

Government of Pakistan

**National Vocational and Technical Training Commission**

**Prime Minister's Hunarmand Pakistan Program**

"Skills for All"



**Course Contents / Lesson Plan**

**Course Title:** SAP Business One

**Duration:** 3 Months

**Revised Edition**

<b>Trainer Name</b>	
<b>Course Title</b>	<b>SAP Business One</b>
<b>Objectives and Expectations</b>	<p><b>Employable skills and hands on practice for SAP Business One module</b></p> <p>Course provides an opportunity to build a great career in the field of SAP Business One ERP system. This training will enable them to understand the comprehensive structure of SAP Business One ERP system and enhance their skills as well as deepen their grip on all sub-modules of The "SAP Certified Application Associate - SAP Business One" certification exam verifies that the candidate possesses the fundamental and core knowledge in the area of Financial reporting and controlling the business activities required for the Financial accounting consultant's profile. This study proves that the candidate has an overall understanding and can implement the knowledge practically in projects to contribute to the success of the planning and implementation phases in a mentor role. Previous project experience is not necessarily a prerequisite to pass this exam. However, knowledge about financial, management, procurement, production etc. reporting in SAP Business One is a benefit. Trainees will also get deep insight of Accelerated SAP (ASAP) methodology which will allow them to implement SAP ERP system anywhere in the world and in any industry.</p> <p><b><u>Main Expectations:</u></b></p> <p>In short, the course under reference should be delivered by professional instructors in such robust hands- on manner that the trainees are comfortably able to employ their skills for earning money (through wage/self-employment) at its conclusion, where's hands on practice are not valid than demonstration will be required through video contents/ project prototype.</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 individual trainee to prepare them for such market roles during/after the training.</p> <p>In order to maintain interest and motivation of the trainees throughout the course, modern techniques such as:</p> <ul style="list-style-type: none"> <li>• Motivational Lectures</li> <li>• Success Stories</li> <li>• Case Studies</li> </ul> <p>These techniques would be employed as an additional training tool wherever possible (these are explained in the subsequent section on Training Methodology).</p> <p>Lastly, evaluation of the competencies acquired by the trainees will be done objectively at various stages of the training and proper record of the same will</p>

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.

### **1. 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:

1. Clear Purpose to convey message to trainees effectively.
2. Personal Story to quote as an example to follow.
3. Trainees Fit so that the situation is actionable by trainees and not represent a just idealism.
4. 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.

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 longer time without boredom and loss of interest because they can clearly 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.

### **5. Success Stories**

Another effective way of motivating the trainees is by means of 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 by means of 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. Optimum impact is created when the story is revealed in the form of:-

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

	<p>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.</p> <p>Suggestive structure and sequence of a sample success story and its various shapes can be seen at annexure III.</p> <p><b>3. Case Studies</b></p> <p>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.</p> <p>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 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 to be presented to the trainees. The trainer may adopt a power point presentation or video format for such case studies whichever is deemed suitable but it's important that only those cases are 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 the purpose they must be encouraged to inquire and collect specific information / data, actively participate in the discussions, and intended solutions of the problem / situation.</p> <p>Case studies can be implemented in the following ways: -</p> <ol style="list-style-type: none"> <li>1. A good quality trade specific documentary (At least 2-3 documentaries must be arranged by the training institute)</li> <li>2. Health &amp; Safety case studies (2 cases regarding safety and industrial accidents must be arranged by the training institute)</li> </ol> <p>Field visits (At least one visit to a trade specific major industry/ site must be arranged by the training institute)</p>
<b>Entry level of trainees</b>	<p>Since intake level is intermediate the expectations from the trainees are:</p> <ul style="list-style-type: none"> <li>• To have knowledge of Procurement Concept</li> <li>• Knowledge of Basic Procurement Processes and ERP</li> </ul>
<b>Learning Outcomes of the course</b>	<p><b><u>By the end of this course, the trainees should be able to perform the following competencies:</u></b></p> <p><b><u>Enterprise Resource Planning (ERP) system</u></b></p> <ul style="list-style-type: none"> <li>• Understand the concept of ERP system</li> <li>• Demonstrate the concept of SAP B1 ERP</li> </ul>

	<ul style="list-style-type: none"> <li>• Demonstrate the salient feature of SAP Business One</li> </ul> <p><b><u>Logistics</u></b></p> <ul style="list-style-type: none"> <li>• Overview of Logistics in SAP B1</li> <li>• Demonstrate Purchasing and A/P Process</li> <li>• Demonstrate Sales and A/R Process</li> <li>• Define and Manage Item Master Data</li> <li>• Define and Manage Business Partner Master Data</li> <li>• Inventory Movements and Consumption</li> <li>• Demonstrate Pricing in SAP B1</li> </ul> <p><b><u>Accounting</u></b></p> <ul style="list-style-type: none"> <li>• Accounting Concepts for Sales and Purchasing</li> <li>• Banking Process in SAP B1</li> <li>• Understand Integrated Financial Process in SAP B1</li> <li>• Posting Periods Process</li> <li>• Run Controlling Reports</li> <li>• Fixed Asset Management</li> </ul> <p><b><u>Production</u></b></p> <ul style="list-style-type: none"> <li>• Understand Production Concept</li> <li>• Using Resources in production</li> <li>• Bill of Materials</li> <li>• Understanding Routing Concept</li> <li>• Demonstrate Production Process</li> <li>• Material Requirement Planning</li> </ul>
<b>Course Execution Plan</b>	<p>Total duration of course: <b>3 months (12 Weeks)</b></p> <p>Class hours: <b>4 hours per day</b></p> <p>Theory: <b>20%</b></p> <p>Practical: <b>80%</b></p> <p>Weekly hours: <b>20 hours per week</b></p> <p>Total contact hours: <b>240 hours</b></p>
<b>Companies offering jobs in the respective trade</b>	<ol style="list-style-type: none"> <li>1. FMCG</li> <li>2. Energy Sector</li> <li>3. Oil and Gas</li> <li>4. Manufacturing Industries</li> <li>5. IT Industries</li> <li>6. Automobiles</li> <li>7. Industry Sectors</li> </ol>
<b>Job Opportunities/job titles</b>	<ul style="list-style-type: none"> <li>• SAP Implementation Consultant (Implementation Partner)</li> <li>• SAP in-house Consultant (Client Side)</li> <li>• SAP Super / Power User</li> <li>• Freelancer</li> </ul>
<b>No of Students</b>	25

<b>Learning Place</b>	Classroom/ Lab
<b>Instructional Resources</b>	<a href="https://www.youtube.com/watch?v=n4ujQnY2fqo">https://www.youtube.com/watch?v=n4ujQnY2fqo</a> How to become SAP Consultant.  <a href="https://www.youtube.com/watch?v=sfV-FAFzdDk">https://www.youtube.com/watch?v=sfV-FAFzdDk</a> Introduction to ERP and SAP MM  <a href="https://sapbrainsonline.com/help/business-one-tutorial.html">https://sapbrainsonline.com/help/business-one-tutorial.html</a> SAP Business One (B1) tutorial , tables & PDF guides  <a href="https://www.saponlinetutorials.com/sap-business-one/">https://www.saponlinetutorials.com/sap-business-one/</a> SAP Business One (B1)

## MODULES

Scheduled Weeks	Module Title	Learning Units	Remarks
Week 1	<ul style="list-style-type: none"> <li>• <b>Concept of SAP Business One</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Motivational Lecture</b> (For further detail please see Page No: 3&amp; 4)</li> <li>• Introduction to ERP</li> <li>• Introducing SAP Business One</li> <li>• Master Data and Documents</li> <li>• Chart of accounts concepts</li> <li>• Manage the Chart of Accounts</li> <li>• Default G/L Accounts - Overview</li> </ul>	<b>Home Assignment</b> <ul style="list-style-type: none"> <li>• <b>Task 1</b></li> <li>• <b>Task 2</b></li> <li>• <b>Task 3</b></li> </ul> <p><u>Details may be seen at Annexure-I</u></p>
Week 2	<ul style="list-style-type: none"> <li>• <b>Chart of accounts concepts</b></li> <li>• <b>Default G/L Accounts - Overview</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Success stories</b> (For further detail please see Page No: 3&amp; 4)</li> <li>• Default G/L Accounts – Traditional solution</li> <li>• Advanced G/L Account Determination</li> <li>• Multiple Branches Overview and setup definitions</li> <li>• Multiple Branches - Branches Assignment</li> <li>• Multiple Branches - Transactions</li> <li>• Working with Currencies</li> <li>• Financial Basics</li> <li>• Automatic Journal Entries</li> <li>• Post Journal Entry</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Task 4</b></li> </ul> <p><u>Details may be seen at Annexure-I</u></p>
Week 3	<ul style="list-style-type: none"> <li>• <b>Financial Basics</b></li> <li>• <b>Posting Templates and Recurring Posting</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Motivational Lecture</b> (For further detail please see Page No: 3&amp; 4)</li> <li>• Posting Templates and Recurring Posting</li> <li>• Journal Voucher</li> <li>• Posting Periods</li> <li>• Period End Closing</li> <li>• Internal Reconciliation</li> <li>• Handling Payments</li> <li>• Payment Wizard</li> <li>• Bank Account Reconciliation - Overview</li> <li>• Financial Reports</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Task 5</b></li> </ul> <p><u>Details may be seen at Annexure-I</u></p> <ul style="list-style-type: none"> <li>• <b>Monthly Test 1</b></li> </ul>

		<ul style="list-style-type: none"> <li>• Cash Flow</li> <li>• Aging report</li> <li>• Dunning Letters</li> </ul>	
<b>Week 4</b>	<ul style="list-style-type: none"> <li>• <b>Cost Accounting</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Success stories</b> (For further detail please see Page No: 3&amp; 4)</li> <li>• Fixed Asset - Introduction</li> <li>• Virtual Fixed Asset</li> <li>• Fixed Asset - Initial Settings</li> <li>• Fixed Asset - Working Process</li> <li>• Cost Accounting</li> <li>• Multi Dimensions in Cost Accounting</li> <li>• Cost Accounting Adjustment</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Task 6</b></li> <li>• <b>Task 7</b></li> </ul> <p><u>Details may be seen at Annexure-I</u></p> <ul style="list-style-type: none"> <li>• <b>Monthly Test</b></li> </ul>
<b>Week 5</b>	<ul style="list-style-type: none"> <li>• <b>Create an account profile on Fiverr (at least two gigs) and Upwork</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Motivational Lecture</b> (For further detail please see Page No: 3&amp; 4)</li> </ul> <p>Create an account by following these steps:</p> <ul style="list-style-type: none"> <li>• Step 1: Personal Info</li> <li>• Step 2: Professional Info</li> <li>• Step 3: Linked Accounts</li> <li>• Step 4: Account Security</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Task 8</b></li> <li>• <b>Task 9</b></li> </ul> <p><u>Details may be seen at Annexure-I</u></p>
	<ul style="list-style-type: none"> <li>• <b>Procurement Process</b></li> <li>• <b>Purchasing service</b></li> </ul>	<ul style="list-style-type: none"> <li>• Procurement Process</li> <li>• Purchasing Items</li> <li>• Purchase Requests and Quotations</li> <li>• Purchasing Services</li> <li>• Issues with Goods Receipt PO's</li> <li>• Goods Returns &amp; Credit Memos</li> <li>• Freight</li> <li>• Landed Cost Setup</li> </ul>	
<b>Week 6</b>	<ul style="list-style-type: none"> <li>• <b>Mid Term</b></li> </ul>		
	<ul style="list-style-type: none"> <li>• <b>Overview of the Sales Process</b></li> <li>• <b>Customers and Customer Groups</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Motivational Lecture</b> (For further detail please see Page No: 3&amp; 4)</li> <li>• Overview of the Sales Process</li> <li>• Sales Order to Cash</li> <li>• Customers and Customer Groups</li> <li>• Customer Relationship Management</li> <li>• Automating the Sales Process</li> <li>• Returns and Exchanges</li> <li>• A/R Credit Memos</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Task 10</b></li> </ul> <p>Details may be seen at Annexure-I</p> <ul style="list-style-type: none"> <li>•</li> </ul>



Week 7	<ul style="list-style-type: none"> <li>• <b>Build your CV</b></li> </ul>	<p>Download professional CV template from any good site (<a href="https://www.coolfreecv.com">https://www.coolfreecv.com</a> or relevant)</p> <ul style="list-style-type: none"> <li>• Add Personal Information</li> <li>• Add Educational details</li> <li>• Add Experience/Portfolio</li> <li>• Add contact details/profile links</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Task 11</b> <u>Details may be seen at Annexure-I</u></li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Master Data</b></li> <li>• <b>Unit of Measure</b></li> <li>• <b>Valuation Methods</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Success stories</b> (For further detail please see Page No: 3&amp; 4)</li> <li>• Item Master Data</li> <li>• Defining Item Groups</li> <li>• Units of Measure</li> <li>• Set up Units of Measure</li> <li>• Use Weight Units of Measure</li> <li>• Set up Packages</li> <li>• Warehouses</li> <li>• Goods Movements</li> <li>• Physical Inventory</li> <li>• Pick and Pack in the Sales Process</li> <li>• Pick and Pack for Production</li> <li>• Pick and Pack in Inventory Transfer</li> <li>• Valuation Methods</li> <li>• Serial Numbers and Batches</li> <li>• Serial and Batch Valuation</li> </ul>	
Week 8	<ul style="list-style-type: none"> <li>• <b>Pricing and Production Concept</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Motivational Lecture</b> (For further detail please see Page No: 3&amp; 4)</li> <li>• Serial and Batch Valuation</li> <li>• Pricing Concepts</li> <li>• Create a Pricelist</li> <li>• Updating Pricelists</li> <li>• Period and volume discount</li> <li>• Discount Groups</li> <li>• Special Prices for Business Partners</li> <li>• Production Concept</li> <li>• Using Resources in production</li> <li>• Managing Resource Capacity for production</li> <li>• Bill of Materials</li> <li>• Basic Production Process</li> <li>• Production process with routing</li> <li>• By-Products and Additional Quantity in the production process</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Task 12</b></li> <li>• <b>Task 13</b></li> </ul> <p><u>Details may be seen at Annexure-I</u></p>

<b>Week 9</b>	<ul style="list-style-type: none"> <li>• <b>Materials Requirements Planning</b></li> <li>• <b>Bill of Materials (BOM)</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Success stories</b> (For further detail please see Page No: 3&amp; 4)</li> <li>• Production Process Accounting</li> <li>• Production Standard Cost</li> <li>• Materials Requirements Planning (MRP) Process</li> <li>• Material Requirements Planning: Forecast Consumption</li> <li>• Material Requirements Planning: Bill of Materials (BOM) Scenario</li> <li>• Customer Service Process</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Task 14</b></li> <li>• <b>Task 15</b></li> <li>• <b>Task 16</b> <u>Details may be seen at Annexure-I</u></li> </ul>
<b>Week 10</b>	<ul style="list-style-type: none"> <li>• <b>How to search and apply for jobs in at least two labor marketplace countries (KSA, UAE, etc.)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Browse the following website and create an account on each website <ul style="list-style-type: none"> <li>▪ Bayt.com – The Middle East Leading Job Site</li> <li>▪ Monster Gulf – The International Job Portal</li> <li>▪ Gulf Talent – Jobs in Dubai and the Middle East</li> </ul> </li> <li>• Find the handy ‘search’ option at the top of your homepage to search for the jobs that best suit your skills.</li> <li>• Select the job type from the first ‘Job Type’ drop-down menu, next, select the location from the second drop-down menu.</li> <li>• Enter any keywords you want to use to find suitable job vacancies.</li> <li>• On the results page you can search for part-time jobs only, full-time jobs only, employers only, or agencies only. Tick the boxes as appropriate to your search.</li> <li>• Search for jobs by: <ul style="list-style-type: none"> <li>▪ Company</li> <li>▪ Category</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

		<ul style="list-style-type: none"> <li>▪ Location</li> <li>▪ All jobs</li> <li>▪ Agency</li> </ul>	
Week 11 & 12	<ul style="list-style-type: none"> <li>• On Job training</li> </ul>	<ul style="list-style-type: none"> <li>• Industry</li> </ul>	
		On Job Training (2 weeks)	
Week 13	Final Term		

## Tasks For Certificate in Computer Graphics and Video Editing

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Task No.	Task	Description	Week
1.	SAP World	Search what is SAP and What roles and responsibilities of SAP certified person	Week 1
2.	Find the career path	Prepare a career path related to your course and also highlight the emerging trends in the local as well as international market	
3.	Work Ethics	Generate a report on Institute work ethics and professionalism related to your course	
4.	Use SAP GUI	<ul style="list-style-type: none"> <li>Download SAP GUI</li> <li>Install SAP GUI</li> </ul>	Week-2
5.	Plant creation	<ul style="list-style-type: none"> <li>Create a Plant</li> <li>Assign Company code to plant</li> </ul>	Week 3
6.	Purchase Organization	<ul style="list-style-type: none"> <li>Search what is Purchase Organization</li> <li>Create a Purchase Organization on SAP</li> </ul>	Week 4
7.	Material Master	<ul style="list-style-type: none"> <li>Search types of Material.</li> <li>Create a Material Type.</li> </ul>	
8.	Home Assignment	<ul style="list-style-type: none"> <li>Search Type of Vendor</li> </ul>	Week 5
9.	Vendor Master	<ul style="list-style-type: none"> <li>Create Vendor Master Data</li> </ul>	
10.	Document Type	<ul style="list-style-type: none"> <li>Search Different Type of Documents in SAP</li> <li>Create a document type</li> </ul>	Week 6
11.	Request for Quotation	<ul style="list-style-type: none"> <li>Search what is RFQ.</li> <li>Create a Request for Quotation (RFQ)</li> <li>Assign Number range and document type to RFQ.</li> </ul>	Week 7
12.	Home Assignment	<ul style="list-style-type: none"> <li>Search Difference between Subsequent Debt and Subsequent Credit.</li> </ul>	Week 8
13.	Purchase Oder	<ul style="list-style-type: none"> <li>Create a Purchase Oder on SAP GUI.</li> <li>Assign Number Range to Purchase Oder.</li> </ul>	

14.	Document Type	<ul style="list-style-type: none"> <li>Assign Document Type to PO</li> </ul>	Week 9
15.	Home Assignment	<ul style="list-style-type: none"> <li>What Is Stock Transfer Oder</li> </ul>	
16.	STO Process	<ul style="list-style-type: none"> <li>Stock Transfer through STO Process</li> </ul>	
17.	Home Assignment	<ul style="list-style-type: none"> <li>Search Contract and its type in SAP</li> </ul>	Week 10
18.	Subcontracting Order	<ul style="list-style-type: none"> <li>Creating Subcontracting Order and Receiving Final Product and Processing Invoice</li> </ul>	
19.	On Job Training	<ul style="list-style-type: none"> <li>On Job Training</li> <li>Final Year Project</li> <li>Internship in different industries where SAP is implemented.</li> </ul>	Week 11 & Week 12

## **Computer Graphics and Video Editing**

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

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

**Hisham Sarwar Motivational Story | Pakistani Freelancer**

[https://www.youtube.com/watch?v=CHm\\_BH7xAXk](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>

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

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

**SUCCESS STORY**

S. No	Key Information	Detail/Description
1.	<b>Self &amp; Family background</b>	<p><b>Shahzad Raza</b>, who lives in Gujrat, is an example of how hard work and perseverance can reap rich rewards working as Business one consultant at Army Welfare Trust (AWT) Rawalpindi.</p> <p>But this isn't a story of overnight success – Shahzad had to work hard to differentiate himself and stay true to his goal.</p> <p>It was a full year later, in May 2017, when Shahzad finally decided to jump in. He signed up for one of a company that have good reputation in the market.</p> <p><b>If at first you don't succeed, try try again</b></p>
2.	<b>How he came on board NAVTTC Training/ or got trained through any other source</b>	Certification in SAP B1 from Excellence Delivered (NAVTTC partner institute)
3.	<b>Post training activities</b>	<p><b>Shahzad's</b> area of expertise is in <b>Business One</b>. But it wasn't so simple. During the SAP training she secure a position at AWT as a B1 Power User.</p> <p>"I needed to understand what worked, so I read SAP related articles, books, and practice day and night on the SAP GUI Software to get get a strong grip on SAP. It was an uphill struggle, but I didn't want to give up," she explains.</p>
4.	<b>Message to others (under training)</b>	<p>Take the training opportunity seriously</p> <p>Impose self-discipline and ensure regularity</p> <p>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 a number of ways/forms in a NAVTTC skill development course as under: -

1. To call a passed out successful trainee of 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 teacher's own motivational words.

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



## **Workplace/Institute Ethics Guide**

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Work ethic is a standard of conduct and values for job performance. The modern definition of what constitutes good work ethics often varies. Different businesses have different expectations. Work ethic is a belief that hard work and diligence have a moral benefit and an inherent ability, virtue or value to strengthen character and individual abilities. It is a set of values centered on 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 own weight and help others who are struggling. Recognize when to speak up with an ideas 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 life time

**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 workplace situations and the application of new or different skills.

**10. Respect:**

Work hard, work to 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.