

**Government of Pakistan**

**National Vocational and Technical Training**

**Commission Prime Minister's Hun Armand Pakistan Program**

"Skill for All"



**NAVTTC**

**Course Contents/ Lesson Plan**

**Course Title: Beauty therapy**

**Duration: 03 Months**

**Course Details / Description & Preliminaries**

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### **ABOUT THE AUTHOR**

Almas Akhtar is a C.E.O of Beauty Academy by Almas, Assistant Director MHW by profession. She did LLB from Bahawalpur University she has done master in Urdu and political Science from Punjab University, she has done BLIS from Punjab University, B.Ed from Allama Iqbal Open University. She has done her training in Makeup, Hair, Skin from Paris, Thailand, Dubai, Malaysia Spain,& Lahore Beauty Collage & Femina Beauty Academy.

She is working with well reputable NAVTTC, Giz, TEVTA and JAICA in developing different curriculums and TLMs, she also developed curriculum for Sir Syed college Rawalpindi for Deaf students. She is the author of Middle Tech on Cosmetology with JAICA. She is also author of Lesson Plan Course Beautician and Beauty therapy. Apart from all qualification, she is assessor, Educator, Technical Advisor brand ambassador, Executive member of Rawalpindi Women chamber of Commerce. Vice Chairperson of Women Corporate Association.

<b>Course Title</b>	<b>Beauty therapy, Hair Styling and Skin Care</b>
<b>Objectives and Expectations</b>	<p><b>Employable skills for Matric Students through an intensive course on Beautician and its application.</b></p> <p>This is a special course designed to address unemployment in the youth. The course aims to achieve the above objective through hands on practical training delivery by a team of dedicated professionals having rich market/work experience. This course is therefore not just for developing a theoretical understanding/back ground of the trainees. Contrary to that, it is primarily aimed at equipping the trainees to perform commercially in a market space in independent capacity or as a member of a team. The course therefore is designed to impart not only technical skills but soft skills as well as entrepreneurial skills deemed essential for that purpose i.e. communication skills; marketing skills (including freelancing); personal grooming of the trainees and inculcation of the positive work ethics to foster better citizenship in general and improve the image of Pakistani work force in particular.</p> <p>Main Expectations: In short, the course under reference should be delivered by professional instructors in such a robust hands- on manner that the trainees are comfortably able to employ their skills for earning money (through wage/self-employment) at its conclusion. This course thus clearly goes beyond the domain of the traditional training practices in vogue and underscores an expectation that a market centric approach will be adopted as the main driving force while delivering it. The instructors should therefore be experienced enough to be able to identify the training needs for the possible market roles available out there. Moreover, they should also know the strengths and weaknesses of each individual trainee to prepare them for such market roles during/after the training.</p>

**Key Features of Training & Special Modules**

- i. Specially designed practical tasks to be performed by the trainees have been included in the Annexure-I to this document. Their weekly distribution has also been indicated in the weekly lesson plan given in 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. In order to materialize the main expectations, a special module on Job Search & Entrepreneurial Skills has been included in the course through which, the trainees will be made aware of the Job search techniques in the local job markets. 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 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 at work place 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 Pakistani workforce would undergo a positive transformation in the local as well as international job markets.  
In order to maintain interest and motivation of the trainees throughout the course, modern

	<p>techniques such as:</p> <ul style="list-style-type: none"> <li>• Motivational lectures</li> <li>• Success stories</li> <li>• Case studies (in documentary or presentation format)</li> </ul> <p>These would be employed as additional training tools 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 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>Training Tools/Methodology</b></p>	<p><b>(i) 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 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 &amp; 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:</p> <ul style="list-style-type: none"> <li>• Clear Purpose to convey message to trainees effectively.</li> <li>• Personal Story to quote as an example to follow.</li> <li>• Trainees fit so that the situation is actionable by trainees and not represent a just idealism.</li> <li>• Ending Points to persuade the trainees on changing themselves.</li> </ul> <p>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</p>

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).

This tool is designed for training providers to ensure 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.

### **(11) 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 by the person himself either:

- Directly (in person) or,
- Through an audio/ videotaped message.

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.

**(111) Case Studies**

Where a situation allows, case studies can also be presented to the trainees to widen their understanding of the real life specific problem/situation and to explore the solutions. In simple terms, the case study method of teaching uses a real life case example/a typical case to demonstrate a phenomenon in action and explain theoretical as well as practical aspects of the knowledge related to the same. It is an effective way to help the trainees comprehend in depth both the theoretical and practical aspects of the complex phenomenon in depth with ease. Case teaching can also stimulate the trainees to participate in discussions and thereby boost their confidence. It also makes class room atmosphere interesting thus maintaining the trainee interest in training till the end of the course. Depending on suitability to the trade, the weekly lesson plan in this document may suggest case studies 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.

The Trainees should be required and supervised to carefully analyze

The cases. 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. Case studies can be implemented in the following ways:-

- i. A good quality trade specific documentary (At least 2-3 documentaries must be arranged by the training institute).
- ii. Health & Safety case studies (2 cases regarding safety and industrial accidents

	<p>must be arranged by the training institute).</p> <p>iii. Field visits (At least one visit to a trade specific major industry/ parlors must be arranged by the training institute).</p>
<b>Learning Outcome of the Course</b>	<p>The following learning outcomes are expected from the training.</p> <ol style="list-style-type: none"> <li>1. Pass outs may join any beauty parlor.</li> <li>2. They can establish their own beauty parlor.</li> <li>3. They can groom themselves at their home.</li> <li>4. They can join sectors such as airlines, show business etc. where numerous females work and are essentially required to put on makeup and style hair.</li> </ol> <p>They can establish their own training institutions to conduct beauty parlor courses. Currently an institution by the name of Diplex is successfully working along the same lines.</p>
<b>Entry level of Trainees</b>	Matric or SSC passed outs preferably females.
<b>Course Execution Plan</b>	<p>Total Duration of Course: 3 Months (13 Weeks).  Class Hours: 4 Hours per day (06 Days per week).  Theory: 20% Practical: 80%.  Weekly Hours: 24 Hours Per Week.  Total Contact Hours: 312 Hours</p>
<b>Companies Offering Jobs in the Respective Trade</b>	<ol style="list-style-type: none"> <li>1. Self-Employment</li> <li>2. Beauty Salons &amp; Parlors</li> <li>3. They can groom themselves at their home.</li> </ol> <p>They can join sectors such as airlines, show business etc. where numerous females work and are essentially required to put on makeup and style hair.</p>
<b>Job Opportunities</b>	<ul style="list-style-type: none"> <li>• Self-Employment.</li> <li>• Beauty Salons Staff.</li> <li>• Media and Showbiz Industry.</li> <li>• Airline Industry.</li> <li>• Fashion Industry</li> </ul>
<b>No of Students</b>	25
<b>Learning Place</b>	Classroom / Lab



Scheduled Week	Module Title	Scheduled Days	Learning Units	Remarks
Week 1	Introduction       <b>Skin Anatomy</b>	<b>Day 01</b>	<ul style="list-style-type: none"> <li><b>Motivational Lecture</b> (For further detail please see Page No: 3-4)</li> <li>Introduction of course</li> </ul>	(Details may be seen at Annexure-I)
		<b>Day 02</b>	<ul style="list-style-type: none"> <li><b>Institute/Work ethics</b> (For further detail please see Annexure-II at the end)</li> <li>Customer Dealing</li> </ul>	
		<b>Day 03</b>	<ul style="list-style-type: none"> <li>Health &amp; Safety</li> <li>Safety Tools Cleaner</li> <li>First Aid Box Management</li> </ul>	
		<b>Day 04</b>	<ul style="list-style-type: none"> <li>Skin Anatomy (Structure)</li> <li>Skin Types (Detail)</li> </ul>	(Details may be seen at Annexure-I)
		<b>Day 05</b>	<ul style="list-style-type: none"> <li>Skin PH Scale &amp; Other Factors That can Effect Skin PH</li> <li>How to check and Balance PH of the Skin?</li> </ul>	
		<b>Day 06</b>	Draw & Label Structure of Skin	
		Week 2		<b>Day 01</b>
<b>Day 02</b>	<ul style="list-style-type: none"> <li>Tools &amp; Equipment's and Product.</li> <li>Required for Different Facials</li> </ul>			
<b>Day 03</b>	Sanitization and			

	<b>Facials</b>		Sterilization of Tools and Equipment's for Facial	
		<b>Day 04</b>	Facials & it's Type (Medicated, Skin Lightning, Herbal)	
		<b>Day 05</b>	<ul style="list-style-type: none"> <li>• Trolley Setting for Facial</li> <li>• Product Knowledge for facial</li> </ul>	
		<b>Day 06</b>	<ul style="list-style-type: none"> <li>• Facial Massage its Advantages and Disadvantages</li> <li>• Advance Facial Hydra, High Frequency, Ultrasonic, Galvanic)</li> </ul>	
<b>Week 3</b>	<b>Bleach</b>	<b>Day 01</b>	<ul style="list-style-type: none"> <li>• Manual Facial and Facial with machines</li> <li>• Procedure for Facial</li> <li>• Black Head/White Head Removal with Steam &amp; Vacuum Session.</li> </ul>	
		<b>Day 02</b>	<ul style="list-style-type: none"> <li>• Trolley Settings For Bleach Preparation of Bleach with Product knowledge</li> </ul>	
		<b>Day 03</b>	Bleaching of Face And its Procedure Advantages and Disadvantages	
	<b>Hair Elimination</b>	<b>Day 04</b>	<ul style="list-style-type: none"> <li>• <b>Motivational Lecture</b> (For Further Detail Please see Page No. 3 And 4)</li> <li>• Trolley Setting for Waxing</li> <li>• Skin Waxing &amp; Its types</li> </ul>	
		<b>Day 05</b>	<ul style="list-style-type: none"> <li>• Procedure &amp; Application of Waxing on Different Parts Of Body Step By Step</li> </ul>	

		<b>Day 06</b>	<ul style="list-style-type: none"> <li>• Procedure of Face Threading &amp; Plucking of Eye Brows Making &amp; Precaution</li> </ul>	
<b>Week 4</b>	<b>Hand &amp; Feet Care</b>	<b>Day 1</b>	<ul style="list-style-type: none"> <li>• <b>Manicure and Pedicure</b></li> <li>• Trolley Setting For Mani and Pedicure Prepare Proper Service Area</li> </ul>	
		<b>Day 2</b>	<ul style="list-style-type: none"> <li>• Knowledge of Manicure and Pedicure Tools and Equipment's.</li> <li>• Product Knowledge About Mani and Pedicure</li> </ul>	
	<b>Mehndi Art</b>	<b>Day 3</b>	<ul style="list-style-type: none"> <li>• Perform Mani and Pedicure</li> <li>• Apply paraffin Wax</li> <li>• Apply Nail Color and Perform Nail Art</li> </ul>	
		<b>Day 4</b>	Filling, Drafting and Design Mehndi Art	
		<b>Day 5</b>	<ul style="list-style-type: none"> <li>• Bridal Mehndi</li> <li>• Bale Style</li> </ul>	
	<b>Mehndi</b>	<b>Day 6</b>	<ul style="list-style-type: none"> <li>• Arabic Design for Bridal</li> <li>• Indian Design for Bridal</li> </ul>	
<b>Week 5</b>	<b>Hair</b>	<b>Day 1</b>	Hair Anatomy and Parts of the Hair	(Details may be seen at Annexure-I) Monthly Test 1
		<b>Day 2</b>	Hair Structures and Types	
		<b>Day 3</b>	Hair Care Home Remedy	
		<b>Day 4</b>	Identify Different Hair Problems	
		<b>Day 5</b>	Knowledge about Different Hair Types According to the Structure of the Hair	
		<b>Day 6</b>	Study of Hair Chart	

<b>Week 6</b>	<b>Hair Coloring</b>	<b>Day 1</b>	<ul style="list-style-type: none"> <li>• <b>Success Stories</b> (For Further Detail Please see Page No. 3 And 4)</li> <li>• Difference between Natural and Fashion Shades</li> </ul>	
		<b>Day 2</b>	Knowledge About Different Types of Hair Color (Natural, Metallic Synthetic)	
		<b>Day 3</b>	Hair Protein Treatment	
		<b>Day 4</b>	Practice of Hair Oil Massage with Pressure Point	
		<b>Day 5</b>	Procedure of Root Touching	
		<b>Day 6</b>	<ul style="list-style-type: none"> <li>• <b>Motivational Lecture</b> (For Further Detail Please see Page No. 3 And 4)</li> <li>• Procedure Of Application of full Hair Color</li> </ul>	
<b>Week 7</b>	<b>Streaking</b>	<b>Day 1</b>	<ul style="list-style-type: none"> <li>• Knowledge about different type of streaking</li> <li>• Procedure of Streaking</li> </ul>	
	<b>Rebounding &amp; keratin</b>	<b>Day 2</b>	Difference Between Rebounding and Keratin & Hair Botox	Home Assignment-2 (Details may be seen at Annexure-II)
		<b>Day 3</b>	Hair Botox	
		<b>Day 4</b>	<ul style="list-style-type: none"> <li>• Hair Rebounding Procedure</li> <li>• Precaution and After Care</li> </ul>	
		<b>Day 5</b>	Hair Keratin Step By Step	
		<b>Day 6</b>	<ul style="list-style-type: none"> <li>• <b>Success Stories</b></li> <li>• (For Further Detail Please see Page No. 3 And 4)</li> </ul>	
<b>Week 8</b>	<b>Shampoo procedure</b>	<b>Day 1</b>	Perform Hair Wash Shampoo and Combing	
		<b>Day 2</b>	Apply Hair Conditioner	

			and Mask	
	<b>Hair Cutting</b>	<b>Day 3</b>	Hair Cutting Techniques Angle and Position	
		<b>Day 4</b>	<ul style="list-style-type: none"> <li>• Different Types of Cutting:</li> <li>• U shape, Round Shape,</li> </ul>	(Details may be seen at Annexure-I)
		<b>Day 5</b>	<ul style="list-style-type: none"> <li>• <b>Motivational Lecture</b> (For Further Detail Please see Page No. 3 And 4)</li> <li>• Step Cutting, Forward Cutting</li> </ul>	
		<b>Day 6</b>	Shaggy Cutting, Soldier Cutting,	
<b>Week 9</b>		<b>Hair Styling</b>	<b>Day 1</b>	Graduation bob
	<b>Day 2</b>		Layer with Steps.	
	<b>Day 3</b>		A line Bob Cutting	
	<b>Day 4</b>		Hair Styling	
	<b>Day 5</b>		Back Combing	
	<b>Day 6</b>		Gel Back	
<b>Week 10</b>		<b>Day 1</b>	Straightening with Iron	
		<b>Day 2</b>	Roller Setting	
		<b>Day 3</b>	Curling of Hair with Rod	
		<b>Day 4</b>	Hair Curl With Iron	
		<b>Day 5</b>	Jora's Style	
		<b>Day 6</b>	<ul style="list-style-type: none"> <li>• <b>Success Stories</b> (For Further Detail Please see Page No. 3 and 4)</li> <li>• Knowledge About Equipment's and Tools for Makeup</li> <li>• Trolley Setting for Makeup</li> </ul>	Home Assignment-3 (Details may be seen at Annexure-II)
<b>Week 11</b>	<b>Makeup</b>	<b>Day 1</b>	Learn Makeup Products	
		<b>Day 2</b>	<ul style="list-style-type: none"> <li>• Knowledge and Study about</li> <li>• Party Makeup, Model Makeup, Bridal Makeup.</li> </ul>	Monthly Test 2
		<b>Day 3</b>	Walima Makeup	
		<b>Day 4</b>	Use of Different Types of Makeup for Different Skin (Dry, Oily and Normal Skin)	

		<b>Day 5</b>	Product Knowledge and Use of Concealer, Camouflage for Flaws of Skin, Foundation, Compact, Contouring Color, Blush on, Eye Shade etc.	
		<b>Day 6</b>	Cleansing of Face Before Makeup Preparation & Procedure of Makeup	
<b>Week 12</b>	<b>Salon Management</b>	<b>Day 1</b>	Practice on Party, Model and Evening Makeup	
		<b>Day 2</b>	Practice on Bridal Makeup	
		<b>Day 3</b>	Study Face shaping Through Contouring	
		<b>Day 4</b>	<ul style="list-style-type: none"> <li>• Use of High Lighter</li> <li>• According to Shape of Eyes for Different Makeup Looks</li> <li>• Different Eye Liner Techniques</li> </ul>	
		<b>Day 5</b>	<ul style="list-style-type: none"> <li>• <b>Success Stories</b></li> <li>• (For Further Detail Please see Page No. 3 And 4)</li> <li>• Front Desk Management</li> <li>• Salon Cleaning</li> <li>• Fire Exits</li> </ul>	
		<b>Day 6</b>	<ul style="list-style-type: none"> <li>• Dress Code</li> <li>• Daily Work Sheets</li> <li>• Product Knowledge Awareness/Brand Awareness</li> </ul>	
<b>Week 13</b>		<b>Day 1</b>	<ul style="list-style-type: none"> <li>• Client Consultation</li> <li>• Customer Record</li> </ul>	
		<b>Day 2</b>	<ul style="list-style-type: none"> <li>• Customer Opening &amp; Closing</li> <li>• Customer Services</li> </ul>	
		<b>Day 3</b>	<ul style="list-style-type: none"> <li>• Customer Backup.</li> <li>• Customer Homecare Product</li> </ul>	
		<b>Day 4</b>	Business Value Statement	
		<b>Day 5</b>	<ul style="list-style-type: none"> <li>• Sales and Marketing Strategy</li> </ul>	

			• Smart Objectives	
		<b>Day 6</b>	Cost Management (OPEX,CAPX, ROS etc.)	

The Following Tasks are required to be performed multiple time by each trainee/group until sufficient proficiency level is required. The trainer is required to determine the number of times, each tasks needs to be repeated by a trainee as per his/her low/medium/high level of skill and proficiency during any stage of the course.

## **Tasks for Beauty Therapy, Hair Styling and Skin Care**

Task No.	Task Description	Week
1.	Introduction	Week 1
2.	Preparation of Emergency Medical Box	
3.	Skin Care	
4.	Institute Work Ethics	
5.	Skin Anatomy	Week 2
6.	Label Structure of Skin	
7.	Skin Problem	
8.	Sanitization and Sterilization	
9.	Facial Type	Week 3
10.	Trolley Setting	
11.	Basic Facial	
12.	Bleach	
13.	Knowledge of Manicure Pedicure Tools And Equipment's	Week 4
14.	Product Knowledge	
15.	Procedure	
16.	Mehndi Art Filling Drafting and Design	

17.	Hair Care	Week 5
18.	Hair Anatomy	
19.	Hair Structure	
20.	Home Remedy	Week 6
21.	Study of Hair Chart	
22.	Difference B/W Natural And Fashion Shade	
23.	Knowledge About Different Hair Color	
24.	Hair Protein Treatment	
25.	Practice Hair Massage	Week 7
26.	Procedure Of Application of Hair Color	
27.	Procedure of Streaking	
28.	Difference B/W Rebonding And Keratin	
29.	Hair Botox & its Procedure	
30.	Hair Keratin Step By Step	Week 8
31.	Hair Wash Shampoo &	
32.	Application of Conditioner Mask	
33.	Hair Cutting Techniques	
34.	Angle and Position	
35.	Different Types Of Cutting Bob Cut, Shaggy Cut, Layer Cut	Week 9
36.	Hair Styling	
37.	Back Combing	
38.	Gel Back	Week 10
39.	Different Tale & Braide Style	
40.	Straightening with Iron	



41.	Roller Setting	
42.	Curling With Rod & Iron	
43.	Basic Jora	
44.	Makeup	Week 11
45.	Knowledge About Equipment & Tools For Makeup	
46.	Makeup Products	
47.	Trolley Settings	
48.	Different Types of Makeup For Different Skin	
49.	Bridal Makeup & Party Makeup	
50.	Procedure Makeup	Week 12
51.	Contouring	
52.	Use of High Lighter & Technique of Eye Liner	
53.	Salon Management	Week 13
54.	Introduction Fundamental of Business Development	
55.	Salon Cleaning	
56.	Fire Exit	
57.	Dress Code	
58.	Daily Worksheet	
59.	Client Consultation	

## **Motivational Lectures**

### **Computer Graphics and Video Editing**

What is freelancing and how you can make money online – BBCURDU

<https://www.youtube.com/watch?v=59jCJN3Ff0kA>

What Is the Role of Good Manners in the Workplace? By Qasim Ali Shah | In Urdu

<https://www.youtube.com/watch?v=5Qi6Xn7yKIIQ>

Hisham Sarwar Motivational Story | Pakistani Freelancer

<https://www.youtube.com/watch?v=5CHmBH7xAXk>

21 Yr Old Pakistani Fiverr Millionaire | 25-35 Lakhs a Month Income | Interview

<https://www.youtube.com/watch?v=59WrmYYhr7S0>

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

<https://www.youtube.com/watch?v=5tlQ0CWgszI0>

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

<https://www.youtube.com/watch?v=5d1hocXWSpus>

**Suggestive Format and Sequence Order of Success Story**

<b>S. No</b>	<b>Key Information</b>	<b>Detail/Description</b>
1.	<b>Self &amp; Family background</b>	<ul style="list-style-type: none"> <li>• Self-introduction</li> <li>• Family background and socio economic status,</li> <li>• Education level and activities involved in</li> <li>• Financial hardships etc</li> </ul>
2.	<b>How he came on board NAVTTC Training/ or got trained through any other source</b>	<ul style="list-style-type: none"> <li>• Information about course, apply and selection</li> <li>• Course duration, trade selection</li> <li>• Attendance, active participation, monthly tests, interest in lab work</li> </ul>
3.	<b>Post training activities</b>	<ul style="list-style-type: none"> <li>• How job / business (self-employment) was set up</li> <li>• How capital was managed (loan (if any) etc).</li> <li>• Detail of work to share i.e. where is job or business being done; how many people employed ( in case of self-employment/ business )</li> <li>• Monthly income or earnings and support to family</li> <li>• Earning a happy life than before</li> </ul>
4.	<b>Message to others (under training)</b>	<ul style="list-style-type: none"> <li>• Take the training opportunity seriously</li> <li>• Impose self-discipline and ensure regularity</li> <li>• Make Hard work pays in the end so be always ready for the same.</li> </ul>

**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 person of institute. He/she will narrate his/her success story to the trainees in his/her own words and meet trainees as well.
2. To see and listen to a recorded video/clip (5 to 7 minutes) showing a successful person 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 per month etc) and narrates his/her story in teacher's own motivational words.

## **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 importance of work and manifested by determination or desire to work hard.

The following ten work ethic 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. Takes 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.

## **Home Assignment**

### Designing Effective Homework

To achieve a positive impact on student learning, homework assignments must be well- designed and carefully constructed. Some specific research findings include:

- ▶ Homework is most effective when it covers material already taught.
- ▶ Homework is most effective when it is used to reinforce skills learned in previous weeks or months.
- ▶ Homework is less effective if it is used to teach complex skills.

### Characteristics of Good Assignments

When teachers plan homework, they should consider the characteristics listed below:

- ▶ Provide clear instructions for students;
- ▶ Can be completed successfully;
- ▶ Are not too long;
- ▶ Can be completed within a flexible time frame;
- ▶ Use information and materials that are readily available;
- ▶ Reinforce and allow practice of previously taught skills;
- ▶ Must not be unfinished class work;
- ▶ Are interesting to students and lead to further exploration and study;
- ▶ Stimulate creativity and imagination in the application of skills;
- ▶ Stimulate home and class discussion

### Homework Don'ts

Do not assign homework that:

- ▶ Is unfamiliar, boring or impossible to do
- ▶ Requires complex skills or requires unreasonable time frames
- ▶ Is a “time filler” to keep students busy or a punishment for not doing class work
- ▶ Do not wait until the last minute to organize and assign the *homework (You may give useless or impossible tasks and/or giving inadequate directions)*
- ▶ Do not assume that all homes have equal resources, that all parents have equal skills and talents to support their children as learners
- ▶ Do not collect any homework you do not intend to check, review or grade.
- ▶ Do not assign homework that is so difficult and unfamiliar to students that their parents are tempted to:
  - Do the work for them;
  - Accuse their children of being inattentive in class; or
  - Accuse their children of failing

## **References**

A Union of Professionals, Classroom Tips, Assigning Effective Homework  
<https://files.eric.ed.gov/fulltext/ED516934.pdf> visited on 7<sup>th</sup> June, 2020

**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 importance of work and manifested by determination or desire to work hard.

The following ten work ethic are defined as essential for student success:

**11. Attendance:**

Be at work every day possible, plan your absences don't abuse leave time. Be punctual every day.

**12. 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.

**13. 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.

**14. 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

**15. 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.

**16. 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.



**17. 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. Takes an appropriate approach to social interactions at work. Maintains focus on work responsibilities.

**18. Communication:**

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**20. Respect:**

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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.