Applications • Institute/work ethics • Introduction and History • Biological Terminology • Uses of Goats and Goat Production • Goats Breeds Overview • Introduction to Farm Systems • Keeping a Buck • Truths and Myths about Goats • Goat Psychology • Social Structure 	<p>Home Assignment</p> <ul style="list-style-type: none"> • Task 1 • Task 2 • Task 3 <p><i><u>Details maybe seen at Annexure-I</u></i></p>
Week 2	<p>Goat Breeds and Breeding</p> <p>➤ Success Story (For further detail please see Page No: 4 & 5)</p>	<ul style="list-style-type: none"> • Dairy Goats • Meat Goats • Boer Goats • Spanish Goats • Selection and Breeding General Objectives • Reproductive System Anatomy • Puberty • Breeding Season • Flock Mating • Pen Mating • Hand Mating • Reproduction Control Methods 	<ul style="list-style-type: none"> • Task 4 <p><i><u>Details maybe seen at Annexure-I</u></i></p>
Week 3	<p>Feeds and Nutrition</p> <p>➤ Motivational Lecture (For further detail please see PageNo: 4 & 5)</p>	<ul style="list-style-type: none"> • Feeding • Forage • Hay • Haylage • Straw • Wild Plants • Concentrates • By-products • Minerals • Feeding Strategies • Feeding for milk production • Feeding for meat production 	<ul style="list-style-type: none"> • Task 5 <p><i><u>Details maybe seen at Annexure-I</u></i></p>

Week 4	Health Management ➤ Success Story <i>(For further detail please see Page No: 4 & 5)</i>	<ul style="list-style-type: none"> • Health Problems • Signs of Good Health • Bacterial and Viral Diseases • Clostridial Diseases • Accidents, Emergencies and First Aid • Abortion and Genital Processes • Digestive Problems 	<ul style="list-style-type: none"> • Task 6 • 1st Monthly test <p><i><u>Details maybe seen at Annexure-I</u></i></p>
Week 5	General Husbandry Housing, Fencing, Grooming ➤ Motivational Lecture <i>(For further detail please see Page No: 4 & 5)</i>	<ul style="list-style-type: none"> • Space Requirements • Housing and Fencing • Grazing and Pasture Management • Free Range • Intensive Confinement • Combination System • Grazing Methods • How Much Grazing • Other Areas That Can Be Utilized for Grazing • Hoof care • Disbudding • Dehorning • Tattooing • Vaccination • Worming • Grooming and Hair Care 	<ul style="list-style-type: none"> • Task 7 <p><i><u>Details may be seen at Annexure-I</u></i></p>

<p>Week 6</p>	<p>Meat and Fiber Production ➤ Success Story (For further detail please see Page No: 4 & 5)</p>	<ul style="list-style-type: none"> • Fiber Production • Mohair • Annual Management of Angora Flock • Mohair Production • Cashmere • Annual Management of a cashmere flock • Cashmere Production • Meat Production • Management of meat flock • Slaughter terminology • Carcass quality and grading • Leather production 	<p>• Task 8</p> <p><u>Details may be seen at Annexure-I</u></p>
<p>Week 7</p>	<p>Goat Farm Management ➤ Motivational Lecture (For further detail please see Page No: 4 & 5)</p>	<ul style="list-style-type: none"> • On the Farm - Buildings and Structures • Goat shelters • Farming production systems • Keeping records • Goat Management • Occupational Health and Safety Legislation • Farm Safety • Duty of care (employer and employer duties) • Lifting and manual handling • Protective Equipment • Dealing with chemicals • Storage and disposal of chemicals • Handling tools and machinery • Safety Audit • Marketing your products • Advertising your stock • Where you can sell 	<p>• Task 9</p> <p><u>Details may be seen at Annexure-I</u></p>
<p>Week 8</p>	<p>Kids and Kidding ➤ Success Story (For further detail please see Page No: 4 & 5)</p>	<ul style="list-style-type: none"> • Hygiene during delivery • The delivery • Parturition/Birth • Care of a newborn kid • Early feeding • Weaning • Castration 	<p>• Task 10 • 2nd monthly test</p> <p><u>Details may be seen at Annexure-I</u></p>

Week 9	Dairy Production ➤ Motivational Lecture <i>(For further detail, please seePage No: 4 & 5)</i>	<ul style="list-style-type: none"> • Milk Production • Lactation Curve • Quality and Composition • Compositions of goat's milk • Protein • Fat • Lactose • Ash • Vitamins • Factors of variation • Breeds and production systems • Age and lactation number • Different types of cheese 	•Task 11 <u><i>Details may be seen at Annexure-I</i></u>
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Week 10	Nature and Scope of Sheep Production. ➤ Success Story <i>(For further detail please see Page No: 4 & 5)</i>	<ul style="list-style-type: none"> • Introduction and History • Biological Terminology • Uses of Sheep and Sheep Production • Sheep Breeds Overview • Introduction to Farm Systems • Keeping a Buck • Truths and Myths about Sheep • Sheep Psychology • Social Structure 	• Task 12 <i><u>Details may be seen at Annexure-I</u></i>
Week 11	Sheep Breeds and Breeding ➤ Motivational Lecture <i>(For further detail please see Page No: 4 & 5)</i>	<ul style="list-style-type: none"> • Dairy Sheep • Meat Sheep • Boer Sheep • Spanish Sheep • Selection and Breeding General Objectives • Reproductive System Anatomy • Puberty • Breeding Season • Flock Mating 	• Task 13 <i><u>Details may be seen at Annexure-I</u></i>
Week 12	Feeds and Nutrition ➤ Success Story <i>(For further detail please see Page No: 4 & 5)</i>	<ul style="list-style-type: none"> • Feeding • Forage • Hay • Haylage • Straw • Wild Plants • Concentrates • By-products • Minerals • Feeding Strategies • Feeding for milk production • Feeding for meat production 	• Task 14 <i><u>Details may be seen at Annexure-I</u></i>
	Build your CV	Download professional CV template from any good site (https://www.coolfreecv.com or relevant) <ul style="list-style-type: none"> • Add Personal Information • Add Educational details • Add Experience/Portfolio • Add contact details/profile links 	
Week 13	Mid-Term Assignment/Exam		

Week 14	Health Management ➤ Motivational Lecture <i>(For further detail please see Page No: 4 & 5)</i>	<ul style="list-style-type: none"> • Health Problems • Signs of Good Health • Bacterial and Viral Diseases • Clostridial Diseases • Accidents, Emergencies and First Aid • Abortion and Genital Processes • Digestive Problems 	•Task 15 <u><i>Details may be seen at Annexure-I</i></u>
Week 15	General Husbandry Housing, Fencing, Grooming ➤ Success Story <i>(For further detail</i>	<ul style="list-style-type: none"> • Space Requirements • Housing and Fencing • Grazing and Pasture Management • Free Range • Intensive Confinement • Combination System • Grazing Methods • How Much Grazing • Other Areas That Can Be Utilized for Grazing • Hoof care • Disbudding • Dehorning • Tattooing • Vaccination • Worming • Grooming and Hair Care 	•Task 16
	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	

	<i>please see Page No: 4 & 5)</i>	<p>4. Crop residue management.</p> <p>5. Deep ploughing, alternation between ploughing and reduced tillage.</p>	<u><i>Details may be seen at Annexure-I</i></u>
Week 16	<p>Meat and Fiber Production</p> <p><i>(For further detail please see Page No: 4 & 5)</i></p>	<ul style="list-style-type: none"> • Fiber Production • Mohair • Annual Management of Angora Flock • Mohair Production • Cashmere • Annual Management of a cashmere flock • Cashmere Production • Meat Production • Management of meat flock • Slaughter terminology • Carcass quality and grading of leather production 	<ul style="list-style-type: none"> • Task 17 • 3rd monthly test <p><u><i>Details may be seen at Annexure-I</i></u></p>
Week 17	<p>Create an account profile on Fiverr (at least two gigs) and Upwork</p>	<p>Create an account by following these steps:</p> <p>Step 1: Personal Info</p> <p>Step 2: Professional Info</p> <p>Step 3: Linked Accounts</p> <p>Step 4: Account Security</p>	<ul style="list-style-type: none"> • Task 18 <p><u><i>Details may be seen at Annexure-I</i></u></p>
	<p>Sheep Farm Management</p> <p>➤ Motivational Lecture</p> <p><i>(For further detail please see Page No: 4 & 5)</i></p>	<ul style="list-style-type: none"> • On the Farm - Buildings and Structures • Sheep shelters • Farming production systems • Keeping records • Sheep Management • Occupational Health and Safety Legislation • Farm Safety • Duty of care (employer and employer duties) • Lifting and manual handling • Protective Equipment • Dealing with chemicals • Storage and disposal of chemicals • Handling tools and machinery • Safety Audit • Marketing your products • Advertising your stock • Where you can sell 	

<p>Week 18</p>	<p>Kids and Kidding ➤ Success Story</p> <p><i>(For further detail please see Page No: 4 & 5)</i></p>	<ul style="list-style-type: none"> • Hygiene during delivery • The delivery • Parturition/Birth • Care of a newborn kid • Early feeding • Weaning • Castration 	<ul style="list-style-type: none"> • Task 19 <p><i><u>Details may be seen at Annexure-I</u></i></p>
<p>Week 19</p>	<p>Dairy Production ➤ Motivational Lecture</p> <p><i>(For further detail please see Page No: 4 & 5)</i></p>	<ul style="list-style-type: none"> • Milk Production • Lactation Curve • Quality and Composition • Compositions of Sheep's milk • Protein • Fat • Lactose • Ash • Vitamins • Factors of variation • Breeds and production systems • Age and lactation number • Different types of cheese 	<ul style="list-style-type: none"> • Task 20 <p><i><u>Details maybe seen at Annexure-I</u></i></p>

<p>Week 20</p>	<p>Nature and Scope of Camel Production</p> <p>➤ Success Story (For further detail please see Page No: 4 & 5)</p>	<ul style="list-style-type: none"> ● Introduction and History ● Biological Terminology ● Uses of Camel and Camel Production ● Camel Breeds Overview ● Introduction to Farm Systems ● Keeping a Buck ● Truths and Myths about Camel ● Camel Psychology ● Social Structure 	<ul style="list-style-type: none"> ● Task 21 ● 4th monthly test <p><i><u>Details may be seen at Annexure-I</u></i></p>
<p>Week 21</p>	<p>Camel Breeds and Breeding</p> <ul style="list-style-type: none"> ● Employable Project/Assignment (6 weeks i.e., 21-26) in addition of regular classes. <p style="text-align: center;">OR</p> <p>On job training (2 weeks)</p>	<ul style="list-style-type: none"> ● Dairy Camel ● Meat Camel ● Selection and Breeding General Objectives ● Reproductive System Anatomy ● Puberty ● Breeding Season ● Flock Mating ● Pen Mating ● Hand Mating ● Reproduction Control Methods <ul style="list-style-type: none"> ● Guidelines to the Trainees for selection of student's employable project like final year project (FYP) ● Assign Independent project to each 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 the 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-case-project-topics-ideas-for-students/ ● Final viva/assessment will be conducted on project assignments. ● At the end of session, the project will be presented in skills 	<ul style="list-style-type: none"> ● Task 22 <p><i><u>Details may be seen at Annexure-I</u></i></p>

		<p>competition</p> <ul style="list-style-type: none">• The skill competition will be conducted on zonal, regional and National level.• The project will be presented in front of Industrialists for commercialization• The best business idea will be placed in NAVTTC business incubation center for commercialization. <p>-----</p> <p>OR</p>	
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		<p>On job training for 2 weeks:</p> <ul style="list-style-type: none"> • Aims to provide 2 weeks industrial training to the Trainees as part of overall training program • Ideal for the manufacturing trades • As an alternate to the projects that involve expensive equant • Focuses on increasing Trainee's motivation, productivity, efficiency and quick learning approach. 	
Week 22	<p>Feeds and Nutrition</p> <p>➤ Success Story</p> <p>(For further detail please see Page No: 4 & 5)</p>	<ul style="list-style-type: none"> • Feeding • Forage • Hay • Haylage • Straw • Wild Plants • Concentrates • By-products • Minerals • Feeding Strategies • Feeding for milk production • Feeding for meat production 	<p>• Task 23</p> <p><u>Details may be seen at Annexure-I</u></p>
	<p>How to search and apply for jobs in at least two labor marketplace countries (KSA, UAE, etc.)</p>	<ul style="list-style-type: none"> • Browse the following website and create an account on each website <ul style="list-style-type: none"> ▪ Bayt.com – The Middle East Leading Job Site ▪ 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 	

		<p>appropriate to your search.</p> <ul style="list-style-type: none"> • Search for jobs by: <ul style="list-style-type: none"> ▪ Company ▪ Category ▪ Location ▪ All jobs ▪ Agency • Industry 	
Week 23	How to search and apply for jobs in at least two labor marketplace countries (KSA, UAE, etc.)	<ul style="list-style-type: none"> • Browse the following website and create an account on each website <ul style="list-style-type: none"> ▪ Bayt.com – The Middle East Leading Job Site ▪ Monster Gulf – The International Job Portal ▪ Gulf Talent – Jobs in Dubai and the MiddleEast • 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 thesecond drop-down menu. • Enter any keywords you want touse to find suitable job vacancies. • On the results page you can search for part-time jobs only, 	<ul style="list-style-type: none"> • Task 24 <p><u><i>Details may be seen at Annexure-1</i></u></p>

		<p>full-time jobs only, employers only, or agencies only. Tick the boxes as appropriate to your search.</p> <ul style="list-style-type: none"> • Search for jobs by: <ul style="list-style-type: none"> ▪ Company ▪ Category ▪ Location ▪ All jobs ▪ Agency • Industry 	
	<p>Health Management</p> <ul style="list-style-type: none"> • Motivational Lecture <i>(For further detail please see Page No: 4 & 5)</i> 	<ul style="list-style-type: none"> • Health Problems • Signs of Good Health • Bacterial and Viral Diseases • Clostridial Diseases • Accidents, Emergencies and First Aid • Abortion and Genital Processes • Digestive Problems 	

<p>Week 24</p>	<p>General Husbandry Housing, Fencing, Grooming</p> <p>➤ Success Story (For further detail please see Page No: 4 & 5)</p>	<ul style="list-style-type: none"> • Space requirements • Housing and fencing • Grazing and pasture management • Free range • Intensive confinement • Combination system • Grazing methods • How much grazing • Other areas that can be utilized for grazing. • Hoof care • Disbudding • Dehorning • Tattooing • Vaccination • Worming • Grooming and hair care 	<ul style="list-style-type: none"> • Task 25 <p><i><u>Details may be seen at Annexure-I</u></i></p>
<p>Week 25</p>	<p>Meat and Fiber Production</p> <p>➤ Motivational Lecture</p> <p>(For further detail please see Page No: 4 & 5)</p>	<ul style="list-style-type: none"> • Fiber Production • Mohair • Annual Management of Angora Flock • Mohair Production • Cashmere • Annual Management of a cashmere flock • Cashmere Production • Meat Production • Management of meat flock • Slaughter terminology • Carcass quality and grading • Leather production 	<ul style="list-style-type: none"> • Task 26 <p><i><u>Details may be seen at Annexure-I</u></i></p>
<p>Week 26</p>	<p style="text-align: center;">Final exams</p>		

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Annexure-I**Tasks for Certificate in Livestock Manager**

Task No.	Task	Description	Week
1.	Search out three motivational lectures on	Search any three motivational lectures on "Livestock Manager" () lectures and its application in Pakistan	Week 1
2.	Find the career path	Prepare a career path related to your course and also highlight the emerging trends in comparison of local as well as at international level	
3.	Generate employing ability	Generate a report on Institute work ethics and professionalism related to your course	
4.	Visit goat farm.	<ul style="list-style-type: none"> • Basic knowledge on breeds • Enlist different breeds. • Draw a map of breeding seasons. 	Week 2
5.	Visit goat farm	<ul style="list-style-type: none"> • Prepare a flow sheet on feeds 	• Week 3
6.	Visit a veterinary hospital.	<ul style="list-style-type: none"> • Prepare a report on good health. 	Week 4
7.	Make a sample farm.	<ul style="list-style-type: none"> • Maintain optimum requirements 	Week 5
8.	Make a Report.	<ul style="list-style-type: none"> • Meat production • Meat nutrient facts. 	Week 6
9.	Visit goat farm.	<ul style="list-style-type: none"> • Ensure good management practices. 	Week 7
10.	Visit a veterinary hospital.	<ul style="list-style-type: none"> • Write a report on kids and kidding. 	Week 8
11.	Report writing	<ul style="list-style-type: none"> • Write a report on breeds and production of milk. 	Week 9
12.	Report writing.	<ul style="list-style-type: none"> • Write a report on sheep production. 	Week 10
13.	Visit a sheep farm.	<ul style="list-style-type: none"> • Enlist different breeds of sheep. 	Week 11
14.	Report writing	<ul style="list-style-type: none"> • Effect of different feeds on sheep. 	Week 12
		Mid term	Week 13

15.	Visit a veterinary hospital.	<ul style="list-style-type: none"> • Prepare a report on good health. 	Week 14
16.	Make a sample farm.	<ul style="list-style-type: none"> • Maintain optimum requirements 	Week 15
17.	Make a Report.	<ul style="list-style-type: none"> • Meat production • Meat nutrient facts. 	Week 16
18.	Visit sheep farm.	<ul style="list-style-type: none"> • Ensure good management practices. 	Week 17
19.	Visit a veterinary hospital.	<ul style="list-style-type: none"> • Write a report on kids and kidding. 	Week 18
20.	Report writing	<ul style="list-style-type: none"> • Write a report on breeds and production of milk. 	Week 19
21.	Report writing	<ul style="list-style-type: none"> • Historic Background of camel farming. 	Week 20
22.	Report writing	<ul style="list-style-type: none"> • Write a report on camel breeds and meat production 	Week 21
23.	Report writing	<ul style="list-style-type: none"> • Write a report on camel feeds and milk production 	Week 22
24.	Visit a veterinary hospital.	<ul style="list-style-type: none"> • Enlist diseases of camel and their control. 	Week 23
25.	Make an ideal model camel farm.	<ul style="list-style-type: none"> • Use paper and hardboard to make farm. 	Week 24

26.	Visit a camel farm.	<ul style="list-style-type: none">• Write a report on highest meat production breed.	Week 25
	Final Term		Week 26

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=Qi6Xn7yKIIQ>

Chwinda goat farm

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

Modern farming technology.

https://www.youtube.com/watch?v=hF-hYw_2AzE

Advanced feed

<https://www.youtube.com/watch?v=-9Ed5ETPJto>

success story of chilli farming | Livestock Manager

<https://www.youtube.com/watch?v=iETI9FY17AA>

Syngenta Pakistan whitefly | Livestock Manager

<https://www.youtube.com/watch?v=RfnCFR5-ull>

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

<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:
<ul style="list-style-type: none"> • To introduce the communication skills and how it will work • Get to know mentor and team - build rapport and develop a strong sense of a team • Provide an introduction to communication skills • Team to collaborate on an activity sheet developing their communication, teamwork, and problem-solving • Gain an understanding of participants' own communication skills rating at the start of the program

Activity:	Participant Time	Teacher Time	Mentor Time
Intro Attend and contribute to the scheduled.			
Understand good communication skills and how it works.			
Understand what good communication skills mean			
Understand what skills are important for good communication skills			
Key learning outcomes:	Resources:		Enterprise skills developed:
<ul style="list-style-type: none"> • Understand the communication 	<ul style="list-style-type: none"> • Podium • Projector 		<ul style="list-style-type: none"> • Communication • Self Confidence

skills and how it works.

- Computer
- Flip Chart

- Teamwork

<ul style="list-style-type: none"> • Understand what communication skills mean • Understand what skills are important for communication skills 	<ul style="list-style-type: none"> • Marker 	
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Schedule	Mentor Should do
Welcome: 5 min	Short welcome and ask the Mentor to introduce him/herself. Provide a brief welcome to the qualification for the class. Note for Instructor: Throughout this session, please monitor the session to ensure nothing inappropriate is being happened.
Icebreaker: 10 min	Start your session by delivering an icebreaker, this will enable you and your team to start to build rapport and create a team presentation for the tasks ahead. The icebreaker below should work well at introductions and encouraging communication, but feel free to use others if you think they are more appropriate. It is important to encourage young people to get to know each other and build strong team links during the first hour; this will help to increase their motivation and communication throughout the sessions.
Introduction & Onboarding: 20mins	Provide a brief introduction of the qualification to the class and play the “Onboarding Video or Presentation”. In your introduction cover the following: <ol style="list-style-type: none"> 1. Explanation of the program and structure. (Kamyabjawan Program) 2. How you will use your communication skills in your professional life. 3. Key contacts and key information — e.g., role of teacher, mentor, and SEED. Policies and procedures (user agreements and “contact us” section). Everyone to go to the Group Rules tab at the top of their screen, read out the rules, and ask everyone to verbally agree. Ensure that the consequences are clear for using the platform outside of hours. (9am-8pm) 4. What is up next for the next 2 weeks ahead so young people know what to expect (see pages 5-7 for an overview of the challenge). Allow young people to ask any questions about the session topic.
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

	<p>agreed upon so that everyone knows what they are doing for this activity and how.</p> <ul style="list-style-type: none"> • “IDENTIFY ENTREPRENEURS” TEAMACTIVITY • “BRAINSTORMING SOCIAL PROBLEMS” TEAMACTIVITY” <p><i>As a team, collaborate on a creative brainstorm on social problems in your community. Vote on the areas you feel most passionate about as a team, then write down what change you would like to see happen.</i></p> <p>Make sure the teams have the opportunity to talk about how they want to work as a team through the activities e.g., when they want to complete the activities, how to communicate, the role of the project manager, etc.</p> <p>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>Session Close: 5 minutes</p>	<p>MENTOR: Close the session with the opportunity for anyone to ask any remaining questions.</p> <p>Instructor: Facilitate the wrap-up of the session. A quick reminder of what is coming up next and when the next session will be.</p>

MOTIVATIONAL LECTURES LINKS.

<u>TOPIC</u>	<u>SPEAKER</u>	<u>LINK</u>
How to Face Problems in Life	Qasim Ali Shah	https://www.youtube.com/watch?v=OrQte08MI90
Just Control Your Emotions	Qasim Ali Shah	https://www.youtube.com/watch?v=JzFs_yJt-w
How to Communicate Effectively	Qasim Ali Shah	https://www.youtube.com/watch?v=PhHAQEGehKc
Your ATTITUDE is Everything	Tony Robbins Les Brown David Goggins Jocko Willink Wayne Dyer Eckart Tolle	https://www.youtube.com/watch?v=5fS3rj6eIFg
Control Your EMOTIONS	Jim Rohn Les Brown TD Jakes Tony Robbins	https://www.youtube.com/watch?v=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=kzSBrJmXgdg
Risk of Success	Denzel Washington	https://www.youtube.com/watch?v=tbnzAVRZ9Xc

SUCCESS STORY

S. No	Key Information	Detail/Description
1.	Self & Family background	<p>Faiz Ur Rehman, who lives in Kasur (Punjab), is an example of how hard work and perseverance can reap rich rewards when bidding for training.</p> <p>The trainer works exclusively on different farms and has earned, on average, US\$10,000 per month for the past several months. But this isn't a story of overnight success — Faiz Ur Rehman had to work hard to differentiate himself and stay true to his goal.</p> <p>It was a full year later, in Jan 2018, when Faiz Ur Rehman finally decided to jump in. He signed up for one of the numerous farms that connect farmers or land owner people or companies that have small projects, like farm development practices.</p> <p>He had already started a small business to help pay for his college education, so he was nervous and apprehensive about the decision. "I gave myself two or three months at most. If I didn't succeed, then I would go back to running the business as it was showing potential," he says.</p> <p>If at first, you don't succeed, try try again</p>
2.	How he came on board NAVTTC Training/ or got trained through any other source	Certification in Livestock Manager from (NAVTTC partner institute)
3.	Post-training activities	<p>Faiz Ur Rehman's area of expertise is in Livestock Management. In his first month using tactics, he pitched mostly for projects centered around breeding, housing of animals and management. But it wasn't so simple. In the first few weeks, he didn't hearback from even a single farmer, despite pitching for dozens of projects.</p> <p>"I need to understand about the work, so I visit different fields, participated in farms, and analyzed profiles of successful farmers. It was an uphill struggle, but I didn't want to give up," he explains.</p> <p>Faiz Ur Rehman says he understands why clients would be apprehensive giving projects to untested livestock managers. They have hundreds of options to</p>

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

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

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

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

Workplace/Institute Ethics Guide

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 everyday.

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 atwork. 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. Respect's diversity in the workplace, including showing due respect for different perspectives, opinions, and suggestions.