

Government of Pakistan
National Vocational and Technical Training Commission

Prime Minister's Hunarmand Pakistan Program

"Skills for All"



Course Contents / Lesson Plan

Course Title: Adda Work

Duration: 3 Months

Revised Edition

Trainer Name	
Course Title	Adda Work
Objectives and Expectations	<p>Employable skills and hands-on practice for Adda Work</p> <p>This course offers a broad, cross-disciplinary learning experience for students looking to pursue careers in the Adda work/ hand embroidery industry. The course is designed to span a wide range of communication in a market platform. The objective of the training is to provide skilled manpower to improve the existing capacity in the area of Adda Work and hand embroidery. This training will provide the requisite skills to the trainees to enable them to meet the challenges in their field.</p> <p>It will develop entrepreneurial traits to be self-employed and inevitably set sustainable impact on their lives by enhancing their livelihood income.</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 of this course through which, the trainees will be made aware of the Job search techniques in the local as well as international job markets. 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 employee's 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

	<p>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.</p> <p>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.</p> <p>The Trainees should be required and supervised to carefully analyze the cases.</p> <p>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.</p> <p>Case studies can be implemented in the following ways: -</p> <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)
<p>Entry-level of trainees</p>	<p>Primary and Above</p>
<p>Learning Outcomes of the course</p>	<p>By the end of this course, students will be able to:</p> <ul style="list-style-type: none"> • Students will demonstrate the ability to analyze data and draw appropriate statistical conclusions. • Students will demonstrate the ability to communicate effectively both orally and in writing. • Students will demonstrate knowledge of creative design in embroidery design • Students will demonstrate an understanding of and appreciation for the importance of the impact of globalization and diversity in modern Adda work organizations. • Students will demonstrate an ability to engage in critical thinking by analyzing situations and constructing and selecting viable solutions to solve problems. • Students will demonstrate an ability to work effectively with others. • After completing this course, students will be able to develop designs, confirm the suitability of designs according to

	<p>current/contemporary needs, create various color combinations for different types of projects and apply different techniques for the development of designs.</p> <ul style="list-style-type: none"> • Students will understand how all aspects of embroidery design. • Students will understand how employer characteristics and decision-making at various levels enhance the success of an Adda work enterprise.
Course Execution Plan	<p>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</p>
Companies offering jobs in the respective trade	<p>This course has broad prospects of employment in:</p> <ol style="list-style-type: none"> 1. Garments industry. 2. Boutique and industrial homes. 3. Private sector 4. Entrepreneurship
Job Opportunities	<p>Embroiderers are employed in embroidery related industries. Experienced embroiderer may advance through promotions with the same employer or by moving to more advanced positions with other employers. They can become:</p> <ol style="list-style-type: none"> 1. Hand Embroidery stitches helper 2. Tracer 3. Hand puncher 4. Helper 5. Presser and packer
No of Students	25
Learning Place	Classroom / Lab
Instructional Resources	<p>https://www.youtube.com/watch?v=tZ3ope3MYGM introduction to adda work https://www.youtube.com/watch?v=RjQCwudkpfQ Tilla work https://www.youtube.com/watch?v=ms52LBELzxc&list=PLNcK0W_yxZMyAMi5MEwT9YMZReO5z1MTz&index=4 Cut work https://www.youtube.com/watch?v=zXbMuSGHx_A Stitch needle work flower design https://www.youtube.com/watch?v=NHI8YvJ9-L4 Tracing techniques</p>

<https://www.youtube.com/watch?v=ecfWJu3Zgt8>

Mukesh Work

https://www.youtube.com/watch?v=Qx_CLIVXR2c

Basic Sequence Embroidery work

<https://www.youtube.com/watch?v=Ss9xlfuXwM>

Dabka Work operation

<https://www.youtube.com/watch?v=FsDd4h5UIMs>

Beads flower embroidery

MODULES

Scheduled Week	Module Title	Learning Units	Remarks
Week 1	<ul style="list-style-type: none"> ➤ Introduction of hand embroidery/ Adda work ➤ Success Story (For further detail please see Page No: 4 & 5) 	<ul style="list-style-type: none"> • Concepts and definitions of hand embroidery and Adda work • Hand embroidery, basics of drawing elements and Uses of drawing tools 	<ul style="list-style-type: none"> • Task 1 <p style="text-align: center;"><i><u>Details may be seen at Annexure-I</u></i></p>
Week 2	Introduction and Types of Design <ul style="list-style-type: none"> ➤ Motivational Lecture (For further detail please see Page No: 4 & 5) 	<ul style="list-style-type: none"> • Different types of embroidery • Design (basic) Stitches; Surface decorative, and Finishing & packing operations. • Principal and elements of designs. • Suitability/ selection of design 	<ul style="list-style-type: none"> • Task 2 <p style="text-align: center;"><i><u>Details may be seen at Annexure-I</u></i></p>
Week 3	Types of colors and color combination. <ul style="list-style-type: none"> ➤ Success Story (For further detail please see Page No: 4 & 5) 	<ul style="list-style-type: none"> • Types of colors • Color combination • Selection of Color 	<ul style="list-style-type: none"> • Task 3 <p style="text-align: center;"><i><u>Details may be seen at Annexure-I</u></i></p>
Week 4	How to make a trace. <ul style="list-style-type: none"> ➤ Motivational Lecture (For further detail please see Page No: 4 & 5) 	<ul style="list-style-type: none"> • Gather required tools for work area for Tracing. • Trace drawing on the Tracing sheet as per given design. • Trace design on tracing sheet 	<ul style="list-style-type: none"> • Task 4 • 1st monthly test <p style="text-align: center;"><i><u>Details may be seen at</u></i></p>

			<u>Annexure-I</u>
	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 5	<ul style="list-style-type: none"> ➤ Adjustment of Design ➤ Success Story <p>(For further detail please see Page No: 4 & 5)</p>	<ul style="list-style-type: none"> • Adjustment of Design according to different garments. • Adjust to fabric on Adda frames • Transforming different pattern of trace on fabric. 	<ul style="list-style-type: none"> • Task 5 <p><u>Details may be seen at Annexure-I</u></p>
Week 6	<p>Techniques of Adda work</p> <ul style="list-style-type: none"> ➤ Motivational Lecture <p>(For further detail please see Page No: 4 & 5)</p>	<ul style="list-style-type: none"> • Tilla Work (Process of developing a cord with Tilla) • Needle Work (Needle application according to required embroidery stitch) • Moqaish Work 	<ul style="list-style-type: none"> • Task 6 • Task 7 • Mid term <p><u>Details may be seen at Annexure-I</u></p>
Week 7	<p>Techniques of Adda work</p> <ul style="list-style-type: none"> ➤ Success Story <p>(For further detail please see Page No: 4 & 5)</p>	<ul style="list-style-type: none"> • Sitara / Moti Work (Techniques according to design requirements) • Dabka Work • Nakashi Work 	<ul style="list-style-type: none"> • Task 8 • Task 9 <p><u>Details may be seen at Annexure-I</u></p>

Week 8	Techniques of Adda work ➤ Motivational Lecture <i>(For further detail please see Page No: 4 & 5)</i>	<ul style="list-style-type: none"> • Cut Work (Methods of cut work with different tools) • Patch Work (Techniques according to design requirements) • Aari Work 	<ul style="list-style-type: none"> • Task 10 • Task 11 • 2nd monthly test <p><i><u>Details may be seen at Annexure-I</u></i></p>
Week 9	Hand embroidery/ Adda work Entrepreneurship ➤ Success Story <i>(For further detail please see Page No: 4 & 5)</i>	<ul style="list-style-type: none"> • Concepts of entrepreneurship; Characteristics and types of entrepreneurs; Entrepreneurial approach; Entrepreneurial opportunities. • Innovations and environment in business sector; Creativity and business ideas; Converting business ideas into business opportunities; 	<ul style="list-style-type: none"> • Task 12 • Task 13 <p><i><u>Details may be seen at Annexure-I</u></i></p>
Week 10	➤ Hand embroidery/ Adda work Entrepreneurship ➤ Motivational Lecture ➤ <i>(For further detail please see Page No: 4 & 5)</i>	<ul style="list-style-type: none"> • Business plan; Feasibility and concepts of planning • Production plan; Marketing plan; Organizational plan; financial plan and legal issues in business. • Sources of capital; Entrepreneurial ventures; Corporate entrepreneurship; 	<ul style="list-style-type: none"> • Task 14 <p><i><u>Details may be seen at Annexure-I</u></i></p>
Week 11	➤ Hand embroidery/ Adda work Entrepreneurship	<ul style="list-style-type: none"> • Entrepreneurship in Hand Embroidery sector: Textile and garments sector 	<ul style="list-style-type: none"> • Task 15 • Task 16 • Task 17

	<p>➤ Success Story</p> <p>(For further detail please see Page No: 4 & 5)</p>		<p><u>Details may be seen at Annexure-I</u></p>
	<p>How to search and apply for jobs in Industry and brands</p>	<ul style="list-style-type: none"> • Browse the following website and create an account on each website <ul style="list-style-type: none"> ▪ Mustakbil.com. ▪ JobsAlert.com. ▪ Fibre2fashion.com ▪ Pakistanjobsbank.com. ▪ Jobz.pk. ▪ Indeed.com.pk. ▪ Bayrozgar.com. <p>Find the handy 'search' option at the top of your homepage to search for the jobs that best suit your skills.</p> • 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. • Create portfolio for job hunting in the International Embroidery brands on LinkedIn.com 	
<p>Week 12</p>	<p>Human resource management in Adda Work</p> <p>➤ Motivation Lecture</p> <p>(For further detail please see Page No: 4 & 5)</p>	<ul style="list-style-type: none"> • Self-evaluation; Introduction & significance of HR Recruitment and Selection; • Training and Development; Performance management and Appraisal; 	<ul style="list-style-type: none"> • Task 18 • Task 19 • Final term <p><u>Details may be seen at Annexure-I</u></p>

Tasks For Certificate in Adda Work

Task No.	Task	Description	Week
1.	Prepare work station for required embroidery	<ul style="list-style-type: none"> • Prepare the workstation for work operation. • Gather material • Selection of the suitable needle. • Selection of cut panels to sew technical file / sewing instruction/sketch and sewing thread). 	Week 1
2.	Carry out Flat Stitches	<ul style="list-style-type: none"> • Perform basting to start embroidery on the fabric/material • Perform the flat embroidery stitch following the transferred design lines • Perform basic type of flat stitches (Running, Back & Stem), while ensuring firmness of embroidery stitches 	Week 2
3.	Making color by using different color combinations.	<ul style="list-style-type: none"> • In traditional color theory (used in paint and pigments), primary colors are the 3 pigment colors that cannot be mixed or formed by any combination of other colors. Make the color by using primary colors and achieve the required shade. 	Week 3
4.	Trace design	<ul style="list-style-type: none"> • Trace design on tracing sheet [butter paper, PVC, etc.] to be embroidered if required • Transfer the design on given material • Set thread and needle according to material and work instructions 	Week 4

		<ul style="list-style-type: none"> • Interpret the instructions and artwork specifications • Organize workplace according to embroidery Artwork and Design sample of the embroidered product 	
5.	Perform Adjustment of Design according to requirement	<ul style="list-style-type: none"> • Prepare the workstation for adda work operation. • Gather material • Set the suitable needle. • Put up of cut panels to sew, technical file/ sewing instruction/sketch and sewing thread). • Trace design on tracing sheet • Adjust the design according to the given requirement 	Week 5
6.	Performing the Tilla work	<ul style="list-style-type: none"> • Prepare the workstation for Tilla work operation. • Gather material, • Set the suitable needle. • Put up of cut panels to sew, technical file/ sewing instruction/sketch and sewing thread). • Trace design on tracing sheet • Transfer the design on given material • Set thread and needle for Tilla work according to material and work instructions • Interpret the instructions and artwork specifications • Organize workplace according to Tilla embroidery artwork and perform the design sample of the embroidered product 	Week 6 Mid term
7.	Performing the Needle Work	<ul style="list-style-type: none"> • Prepare the workstation for Needle Work operation. • Gather material, • Set the suitable needle. • Put up of cut panels to sew, 	

		<p>technical file/ sewing instruction/sketch and sewing thread).</p> <ul style="list-style-type: none"> • Trace design on tracing sheet • Transfer the design on given material • Set thread and needle for Needle Work according to material and work instructions • Interpret the instructions and artwork specifications • Organize workplace according to Needle Work embroidery artwork and perform the design sample of the embroidered product 	
8	Performing the Moqaish Work	<ul style="list-style-type: none"> • Set thread and needle for Moqaish Work according to material and work instructions • Interpret the instructions and artwork specifications • Organize workplace according to Moqaish Work and perform the design sample of the embroidered product 	Week 7
9	Performing the Sitara / Moti Work	<ul style="list-style-type: none"> • Prepare the workstation for Sitara / Moti Work operation. • Trace design on tracing sheet • Transfer the design on given material • Set thread and needle for Sitara / Moti Work according to material and work instructions • Organize workplace according to Sitara / Moti Work embroidery artwork and perform the design sample as per requirements 	
10	Performing the Dabka Work	<ul style="list-style-type: none"> • Prepare the workstation for Dabka Work operation. • Trace design on tracing sheet • Transfer the design on given material 	Week 8

		<ul style="list-style-type: none"> • Set thread and needle for Dabka Work according to material and work instructions • Organize workplace according to Dabka Work embroidery artwork and perform the design sample as per requirements 	
11	Performing the Nakashi Work	<ul style="list-style-type: none"> • Set thread and needle for Nakashi Work according to material and work instructions • Interpret the instructions and artwork specifications • Organize workplace according to Nakashi Work and perform the design sample of the embroidered product 	
12	Performing the Cut Work	<ul style="list-style-type: none"> • Prepare the workstation for Cut Work operation. • Set thread and needle for Cut Work according to material and work instructions • Organize workplace according to Cut Work embroidery artwork and perform the design sample as per requirements • Use different tools for performing Cut Work 	Week 9
13	Performing the Patch Work	<ul style="list-style-type: none"> • Set thread and needle for Patch Work according to material and work instructions • Interpret the instructions and artwork specifications • Organize workplace according to Patch Work and perform the design sample of the embroidered product 	
14	Performing the Aari Work	<ul style="list-style-type: none"> • Prepare the workstation for Aari Work operation. • Set thread and needle for Aari Work according to material and work instructions • Organize workplace according to 	Week 10

		<p>Aari Work embroidery artwork and perform the design sample as per requirements</p> <ul style="list-style-type: none"> • Use different tools for performing Aari Work • Use different techniques according to design requirements 	
15	Adda Work entrepreneurship	<ul style="list-style-type: none"> • Demonstrate entrepreneurship in Adda work. • Select any marketplace to sale your product. • Understands key difference between business ideas and business opportunities. • Think about any business idea • Create something new in market • Check innovation in your idea • Predict outcomes 	Week 11
16	Status of planning before running any business.	<ul style="list-style-type: none"> • Consider yourself as owner • Focus on market activities. • Take opinion from business master. • Make business plan. • Present your plan to any organization that will facilitate you financially. • Evaluate all future challenges. 	
17	Predict Scope and importance of Adda work entrepreneurship.	<ul style="list-style-type: none"> • Understand different majors of adda work business. • Check the status of Adda work in economy. • Assess different sectors of Adda work 	
18	Predict Scope and importance of Adda work entrepreneurship.	<ul style="list-style-type: none"> • Understand different majors of Adda work. • Check the status of Adda work in economy. • Assess different sectors of Adda work • Pick out any Adda work market. • Check outputs and inputs. 	Week 12 Final term
19	Final Project	<p>Present the given final project by using all the tools and techniques of Adda Work.</p>	

Motivational Lectures

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>

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=tIQ0CWgszl0>

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

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

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 skills and how it works. 	<ul style="list-style-type: none"> Podium Projector 		<ul style="list-style-type: none"> Communication Self Confidence

<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"> • Computer • Flip Chart • Marker 	<ul style="list-style-type: none"> • 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: <ol style="list-style-type: none"> 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: 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

	<p>of a session requires a different strategy that must be agreed upon so that everyone knows what they are doing for this activity and how.</p> <ul style="list-style-type: none"> • “IDENTIFY ENTREPRENEURS” TEAM ACTIVITY • “BRAINSTORMING SOCIAL PROBLEMS” TEAM ACTIVITY” <p><i>As a team, collaborate on a creative brainstorm on social problems in your community. Vote on the areas you feel most passionate about as a team, then write down what change you would like to see happen.</i></p> <p>Make sure the teams have the opportunity to talk about how they want to work as a team through the activities e.g. when they want to complete the activities, how to communicate, the role of the project manager, etc. Make sure you allocate each young person a specific week that they are the project manager for the weekly activities and make a note of this.</p> <p>Type up notes for their strategy if this is helpful - it can be included underneath the Team Contract.</p>
<p>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>

SUCCESS STORY

S. No	Key Information	Detail/Description
1.	Self & Family background	<p>Asim Nazeer , who lives in DG Khan, is an example of how hard work and perseverance can reap rich by doing his work in hand embroidery works exclusively on an online platform and has earned, on average, US\$10,000 per month for the past several months. But this isn't a story of overnight success – Asim Nazeer has had to work hard to differentiate himself and stay true to his goal.</p> <p>It was a full year later, in November 2020, when Asim finally decided to jump in. He signed up for one of the numerous platforms and people with small projects, like Adda work and different types of needle work . 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,”</p>
2.	How he came on board NAVTTC Training/ or got trained through any other source	Certification in Adda work from NAVTTC partner institute
3.	Post-training activities	<p>Asim's area of expertise is in Adda work are needle work and cut works. But it wasn't so simple. In the first few weeks, he didn't hear back from even a single client, despite pitching for dozens of projects.</p> <p>“I needed to understand what worked, so I read blogs, participated in forums, and analyzed profiles of successful agribusiness men. It was an uphill struggle, but I didn't want to give up,” he explains.</p> <p>Asim Nazeer says he understands why clients would be apprehensive giving projects to untested agribusiness men. They have hundreds of options to</p>

		<p>choose from, he explains, and to give a project to someone with no experience requires a strong leap of faith.</p> <p>A slow stream of projects started to come Asim's way. Within a few months, he was landing an average of a hundred projects every month, with a large number of repeat clients. He also expanded the range of his professional services, branching out landowners to companies.</p> <p>But he's had to face his fair share of challenges too. DG Khan, threatened to derail his agribusiness career. "Sometimes I haven't had connectivity for two days straight," he explains. "That's unthinkable for someone who makes his livelihood on the agribusiness."</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 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.