Government of Pakistan

National Vocational and Technical Training Commission

Prime Minister's Hunarmand Pakistan Program

"Skills for All"



Course Contents / Lesson Plan Course Title: Veterinary Poultry and Dairy Assistant Duration: 3 Months

Trainer Name	
Course Title	Veterinary Poultry and Dairy Assistant
Objectives and Expectations	Employable skills and hands-on practice for Veterinary poultry and dairy assistant Poultry farming is the raising of domesticated birds such as chickens, turkeys, ducks, and geese, for the purpose of farming meat or eggs for food while Dairy farming is a class of agricultural enterprise which focuses on long-term production of milk. This course offers a broad, cross-disciplinary learning experience for students looking to pursue careers in poultry and dairy fields. It is the main concern of this course to assist and promote the growth & development of poultry in every way in the country and to give opportunity to trainees to learn about raising cheeks for their meat & eggs. In this course, students are introduced to key aspects of the to achieve this objective, dairy farmers should apply good practice in the following areas: Performing physical exams on animals Administration of sedation Giving vaccinations Determining diets and feeding schedules Assisting with captive breeding program Treating wounds 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 <u>Job Search</u> & Entrepreneurial Skills 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 Workplace 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. 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 providers to gauge the problem-solving
(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 decide 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	Matric (Science)
Learning Outcomes of the course	 By the end of this course, students will be able to: Select appropriate poultry breeds for use in different production situations. Explain the techniques used in the management of condition, including both feeding, and pest and disease control, of poultry. Explain the management of poultry as layers. Explain the procedures for the management of poultry as broilers. Explain the techniques used in the management of poultry as broilers. Explain the techniques used in the management of poultry incubation. Explain the techniques used in the management of poultry incubation. Explain the management of brooding poultry. Develop management strategies for a poultry business Gain a greater understanding of the career opportunities in the dairy industry and network with dairy industry professionals. Identify and prioritize strengths and opportunities for a dairy herd based on evaluation of herd management information, interview of the manager/owner, and a visit to the farm. Learn to evaluate dairy management practices (nutrition, health, reproduction, genetics, replacements, animal welfare, and waste management from on-farm visits. Evaluate a dairy farm's financial position using basic financial benchmarks. Develop a professional group presentation to provide constructive input with justifications to a dairy producer. Gain a greater understanding of the career opportunities in the dairy industry and network with dairy industry professionals. Identify and prioritize strengths and opportunities for a dairy herd

	 based on evaluation of herd management information, interview of the manager/owner, and a visit to the farm. Learn to evaluate dairy management practices (nutrition, health, reproduction, genetics, replacements, animal welfare, and waste management) using production records and other supplemental information Learn from industry professionals how to look at and evaluate management from on-farm visits. Evaluate a dairy farm's financial position using basic financial benchmarks. Develop a professional group presentation to provide constructive input with justifications to a dairy producer. Advice animal owners to about care and treatments Performing basic physical exams and diagnosis illnesses
	 Euthanize animals when necessary
Course Execution Plan	The total duration of the course: 3 months (12 Weeks) Class hours: 4 hours per day Theory: 20% Practical: 80% Weekly hours: 20 hours per week Total contact hours: 240 hours
Companies offering jobs in the respective trade	 Lahore veterinary services Ali veterinary hospital Askari Vet International Vet pharma trading DVM pharma Doctor dairy pharm Zia veterinary hospital Rasul Baksh dairies Veterinary hospitals Ministry of agriculture, animal husbandry and fisheries State animal husbandry department
Job Opportunities	 Animal husbandry supervisor Breeder Poultry and dairy Consultant Feeding Technologist Junior veterinary Assistant dairy Hand Poultry Hand Senior Poultry Hand Poultry and Dairy Production Manager Hatchery Assistant Farm Transporter
No of Students	25
Learning Place	Classroom / Lab

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Instructional	https://www.youtube.com/watch?v=tShzLSc2B
Resources	POultry farming and diseases
	https://www.youtube.com/watch?v=zPt8nITkPDo
	Pakistan Agriculture Forum
	https://www.youtube.com/watch?v=ptV1nTmdJuQ
	dairy farming business in Pakistan
	https://www.youtube.com/watch?v=053zu2_fdUU_
	modern dairy farming in Pakistan
	https://youtu.be/E9dRBVKLopA
	simple dairy farming in Pakistan 5 gay ka intahai sada tareen farm Asad
	Abbas Chishti
	https://youtu.be/athv7wjsYZ4
	warriach Dairy Farm Dairy Farming in Pakistan
	- https://youtu.be/moHshNhWxw8
	Journey from 15 to 150 only in e years - Dairy Farm owner Review
	https://youtu.be/BrIXW3KSCQs
	Rizvi Farm imported cow's success by Nestle Pak

MODULES

Scheduled Weeks	Module Title	Learning Units	Remarks
Week 1	Introduction to poultry and dairy breeding genetics	 Motivational Lecture (For further detail please see Page No: 3& 4) Course Introduction Job market Course Applications Institute/work ethics Introduction to breeding and genetics Types of breeding in poultry Types of breeding in dairy animals Life history of breeds Importance of genetics for breeding Cross breeding 	Home Assignment • Task 1 • Task 2 • Task 3 <u>Details</u> <u>may be</u> <u>seen at</u> <u>Annexur</u> <u>e-1</u>
Week 2	 Poultry and dairy nutrition 	 Success stories (For further detail please see Page No: 3& 4) Students are introduced to: Nutrient metabolism Nutrient requirement Formulation of healthy feed Maintenance of hygienic conditions Nutrient Vs Age group Nutrient in lactation period 	• Task 4 <u>Details</u> <u>may be</u> <u>seen at</u> <u>Annexur</u> <u>e-l</u>
Week 3	Veterinary anatomy and physiology	 Motivational Lecture (For further detail please see Page No: 3& 4) Students are introduced to use the various tool in Toolbar: Basic concept of anatomy and physiology Diagnosis of diseases Physical capabilities and limitation of animal Nutrition and growth process 	• Task 5 <u>Details</u> <u>may be</u> <u>seen at</u> <u>Annexur</u> <u>e-l</u>
	Build your CV	Download professional CV template from any good site (<u>https://www.coolfreecv.com</u> or relevant) Add Personal Information Add Educational details 	

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		Add Experience/PortfolioAdd contact details/profile links	
Week 4	Livestock production and management .	 Success stories (For further detail please see Page No: 3& 4) Students are introduced to learn how to. Quality supply of feedstuffs Use of appropriate genetics Health standards Optimizing Housing 	• Task 6 • 1 st Monthly Test <u>Details</u> <u>may be</u> <u>seen at</u> <u>Annexur</u> <u>e-l</u>
Week 5	General clinical veterinary medicine	 Motivational Lecture (For further detail please see Page No: 3& 4) Students are introduced to: Animal health issues, illness, and injuries Signs and symptoms of diseases Concept of zoonotic diseases Illness ,disease identification and treatment 	• Task 7 <u>Details</u> <u>may be</u> <u>seen at</u> <u>Annexur</u> <u>e-l</u>
Week 6		Mid Term	
Week 7	General preventive veterinary medicine	 Success stories (For further detail please see Page No: 3& 4) Concept of preventive medicine Classification of preventive medicine Common poultry diseases and their treatment Common dairy diseases and their treatment Common signs of diseases in poultry and dairy 	• Task 8 <u>Details</u> <u>may be</u> <u>seen at</u> <u>Annexur</u> <u>e-l</u>
Week 8	General veterinary gynecology	 Motivational Lecture (For further detail please see Page No: 3& 4) Understand the behavior of animal Track the oestrous cycle Record the gestation period Plan delivery Track lactation period 	• Task 9 <u>Details</u> <u>may be</u> <u>seen at</u> <u>Annexur</u> <u>e-l</u>

Week 9	Create an account profile on Fiverr (at least two gigs) and Upwork Minor surgery	Create an account by following these steps: Step 1: Personal Info Step 2: Professional Info Step 3: Linked Accounts Step 4: Account Security • Success stories (For further detail please see Page No: 3& 4) • Wound suturing • Peripheral cannulation • Dehorning • Regurgitation • Blood samples	• Task 10 • 2 nd Monthly Test <u>Details</u> <u>may be</u> <u>seen at</u> <u>Annexur</u> <u>e-1</u>
Week 10	Poultry and dairy management	 Motivational Lecture (For further detail please see Page No: 3& 4) Students are introduced to: Maintenance of herd and flock Maintain records of each animal Timely milking and hatching of eggs Managing incubation of eggs Sterilization of tools and equipment Hygienic conditions Separation of healthy and disease ones Proper medication 	• Task 11 <u>Details</u> <u>may be</u> <u>seen at</u> <u>Annexur</u> <u>e-l</u>
Week 11	General veterinary pharmacology	 Success stories (For further detail please see Page No: 3& 4) Introduction Drug sources Drug names Drug labels Federal laws of drugs Dispose of unwanted drugs 	• Task 12 <u>Details</u> <u>may be</u> <u>seen at</u> <u>Annexur</u> <u>e-1</u>
Week 12	Final term		

Tasks For Certificate in Veterinary poultry and dairy Assistant

Task No.	Task	Description	Week
1.	Search Top veterinary assistant.	Search any three veterinary Assistant.	
2.	Find the career path	Prepare a career path related to your course and highlight the emerging trends in the local as well as international market	Week 1
3.	Work Ethics	Generate a report on Institute work ethics and professionalism related to your course	
4.	Prepare feed for poultry and dairy.	 Visit to farm Observe the behavior of respective animal Understand its nutrition Prepare feed. 	Week-2
5.	Draw internal structure of hen and cow.	 Understand anatomy Draw internal structure of digestive system of hen and cow 	Week 3
6.	Visit dairy farm.	 Visit to any farm Observe the responsibilities of farm manager Record them Follow up in your mind 	Week 4
7.	Search zoonotic diseases?	 Search poultry diseases Define zoonotic diseases Enlist any 5 zoonotic diseases their signs and symptoms 	Week 5

		Mid term	Week 6
8.	Collection of veterinary medicine.	 Visit farm Select the diseased one Consult vet doctor Give them proper medicine Check the effects 	Week 7
9.	Perform cow delivery.	 Select the suitable cow Select suitable time due to sensitiveness Select suitable place Ensure proper shade Provide proper ventilation Allow her to deliver 	Week 8
10.	Take blood sample of hen.	 If any diseased one on farm Calm down the animal And take the blood sample . 	Week 9
11.	Perform first aid of animals .	 Enlist any 5 first aid techniques for poultry and dairy. 	Week 10
12.	Find out the antidote of veterinary medicine.	Visit veterinary hospitalRead the label carefullyFind out the antidote of 5 drugs at least	Week 11
	Fin	al term	Week 12

Annexure-II:

Veterinary poultry and dairy Assistant

What is E commerce 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

simple dairy farming in Pakistan|5 gay ka intahai sada tareen farm| Asad Abbas Chishti https://youtu.be/E9dRBVKLopA

Warriach Dairy Farm | Dairy Farming in Pakistan

https://youtu.be/athv7wjsYZ4

Journey from 15 to 150 only in e years - Dairy Farm owner Review

https://youtu.be/moHshNhWxw8

Rizvi Farm imported cow's success by Nestle Pak

https://youtu.be/BrIXW3KSCQs

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.

Sessi	on- 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
•	Introduce 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	Resources:		Enterprise skills
outcomes:			developed:
 Understand the 	Podium		 Communication

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 communication skills and how it works. Understand what communication skills mean Understand what skills are important for communication skills 	 Projector Computer Flip Chart Marker 	• Self Confidence • Teamwork
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Schedule	Mentor Should do
Welcome:	Short welcome and ask the Mentor to introduce
5 min	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:	Start your session by delivering an icebreaker, this will
10 min	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
Introduction &	communication throughout the sessions. Provide a brief introduction of the qualification to the
Onboarding:	class and play the "Onboarding Video or Presentation".
20mins	In your introduction cover the following:
20111115	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 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:	MENTOR: Explain to the whole team that you will now
30 minutes	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 can 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=5fS3rj6elFg
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

SUCCESS STORY

S. No	Key Information	Detail/Description
1.	Self & Family background	Azeem, who lives in Narowal , is an example of how hard work and perseverance can reap rich rewards when bidding for projects of rearing. The veterinary poultry and dairy Assistant manager exclusively health platform and has earned, on average, US\$10,000 per month for the past several months by treating dairy and poultry animals . But this isn't a story of overnight success – Azeem has had to work hard to differentiate himself and stay true to his goal. It was a full year later, in June 2019, when Azeem finally decided to jump in. He signed up for one of the numerous dairy farms and private companies for the better health of their animals. 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. If at first, you don't succeed, try try again
2.	How he came on board NAVTTC Training/ or got trained through any other source	Certification in veterinary poultry and dairy Assistant from STEPS (NAVTTC partner institute)
3.	Post-training activities	Azeem area of expertise is in giving first aid to animals and clinical diagnosis. In his first month, he pitched mostly for proper hatchery, 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. Azeem says he understands why clients would be apprehensive giving projects to untested animal vet assistant. 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 Azeem's way. Within a few months, he was landing an average of a

		 hundred projects every month, with many repeat clients. He also expanded the range of his professional services, branching out from logo design to business cards, banners, Facebook cover pages, letterheads, and stationery. But he's had to face his fair share of challenges too. The shoddy state of internet infrastructure in his city, Narowal, threatened to derail his veterinary career. "
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 must 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

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. Teamwork:

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 considering changing responsibilities.

6. <u>Productivity</u>:

Do the work correctly, quality and timelines are prized. Get along with fellows, cooperation is the key to productivity. Help whenever asked, do extra without being asked. Take pride in your work, do things the best your know-how. Eagerly focuses energy on accomplishing tasks, also referred to as demonstrating ownership. Takes pride in work.

7. Organizational Skills:

Try 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. <u>Cooperation</u>:

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.