

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 Material Management (MM)

**Duration:** 3 Months

**Revised Edition**

<b>Trainer Name</b>	
<b>Course Title</b>	<b>SAP Material Management</b>
<b>Objectives and Expectations</b>	<p><b>Employable skills and hands on practice for SAP MM module</b></p> <p>Course provides an opportunity to build a great career in the field of SAP SAP Material Management ERP system. This training will enable them to understand the comprehensive structure of SAP MM ERP system and enhance their skills as well as deepen their grip on all sub-modules of Materials Management modules i.e. Purchasing, Inventory Management, Valuation and Account Determination Logistics Invoice Verification, and MRP. 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 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.</p> <p><b>1. Motivational Lectures</b></p> <p>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</p>

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)

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 at annexure III.

### **3. Case Studies**

Where a situation allows, case studies can also be presented to the trainees to

	<p>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 ERP</li> <li>• Demonstrate the salient feature of SAP S4HANA</li> <li>• Demonstrate the Materials Management (MM) module in SAP S4HANA</li> <li>• Demonstrate the sub-modules of SAP MM module</li> </ul> <p><b><u>MM Organizational Hierarchy</u></b></p> <ul style="list-style-type: none"> <li>• Describe the concept of Company</li> <li>• Describe the Concept of Company code</li> </ul>

	<ul style="list-style-type: none"> <li>• Describe the Concept of Plant</li> <li>• Describe the Concept of Purchase Organization</li> <li>• Describe the Concept of Storage Location</li> </ul> <p><b><u>Master Data</u></b></p> <ul style="list-style-type: none"> <li>• Describe the Material Master Data</li> <li>• Demonstrate the concept of Vendor Master Data</li> <li>• Concept of Purchasing Info Record</li> <li>• Concept of Source List</li> </ul> <p><b><u>Basic Procurement Processes</u></b></p> <ul style="list-style-type: none"> <li>• Procurement of Stock Material</li> <li>• Procurement of Consumable Material</li> <li>• Procurement of External Services</li> </ul> <p><b><u>Special Procurement Processes</u></b></p> <ul style="list-style-type: none"> <li>• Vendor Consignment Process</li> <li>• Subcontracting Process</li> <li>• Procurement of Stock Transport Order</li> </ul> <p><b><u>Inventory Management</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate the concept of Movement Types</li> <li>• Demonstrate the concept of Goods Receipt</li> <li>• Concept of Reservation</li> <li>• Demonstrate the concept of Goods Issue</li> </ul> <p><b><u>Material Valuation and Account Determination</u></b></p> <ul style="list-style-type: none"> <li>• Determining the Price of Material</li> <li>• Function of Valuation Control</li> <li>• Function of Valuation Class</li> <li>• How to Configure Automatic Postings</li> </ul> <p><b><u>Invoice Verification</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate the concept of Invoice Parking</li> <li>• Demonstrate the Concept of Invoice Posting</li> <li>• Concept of Invoice Blocking</li> </ul> <p><b><u>Material Requirement Planning</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate the concept of MRP</li> <li>• Concept of MRP Procedures</li> <li>• Concept of Lot Sizing Procedure</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</b>	<ol style="list-style-type: none"> <li>1. FMCG</li> <li>2. Energy Sector</li> <li>3. Oil and Gas</li> </ol>

<b>trade</b>	4. Manufacturing Industries 5. IT Industries 6. Automobiles 7. Industry Sectors
<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://www.youtube.com/watch?v=-Cxp01oAQo">https://www.youtube.com/watch?v=-Cxp01oAQo</a> SAP MM- Automatic Account Determination (MM-FI Integration) Cycle full explanation for Learners

## MODULES

Scheduled Weeks	Module Title	Learning Units	Remarks
Week 1	<ul style="list-style-type: none"> <li>• <b>Concept of SAP S/HANA and Enterprise Structure in SAP MM</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>• Types of ERP</li> <li>• What is SAP</li> <li>• What is S/4 HANA</li> <li>• Difference between HANA and S/4 Hana</li> <li>• Enterprise Structure in SAP MM</li> </ul>	<p><b>Home Assignment</b></p> <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>Master data and</b></li> <li>• <b>Procurement Processes 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>• Procurement Processes in MM</li> <li>• Master Data in Procurement</li> <li>• Optimized Purchasing</li> <li>• Plain Procurement Processes</li> <li>• Master Data in Procurement</li> <li>• Procurement Processes</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>Procurement Processes</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>• Procurement of Stock Material</li> <li>• Procurement of Consumable Material</li> <li>• Procurement of External Services</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>
Week 4	<ul style="list-style-type: none"> <li>• <b>Inventory Management</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>• Purchasing Configuration</li> <li>• Introduction to Inventory Management</li> <li>• Goods Receipt</li> <li>• Material Valuation and Account Assignment</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>

Week 5	<ul style="list-style-type: none"> <li>• Create an account profile on Fiverr (at least two gigs) and Upwork</li> <li>•</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>Inventory Management</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>• Invoice Entry</li> <li>• Inventory Management Customizing</li> <li>• Subsequent Debits, Subsequent Credits</li> <li>• Delivery Costs and Credit Memos</li> <li>• Goods Issuance</li> <li>• Reservations</li> <li>• GR/IR Account Maintenance</li> </ul>	
Week 6	<ul style="list-style-type: none"> <li>• <b>Mid Term</b></li> </ul>		
	<ul style="list-style-type: none"> <li>• <b>Invoice Verification</b></li> </ul>	<ul style="list-style-type: none"> <li>• Stock Transfer and Transfer Posting</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>	<ul style="list-style-type: none"> <li>• <b>Motivational Lecture</b> (For further detail please see Page No: 3&amp; 4)</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>•</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Build your CV</b></li> <li>• <b>Reporting and Analysis and Inventory</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>• Physical Inventory</li> <li>• Reporting and Analysis</li> </ul>	



	<b>Management</b>	<ul style="list-style-type: none"> <li>• Variances and Analysis</li> <li>• Documents Release Procedures</li> </ul>	
<b>Week 8</b>	<ul style="list-style-type: none"> <li>• <b>Monthly Test</b></li> <li>• <b>Special Procurement Processes</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>• Special Forms of Procurement and Special Stocks</li> <li>• Specific Procurement Processes</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Task 12</b></li> <li>• <b>Task 13</b></li> </ul> <p><i><u>Details may be seen at Annexure-I</u></i></p>
<b>Week 9</b>	<ul style="list-style-type: none"> <li>• <b>Material Requirement Planning</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>• Consumption Based Planning</li> <li>• Planning Run</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></li> </ul> <p><i><u>Details may be seen at Annexure-I</u></i></p>
<b>Week 10</b>	<ul style="list-style-type: none"> <li>• <b>Master Data and Additional Topics</b></li> <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>• <b>Motivational Lecture</b> (For further detail please see Page No: 3&amp; 4)</li> <li>• Master Data Management</li> <li>• Selected Additional Topics</li> <li>• Advance Transactions in Purchasing</li> <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</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Task 17</b></li> <li>• <b>Task 18</b></li> </ul> <p><i><u>Details may be seen at Annexure-I</u></i></p>

		<p>location from the second drop-down menu.</p> <ul style="list-style-type: none"> <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> <li>▪ Location</li> <li>▪ All jobs</li> <li>▪ Agency</li> </ul> </li> <li>• Industry</li> </ul>	
<b>Week 11 &amp; 12</b>	<ul style="list-style-type: none"> <li>• On Job training</li> </ul>	<b>On Job Training (2 weeks)</b>	
<b>Week 13</b>	<b>Final Term</b>		

## 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 Order</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>

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

<https://www.youtube.com/watch?v=tlQ0CWgszl0>

**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>Maira Shahzad</b>, who lives in Gujrat, is an example of how hard work and perseverance can reap rich rewards working as FI intern at Army Welfare Trust (AWT) Rawalpindi.</p> <p>But this isn't a story of overnight success – Maira had to work hard to differentiate herself and stay true to his goal.</p> <p>It was a full year later, in May 2017, when Maira finally decided to jump in. She signed up for one of a company that have good reputation in the market. she says.</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 FI from Excellence Delivered (NAVTTC partner institute)
3.	<b>Post training activities</b>	<p><b>Maira</b> area of expertise is in <b>Material Management</b>. But it wasn't so simple. During the SAP training she secure a position at AWT as a MM 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.