

Government of Pakistan

National Vocational and Technical Training Commission

Prime Minister's Hunarmand Pakistan Program

"Skill for All"



Course Contents / Lesson Plan

Course Title: Fashion Design & Dress Making

Duration: 3 Months

Course Details / Description & Preliminaries

Course Title	Fashion Design & Dress making
Objectives and Expectations	<p data-bbox="496 321 1507 415"><u>Employable skills for SSC Students through an intensive course on Fashion Design & Dress making and its application.</u></p> <p data-bbox="496 499 1507 934">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.</p> <p data-bbox="496 1018 1507 1339">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 data-bbox="496 1367 766 1402">Main Expectations:</p> <p data-bbox="496 1486 1507 1690">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 data-bbox="496 1717 1507 1921">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</p>

Key Features of Training & Special Modules

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.

- 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. 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 techniques such as:

- Motivational lectures
- Success stories
- Case studies (In documentary or presentation format)

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.

(i) Motivational Lectures

The proposed methodology for the training under reference employs motivation as a tool. Hence besides the purely technical content, a trainer is required to include elements of motivation in his/her lecture to inspire the trainees to utilize the training opportunity to the full and strive towards professional excellence. Motivational lectures may also include general topics such as the importance of moral values and civic role & responsibilities as a Pakistani. A motivational lecture should be delivered with enough zeal to produce a deep impact on the trainees. It may comprise of the following:

- Clear Purpose to convey message to trainees effectively.
- Personal Story to quote as an example to follow.

Training Tools/ Methodology

- 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.

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).

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.

(ii) 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.

(iii) Case Studies

Where a situation allows, case studies can also be presented to the trainees to widen their understanding of the real life specific problem/situation and to explore the solutions.

In simple terms, the case study method of teaching uses a real life case example/a typical case to demonstrate a phenomenon in action and explain theoretical as well as practical aspects of the knowledge related to the same. It is an effective way to help the trainees comprehend in depth both the theoretical and practical aspects of the complex phenomenon in depth with ease. Case teaching can also stimulate the trainees to participate in discussions and thereby boost their confidence. It also makes 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)

	<ul style="list-style-type: none"> 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/ parlors site must be arranged by the training institute)
Learning Outcome of the Course	<p>To provide knowledge, skills and understanding to learners in Fashion Design, pattern drafting and cutting, sewing, Computer aided design and textiles so that they are able to produce garments according to industry requirement.</p> <ul style="list-style-type: none"> • To provide more comprehensive training to learner from designing to final execution of garment till the finishing process • To make learners prepare to design dresses according to latest trends of eastern and western styles.
Entry level of trainees	SSC (Matric)
Course Execution Plan	Total Duration of Course: 3 Months (13 Weeks)
	Class Hours: 4 Hours per day (06 Days/Week)
	Theory: 20% Practical: 80%
	Weekly Hours: 24 Hours Per week
	Total Contact Hours: 300 Hours
Job Opportunities	<ul style="list-style-type: none"> • The pass outs of this course may find job / employment opportunities in the following areas / sectors: - • Tracing • Motif Designing • Pattern Drafting & cutting

	<ul style="list-style-type: none"> • Stitching • Teaching • Entrepreneurship • Pass-outs may join the education schools as a teacher for Drawing / Designing. • They can work at home for domestic purpose as well as cottage industry. • Pass out may join any garment industry / entrepreneurship. • They can establish their own boutiques and industrial home.
No of Students	25
Learning Place	Classroom / Lab

WEEKLY SCHEDULE OF TRAINING

Scheduled Week	Module Title	Learning Units	Remarks
Week 1	Coloring/Textile	Course Introduction <ul style="list-style-type: none"> • Motivational Lecture (For further detail please see Page No:3-4) • Application of the course • Institute/Work ethics (For further detail please see Annexure-II at the end) • Health & Safety • Introduction to colors (Value-Light and pigment colors) • Primary & Secondary colour chart. (Colour wheel) • Making rainbow colour chart. (Colour wheel with tints and shades) • Prepare Warm & cool colour. • Study of Different Mediums of Colours. • Basic textile patterns and repeat 	Home Assignment 1 (Details may be seen in Annexure 1)
Week 2	Introduction to Measurements	<ul style="list-style-type: none"> • Introduction to measuring tools and how to measure. • Taking measurements of human body for women's wear and men's wear. • Importance of measurements in children's wears for different sizes from infant to adolescent. • Adjusting measurements from woven pattern to knitwear keeping in mind the stretch factor. 	Home assignment 2 Details May be seen in annexure 1 Home assignment 3 Details May be seen in annexure 1 Task – 1 (Details may be seen at Annexure 2)
Week 3	Pattern Making Job Search &	<ul style="list-style-type: none"> • Motivational Lecture (For further detail please see Page No:3-4) • Introduction to pattern making tools • Making pattern of basic skirt for women's wear & its Variations • Making pattern of basic fitted bodice block and dart shifting exercises. <ul style="list-style-type: none"> • Job market • Job related skills. • Interpersonal skills • Communication skills 	Home assignment 4 Details May be seen in annexure1

	Entrepreneurial Skills	<ul style="list-style-type: none"> • Success story (For further detail please see Page No:4-5and Annexure-III at the end) 	
Week 4	Pattern Making	<ul style="list-style-type: none"> • Motivational Lecture (For further detail please see Page No:3-4) • Case Study (For further detail please see Page No: 5-6) • Construction of Ease bodice and panel bodice exercises. • Construction of top with panels and band collar with finishes. 	<p>Task – 2 (Details may be seen at Annexure 2)</p> <p>Home assignment 5 Details May be seen in annexure1</p>
Week5	Pattern Making	<ul style="list-style-type: none"> • Introduction to collars and sleeves. • Construction of basic Trouser (Women or Men) & its Variations • Explanation and construction of Shalwar Kurta & its Variations. • Making of basic Mens wear Shirt & its Variations • Explanation and construction of Children wear blocks (size 4-6) & construction of different designs. 	<p>Task – 3 (Details may be seen at Annexure 2)</p>
Week 6	Cutting	<ul style="list-style-type: none"> • Introduction to cutting tools home based and industrial for woven, knitwear and leather. • Importance of grain line while cutting woven, knitwear and leather. Proper pressing techniques before cutting. • Home based pressing cutting of basic skirt in woven, knitwear and leather. • Pressing, fusing and cutting of top with panels and band collar with finishes. • Important cutting techniques of collars, sleeves and cuffs for woven, knitwear and leather. 	<p>Home Assignment 5 Details may be seen in annexure 1</p>

Week 7	Cutting	<ul style="list-style-type: none">• Motivational Lecture (For further detail please see Page No:3-4)• Pressing and Cutting of Trouser design with facings, fly, pocket and finishes. (Women and Men)• Pressing and cutting of Shalwar Kurta design.• Cutting of Men's wear Dress Shirt.• Pressing and cutting of Children wear designs in woven and knitwear.	Task – 5 (Details may be seen at Annexure 2) Midterm Exam During 7th week •Task – 6 (Details may be seen at Annexure 2)
Week 8	Sewing Job Search & Entrepreneurial Skills	<ul style="list-style-type: none">• Introduction to sewing machine, home based and industrial. Threading of lock stitch, Flat lock and over lock machine.• Different paper exercises of straight, curved and angled lines to control simple lock stitch machine.• Threading and stitching of straight, curved and angled lines on fabric.• Sewing of different seams exercises on one piece fabric. (Straight seam, seam with top stitch and edge stitch, French seam/invisible seam with 0.2 inches edges <ul style="list-style-type: none">• Session on Self-Employment• How to start a Business.• Requirements (Capital, Physical etc)• Benefits/Advantages of self-employment.	Home Assignment 6 Details may be seen in annexure 1
Week 9	SEWING	<ul style="list-style-type: none">• Feedback of the previous Task• Motivational Lecture (For further detail please see Page No:3-4)• Introduction and instruction of sewing techniques• Threading of lock stitch, Flat lock and over lock machine• Care of sewing machine and precautions• Parts of sewing machine• Lubrication of machine• Trouble shooting of sewing machine• Different paper exercises of straight, curved and angled lines to control simple lock stitch machine.• Threading and stitching of straight, curved and angled lines on fabric.	

<p>Week 10</p>	<p>SEWING</p>	<ul style="list-style-type: none"> • Sewing of different seams exercises on one piece fabric. (Straight seam, seam with top stitch and edge stitch, French seam/invisible seam with 0.5 cm edge. • Introduction to different hand finishes and hems. • Piping. • Practice For Straight Piping • Pleats • Practice For Tuck 5-Without Flap Pocket, Knife Pleat, Inverted Pleat & Box Pleat. • Neck Line Practice and stitch the different Neckline: Round, Square, V Shape & Collars. • Pocket • Practice for Flap Pocket, Round Pocket with Flap, Welt Pocket (single) & Double Welt Pocket. • Cuffs • Practice for Placket & Placket Sleeve with cuff. • Button and Button Holes • Practice for Buttonhole (different size), Attached the button & Hooks and eye. • Zip • Practice For Attaching the Zip & Simple and Invisible Zip • Trouser Pocket • Stitching of basic skirt for women. • Sewing of top with panels and one piece collar with finishes. • Sewing of collars and sleeves. • Sewing of Trouser. (Women) • Sewing of Shalwar Kameez • Case Study (For further detail please see Page No: 5-6) 	<ul style="list-style-type: none"> • Task – 8 (Details may be seen at Annexure 2) • Task – 9 (Details may be seen at Annexure 2) • Task – 10 (Details may be seen at Annexure 2) • Task – 11 (Details may be seen at Annexure 2) • Task – 12 (Details may be seen at Annexure 2) • Task – 13 (Details may be seen at Annexure 2) • Task – 14 (Details may be seen at Annexure 2)
<p>Week 11</p>	<p>Quality Checks/ Practice Sessions.</p>	<ul style="list-style-type: none"> • Checking measurements. (To know the importance of quality control according to measurements.) • Removal of unwanted threads. (Know finish processes. • Importance of labeling the tags. • Proper pressing of all the pieces. • Packaging • Practice session on Cutting. • Practice session on Measurements. • Practice sessions on Sewing. 	

<p>Week 12</p>	<p>Job Search & Entrepreneurial Skills</p>	<ul style="list-style-type: none"> • Feedback of the previous Task. <ul style="list-style-type: none"> • Motivational Lecture (For further detail please see Page No:3-4) • Success story (For further detail please see Page No:4-5and Annexure-III at the end) • Making Profile of the work done. • Displaying the different designs and dresses for exhibiting the skills acquired. • Catalogue of the work for verification. 	
<p>Week 13</p>		<p>Revision of the course, practice on skills acquired and final Assessment</p>	

Note: The following home assignment/tasks are required to be performed multiple times by each trainee/group until sufficient proficiency level is acquired. The trainer is required to determine the number of times the task 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.

Home Assignments for Fashion Design & Dress Making

Colors/Textiles

Assignment 1: Explain why color harmony is important in dress making.

Assignment: Use colour combinations to exhibit the understanding of warm and cool colours.

Introduction to Measurements.

Assignment 3: Make a list of measurement tools and methods.

Assignment 4: Learn measurements and its further calculations for construction of pattern.

Pattern Making

Assignment 5: Draft basic blocks and their manipulation to attain different designs according to the given sketches.

Cutting

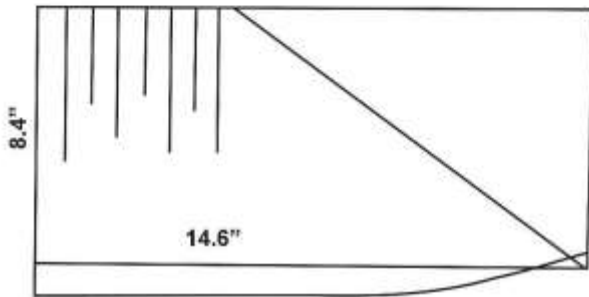
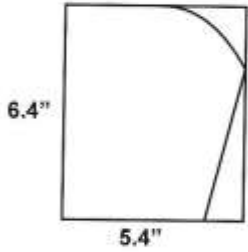
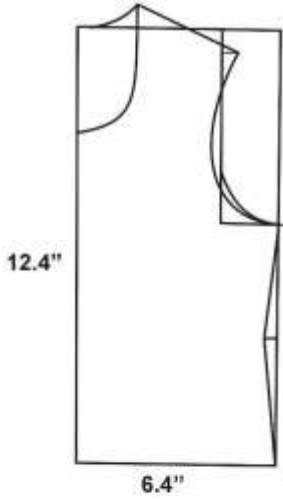
Assignment 6: Explain different cutting techniques according to different materials.

Sewing

Assignment 7: Enlist different sewing methods while working with different machines/equipment (which can be home based or industrial) and fabrics that require special handling and care.

Tasks for Fashion Design Dress Making.

Task No. 1:



باڈی فراک
مٹیر نیل 2-1/2 گز کپڑا

باڈی

22" سائز

12.4" لمبائی

6.4" چوڑائی

آستین

6.4" لمبائی

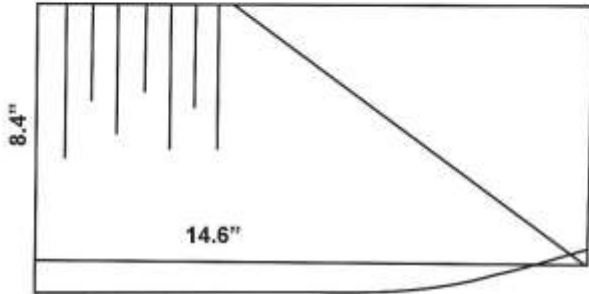
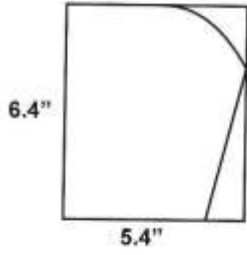
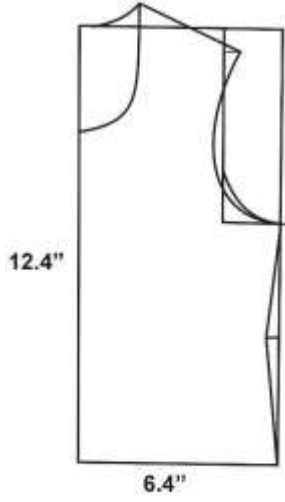
5.4" چوڑائی

فرل

8.4" لمبائی

14.6" چوڑائی

Task No. 2



باڈی فراک
میٹیریل 2-1/2 گز کپڑا

باڈی

سائز 22"

لمبائی 12.4"

چوڑائی 6.4"

آستین

لمبائی 6.4"

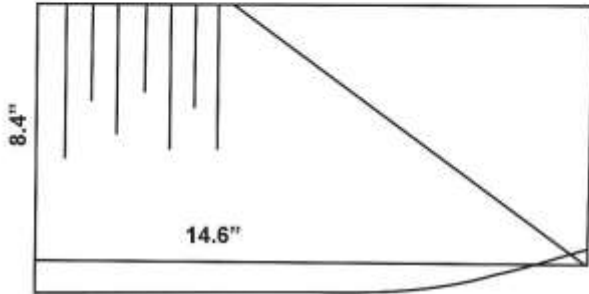
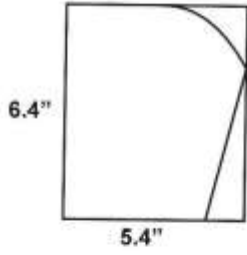
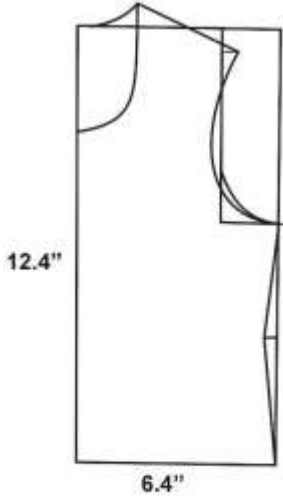
چوڑائی 5.4"

فرل

لمبائی 8.4"

چوڑائی 14.6"

Task No. 3



باڈی فراک
مٹیریل 2-1/2 گز کپڑا

باڈی

22" سائز

12.4" لمبائی

6.4" چوڑائی

آستین

6.4" لمبائی

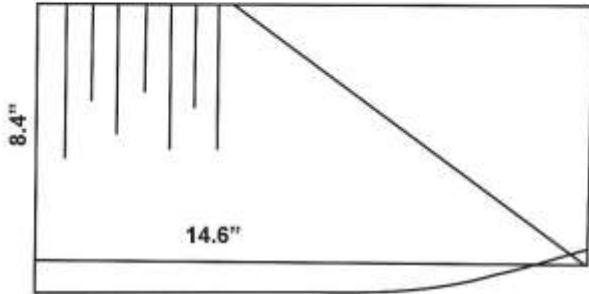
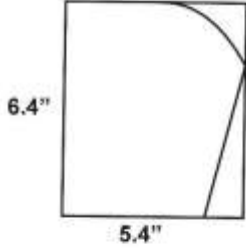
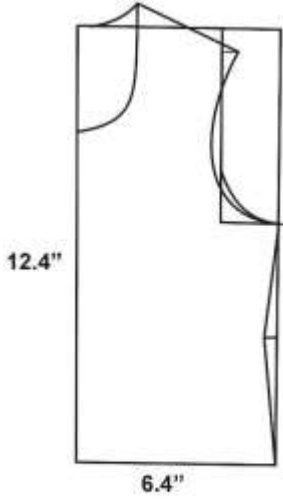
5.4" چوڑائی

فرل

8.4" لمبائی

14.6" چوڑائی

Task No. 4



باڈی فراک
مٹیریل 2-1/2 گز کپڑا

باڈی

سائز 22"

لمبائی 12.4"

چوڑائی 6.4"

آستین

لمبائی 6.4"

چوڑائی 5.4"

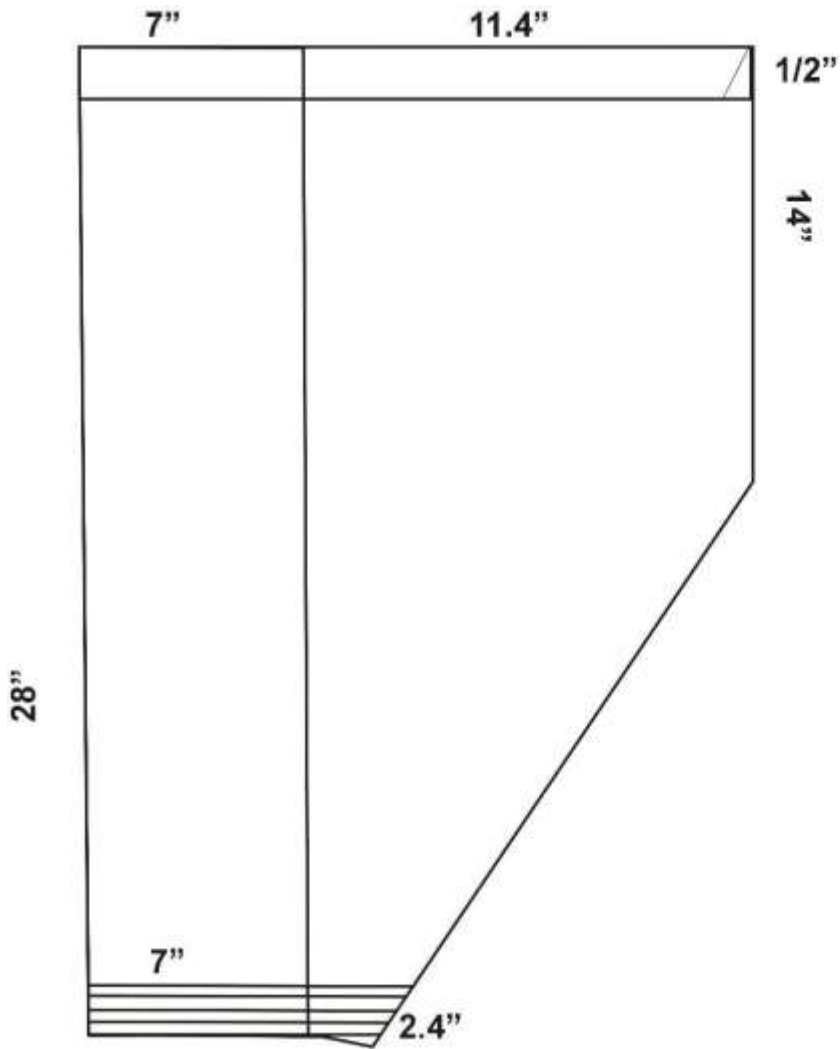
فرل

لمبائی 8.4"

چوڑائی 14.6"

Task No. 5

شلووار 28 سائز
میٹرکل 2 گز کا کپڑا



سائز 28"
لسبائی 28"
پاسینچہ کی لسبائی 28"
پاسینچہ کی چوڑائی 7"
کٹدا کی اوپر سے چوڑائی 11.4"
کٹدے کی نیچے سے چوڑائی 2.4"
میانی کی لسبائی 14"
نیفہ 1-1/2"
چڑی 1/2"

Task No. 6

گڈی کٹ شلوار

46cm سائز

46cm لمبائی

34cm پائینچے کی چوڑائی

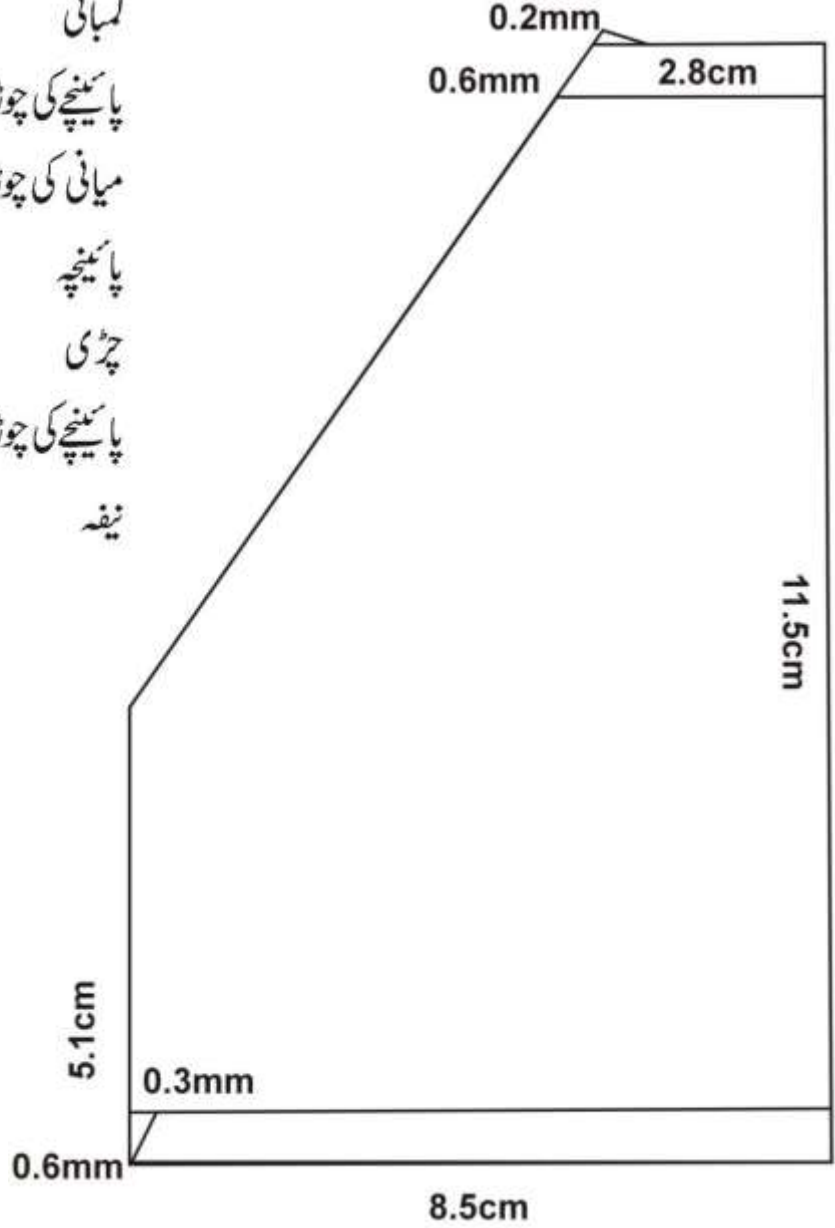
20.5cm میانی کی چوڑائی

2.5cm پائینچہ

1.25cm چڑی

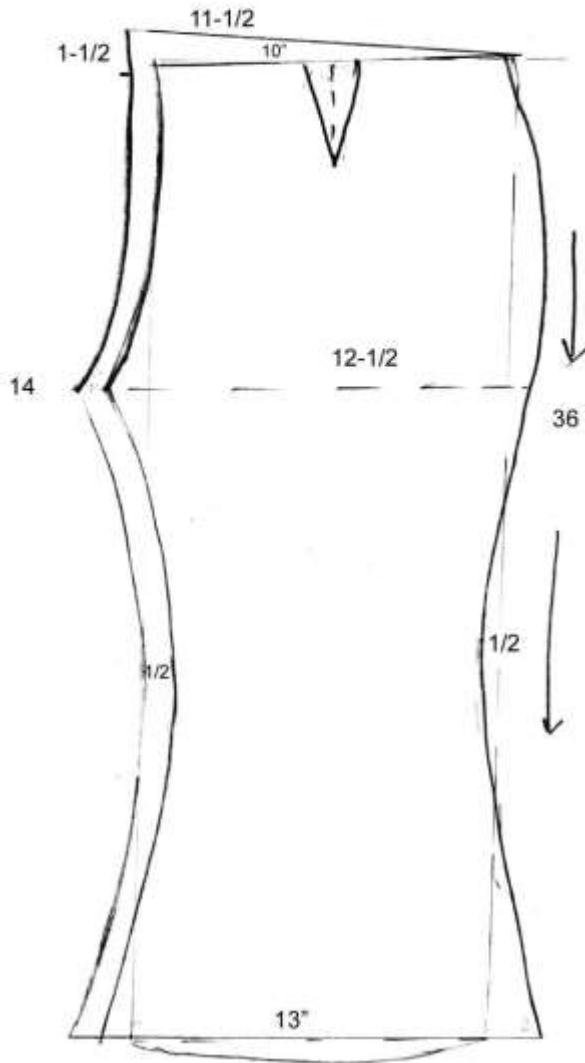
11.5cm پائینچے کی چوڑائی نیچے کی طرف سے

2.5cm= نیفہ



Task No. 7

بل باٹم سٹینڈرڈ سائز 36
میٹر میل 2-1/2 گز کپڑا



34 ہپ

32 کمر

36 پوری لمبائی

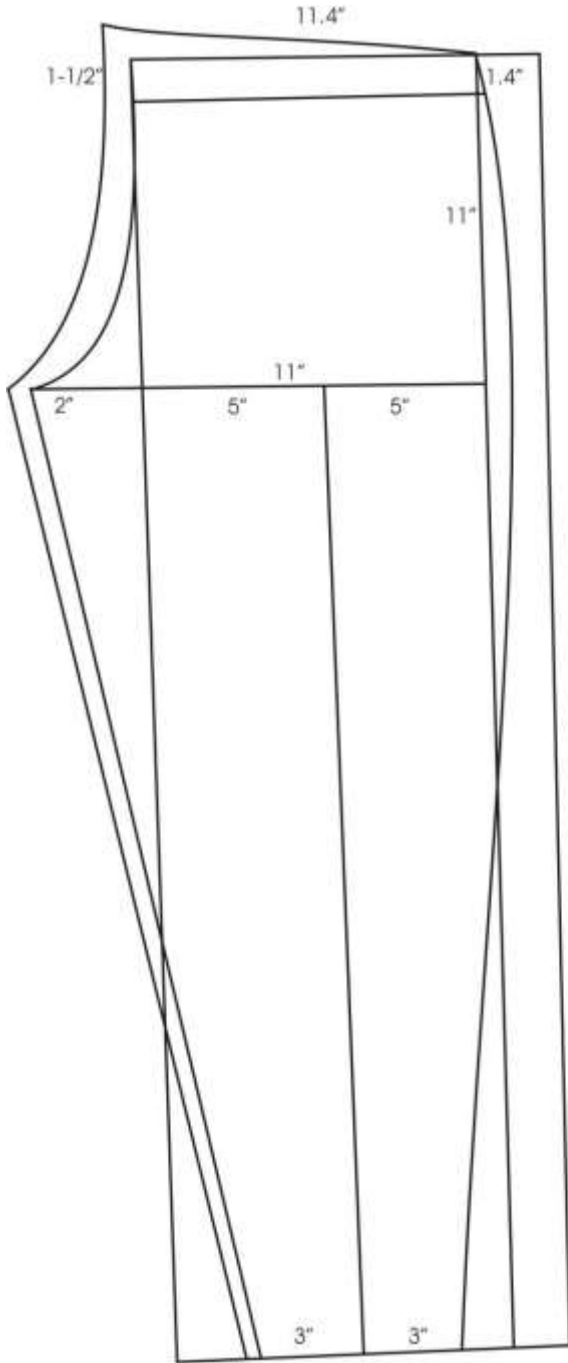
12 اگلا پانچہ

13 پچھلا پانچہ

10 کمر فرنٹ

11-1/2 کمر بیک

Task No. 8

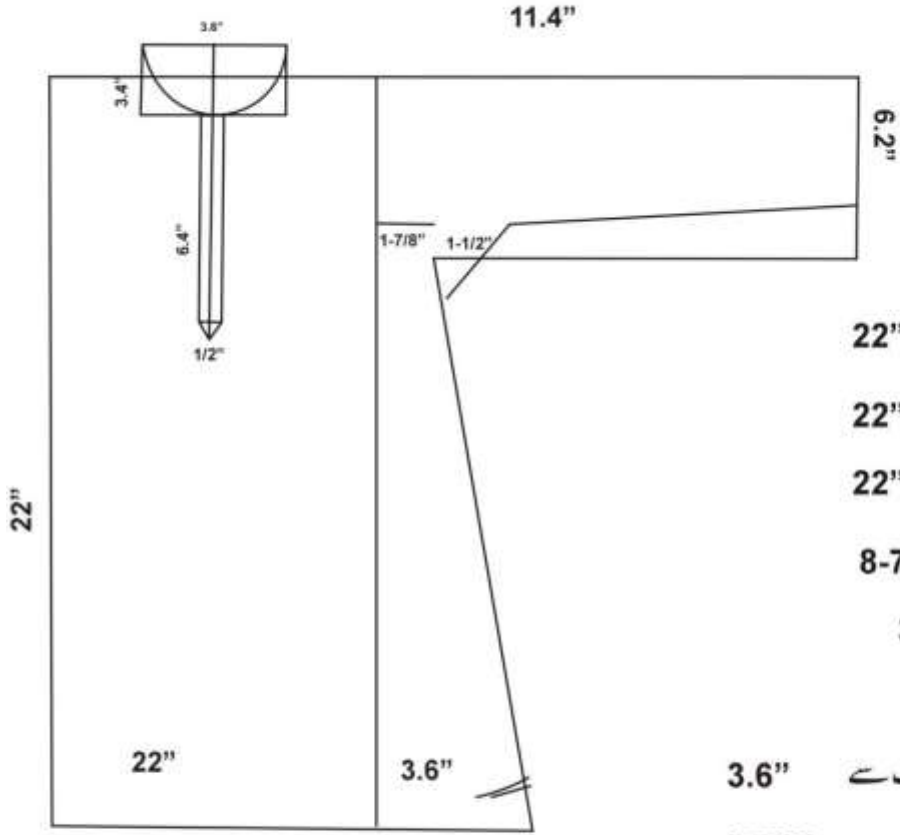


ٹراؤزر 5 سائز
میٹر نیل 1-1/2 گز کپڑا

سائز 22"
لبائی 22"
چوڑائی 11.4
میانی کی لبائی 11
نیفہ 1"
میانی میں Extra 1/2"
پانچہ 6"
Extra 2"

Task No. 9

لوژ دیسی گرتہ میٹر نیل 2-1/2 گز کپڑا

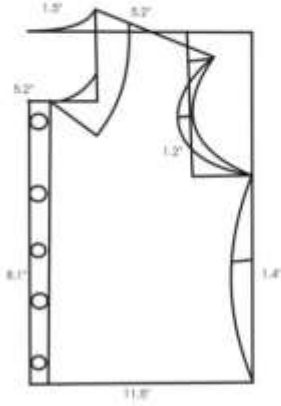


22"	سائز
22"	چھاتی
22"	گرتے کی لمبائی
8-7/8"	گرتے کی چوڑائی
3.6"	گلے کی چوڑائی
3.4"	گلے کی گہرائی
3.6"	کلی کی چوڑائی نیچے کی طرف سے
1-7/8"	کلی کی چوڑائی اوپر کی طرف سے
6.2"	آستین کی چوڑائی
11.4"	آستین کی لمبائی
6.4"	پٹی کی لمبائی
1-1/2"	پٹی کی چوڑائی
3-7/6"	بغل کی لمبائی
2.6"	بغل کی چوڑائی

Task No.10

بش شرٹ 3" سائز
میٹر نیل 2 گز کپڑا

سائز 20"



8.1" باڈی کی لمبائی

4.5" باڈی کی چوڑائی

5.2" کندھے کی لمبائی

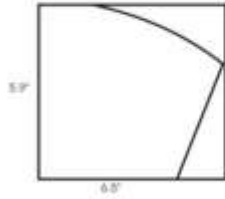
1.2" کندھے کی چوڑائی

2.1" گلے کی لمبائی

1.5" گلے کی چوڑائی

1/2" ٹیک کی گہرائی

1.4" کمر کی شیپ



(آستین)

5.9" لمبائی

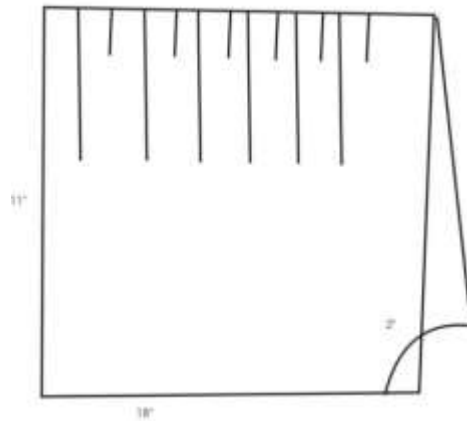
6.5" چوڑائی



(بیلٹ)

5.4" لمبائی

2" چوڑائی



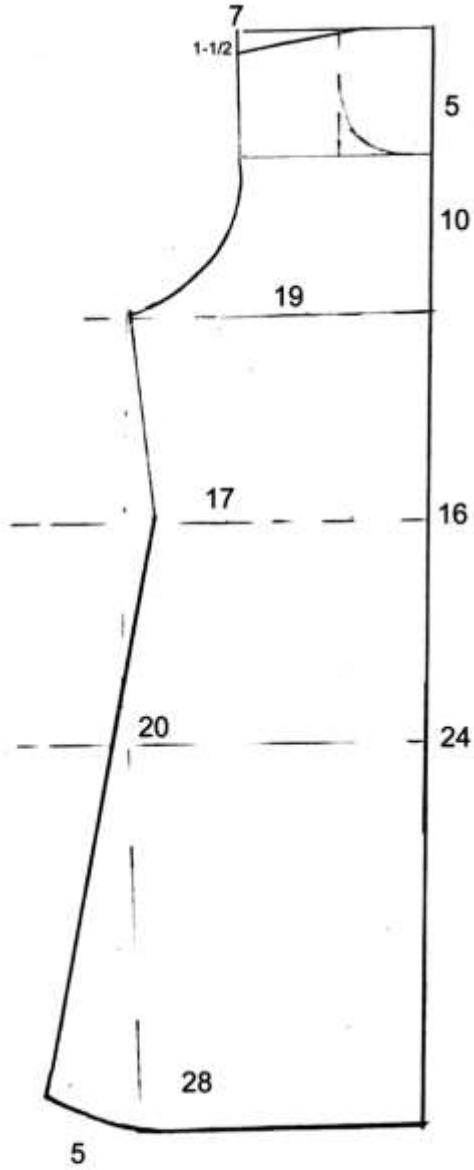
(تیکر)

11" لمبائی

18" چوڑائی

میانی کی شیپ 2"

Task No. 11



A لائن قمیض سائز 36

میٹر 2-1/2 گز

36 کل لمبائی

7-1/2 کندھا

19 چھاتی

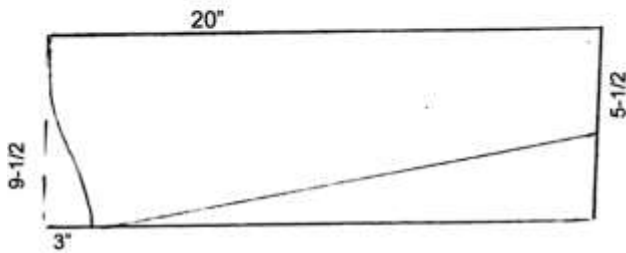
17 کمر

20 ہپ

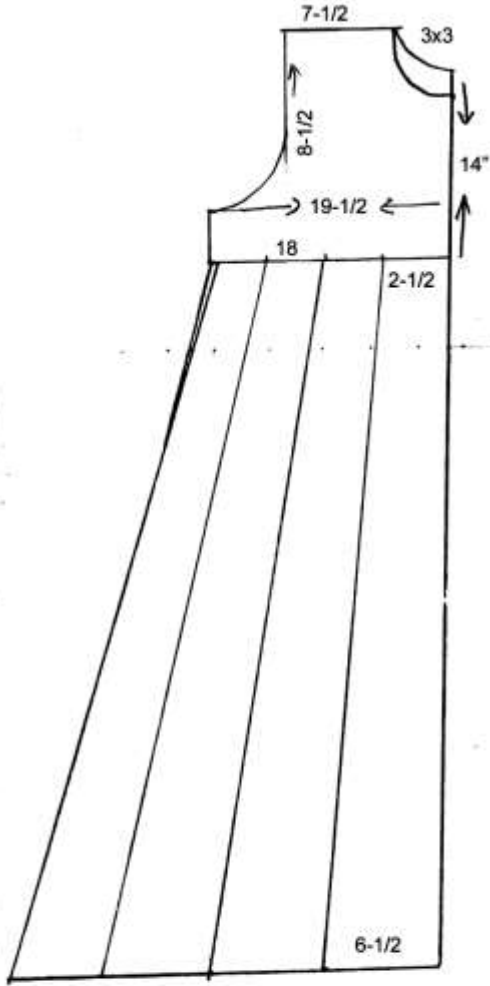
28 دامن

20 آستین لمبائی

10 چوڑائی



Task No. 12



کلیوں والا فرائک

میٹیریل 3 گز کپڑا

سایز 36

چولی کی لمبائی 14

چولی کی چوڑائی 20

کندھا 7-2/1

کندھے کی گولائی 8-2/1

گلا 3x3

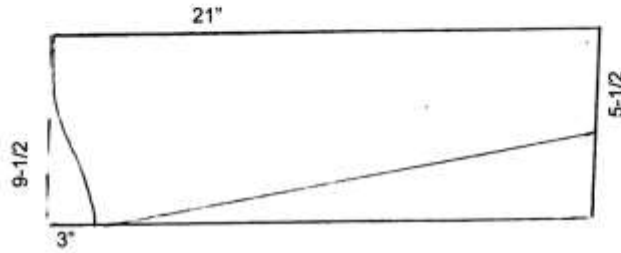
کلی کی لمبائی 28

کلی کی اوپر سے چوڑائی 2-2/1

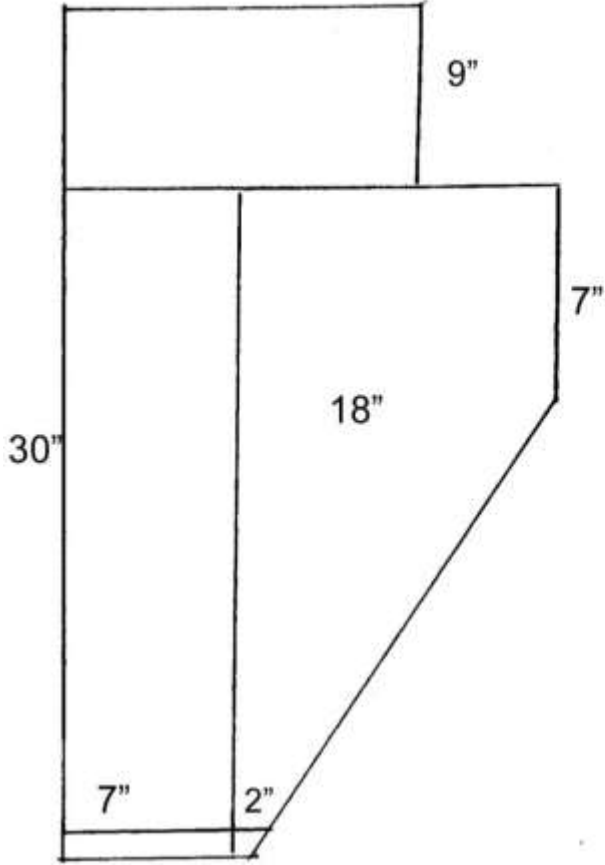
کلی کی نیچے سے چوڑائی 8-6

بازو کی لمبائی 20

بازو کی چوڑائی 10



Task No. 13



بیلٹ والی شلووار

سائز 40"

مٹیریل 2-1/2 کپڑا

پانچہ لمبائی 30"

چوڑائی 7"

کندے کی اوپر سے چوڑائی 18"

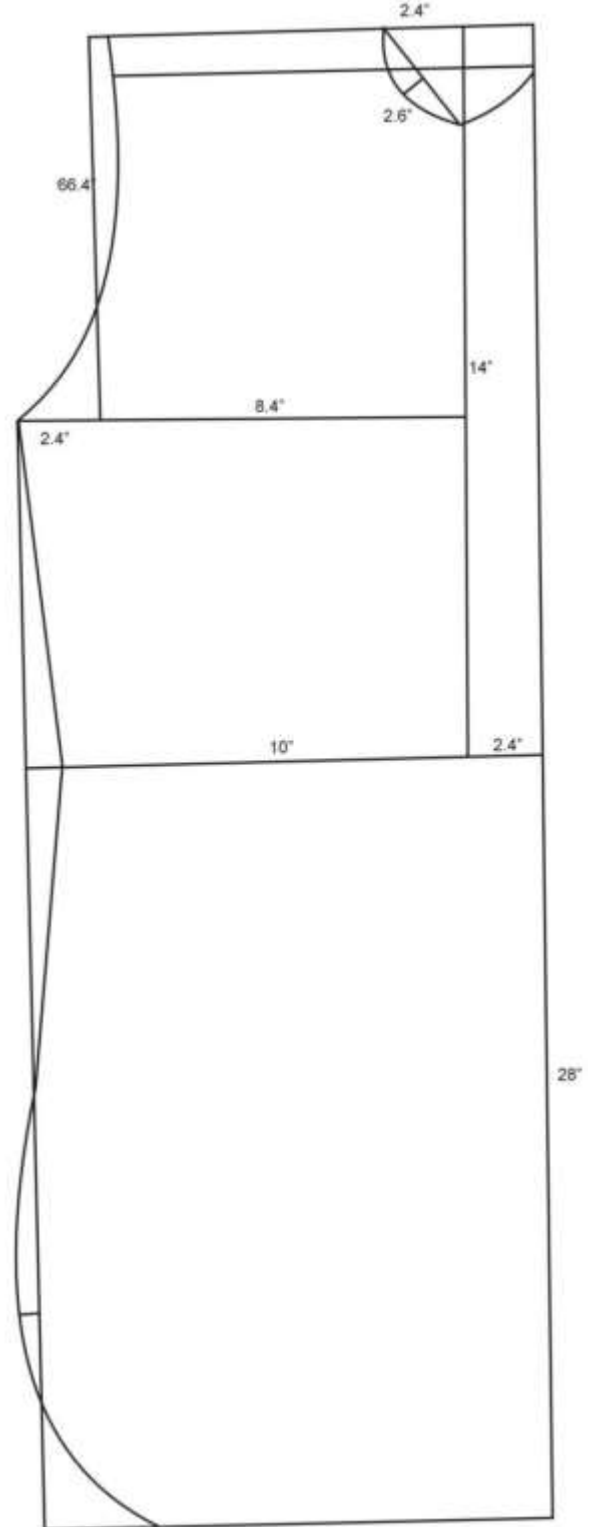
کندے کی نیچے سے چوڑائی 2"

آستن کی لمبائی 7"/9"

بیلٹ 7"

Task No. 14

- مردانہ قمیض 28 سائز
 میٹر نیل 2-1/2 گز کپڑا
 سائز 28"
 پوری لمبائی 28"
 16" دامن کی چوڑائی
 15.4" گری سے کمر تک
 9" ہاف اکر اس بیگ
 15" کالر
 2.6" گلے کی لمبائی
 2.4" گلے کی چوڑائی
 2.4" تیرہ کی لمبائی 1/6 کالر
 12" تیرہ کی چوڑائی
 6.4" کندھے کی لمبائی
 15" آستین کی لمبائی
 7" آستین کی چوڑائی
 6" موہری نامعی کف
 10" پٹی کی لمبائی
 1" پٹی کی چوڑائی



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 ethics are defined as essential for employee's 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 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.

SUGGESTIVE FORMAT AND SEQUENCE ORDER OF SUCCESS STORY

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

Note: Success story is a source of motivation for the trainees and can be presented in 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.