

Government of Pakistan
National Vocational and Technical Training Commission

Prime Minister's Hunarmand Pakistan Program

"Skills for All"



Course Contents / Lesson Plan

Course Title: Fire Safety Technician

Duration: 03 Months

Revised Edition

Trainer Name	
Course Title	Fire Safety Technician
Objectives and Expectations	<p>Employable skills and hands-on practice for Fire Safety Technician</p> <p>This course will provide you from comprehensive knowledge of fire prevention and associated legalities that shape the fire and life safety industry. Every year, fires and other emergencies take thousands of lives and destroy property worth billions of dollars. We don't even want to imagine a world without firefighters to help protect the public against these dangers and a variety of other threats to our safety. This 03 month course will combine skills with clear thinking and quick action to help protect the public against threats to safety and property. It will ensure great career for people with strong organization and teamwork.</p> <p>The constant changes and growing complexities of modern life and the environment are increasing demand for college-trained people in the fire-service field. This course which meets the statutory requirements addressing the duties and responsibilities of a fireman or a fire supervisor, which makes them competent to restrict, control and Extinguish a fire at the support level. The Employment of a fire safety Technician/Fire Marshal is mandatory in Every Industry, Factory, Mall, Power Sector, Oil and Gas Refinery or any other establishment required to be protected pertaining to fire hazard as required by Law. This particular course regarding fire safety will makes them eligible for joining any industry in Pakistan or Abroad as a Fire Safety Technician, Fireman, Fire Safety Assistant or Safety Supervisor.</p> <p>The duties of a Fire Safety Technician include:</p> <ul style="list-style-type: none"> • Perform fire-fighting in-case of fire, including preventing, controlling, restricting and extinguishing fires to protect lives, property and secure environment • Operate fire extinguishers and associated equipment and tools correctly • Provide emergency medical first aid within scope of practice • Timely & effectively analyze dangerous situations and take appropriate action speedily. • Regulate and present training, classes and drills in firefighting, emergency first aid, disaster response and enclosed space rescue • Perform general maintenance work of all Fixed and portable firefighting equipment and systems. • <p><u>Main Expectations:</u></p> <p>In short, the course under reference should be delivered by professional instructors in such a robust hands-on manner that the trainees are comfortably</p>

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 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. The record of all tasks performed individually or in groups must be preserved by the management of the training Institute clearly labeling name, trade, session, etc so that these are ready to be physically inspected/verified through monitoring visits from time to time. The weekly distribution of tasks has also been indicated in the weekly lesson plan given in this document.
- ii. To materialize the main expectations, a special module on **Job Search & Entrepreneurial Skills** has been included in the latter part of this course (5th & 6th month) through which, the trainees will be made aware of the Job search techniques in the local as well as international job markets (Gulf countries). Awareness around the visa process and immigration laws of the most favored labor destination countries also form a part of this module. Moreover, the trainees would also be encouraged to venture into self-employment and exposed to the main requirements in this regard. It is also expected that a sense of civic duties/roles and responsibilities will also be inculcated in the trainees to make them responsible citizens of the country.
- iii. A module on **Work Place Ethics** has also been included to highlight the importance of good and positive behavior in the workplace in the line with the best practices elsewhere in the world. An outline of such qualities has been given in the Appendix to this document. Its importance should be conveyed in a format that is attractive and interesting for the trainees such as through PPT slides +short video documentaries. Needless to say that if the training provider puts his heart and soul into these otherwise non-technical components, the image of the Pakistani workforce would undergo a positive transformation in the local as well as international job markets.

To maintain interest and motivation of the trainees throughout the course, modern techniques such as:

- Motivational Lectures
- Success Stories
- Case Studies

These techniques would be employed as an additional training tool wherever possible (these are explained in the subsequent section on Training Methodology).

Lastly, evaluation of the competencies acquired by the trainees will be done objectively at various stages of the training and a proper record of the same will be maintained. Suffice to say that for such evaluations, practical tasks would be designed by the training providers to gauge the problem-solving

abilities of the trainees.

(i) Motivational Lectures

The proposed methodology for the training under reference 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 the message to trainees effectively.
- Personal Story to quote as an example to follow.
- Trainees fit so that the situation is actionable by trainees and not represent a just idealism.
- Ending Points to persuade the trainees on changing themselves.

A good motivational lecture should help drive creativity, curiosity, and spark the desire needed for trainees to want to learn more.

The impact of a successful motivational strategy is amongst others commonly visible in increased class participation ratios. It increases the trainees' willingness to be engaged on the practical tasks for a longer time without boredom and loss of interest because they can see in their mind's eye where their hard work would take them in short (1-3 years); medium (3 -10 years) and long term (more than 10 years).

As this tool is expected that the training providers would make arrangements for regular well planned motivational lectures as part of a coordinated strategy interspersed throughout the training period as suggested in the weekly lesson plans in this document.

Course-related motivational lectures online link is available in **Annexure-II**.

(ii) Success Stories

Another effective way of motivating the trainees is using Success Stories. Its inclusion in the weekly lesson plan at regular intervals has been recommended till the end of the training.

A success story may be disseminated orally, through a presentation, or using a video/documentary of someone that has risen to fortune, acclaim, or brilliant achievement. A success story shows how a person achieved his goal through hard work, dedication, and devotion. An inspiring success story contains compelling and significant facts articulated clearly and easily comprehensible words. Moreover, it is helpful if it is assumed that the reader/listener knows nothing of what is being revealed. The optimum impact is created when the story is revealed in the form of:-

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

It is expected that the training provider would collect relevant high-quality success stories for inclusion in the training as suggested in the weekly lesson

	<p>plan given in this document. Suggestive structure and sequence of a sample success story and its various shapes can be seen in Annexure III.</p> <p>(iii) Case Studies</p> <p>Where a situation allows, case studies can also be presented to the trainees to widen their understanding of the real-life specific problem/situation and to explore the solutions.</p> <p>In simple terms, the case study method of teaching uses a real-life case example/a typical case to demonstrate a phenomenon in action and explain theoretical as well as practical aspects of the knowledge related to the same. It is an effective way to help the trainees comprehend in depth both the theoretical and practical aspects of the complex phenomenon in depth with ease. Case teaching can also stimulate the trainees to participate in discussions and thereby boost their confidence. It also makes the classroom atmosphere interesting thus maintaining the trainee interest in training till the end of the course.</p> <p>Depending on suitability to the trade, the weekly lesson plan in this document may suggest case studies be presented to the trainees. The trainer may adopt a PowerPoint presentation or video format for such case studies whichever is deemed suitable but only those cases must be selected that are relevant and of a learning value.</p> <p>The Trainees should be required and supervised to carefully analyze the cases.</p> <p>For this purpose, they must be encouraged to inquire and collect specific information/data, actively participate in the discussions, and intended solutions to the problem/situation.</p> <p>Case studies can be implemented in the following ways: -</p> <ol style="list-style-type: none"> i. A good quality trade-specific documentary (At least 2-3 documentaries must be arranged by the training institute) ii. Fire Safety case studies (2 cases regarding safety and industrial accidents must be arranged by the training institute) iii. Field visits (At least one visit to a trade-specific major industry/ site must be arranged by the training institute)
Entry-level of trainees	Matric
Learning Outcomes of the course	<p>By the end of this course, students will be able to understand:</p> <ol style="list-style-type: none"> 1. Importance of Fire Safety 2. Role and responsibilities of fire safety technician, marshals and officer 3. Fire Terminology 4. Fire behavior & Combustion

	<ol style="list-style-type: none"> 5. Fire risk assessment 6. Fire safety management 7. Fire precautions 8. Fire protection systems & equipment 9. Fire Fighting Practices 10. Emergency Response Plan and drills 11. Emergency Care & First Aid 12. Hazardous Material Awareness and Operations 13. Rescue & communication 14. NFPA Codes & standards
Course Execution Plan	<p>The total duration of the course: 03 months (12 Weeks) Class hours: 4 hours per day Theory: 40% Practical: 60% Weekly hours: 20 hours per week Total contact hours: 240 hours</p>
Companies offering jobs in the respective trade	<ol style="list-style-type: none"> 1. Local industry. 2. Construction industry. 3. Fertilizer industry 4. Chemical industry 5. Sugar industry 6. MEP Projects. 7. Shipyards. 8. Railways. 9. Pakistan Ordinance Factory. 10. Oil & Gas sector 11. Gulf Countries 12. Power Plants 13. Mining Industry. 14. Automobile industry. 15. Packaging industry. 16. Textile industry. 17. WAPDA 18. Shopping Malls etc. 19. Hotels 20. Residential High Rise Buildings 21. Government Hospitals 22. Oil & Gas Industry.
Job Opportunities	<p>All over the world there is a high demand for Fire safety Technicians in various industries such as: Oil & Gas, MEP Construction projects etc. With the help of this course, we will be able to give technical & management trainings to our youth for the safety & security of workplace to make them safe from fire hazards. There are following roles which they can perform in this job</p> <ul style="list-style-type: none"> • Fire safety plan developer • Fire inspector • Extinguisher technician • Fire alarm designer • Sprinkler systems Operator

	<ul style="list-style-type: none"> • Fire alarm technician • Fire equipment sales • Fire prevention officer • Fire protection systems handler • Sprinkler fitter • Firefighter • Firefighter/Paramedic • Special Hazards Technician •
No of Students	25
Learning Place	Classroom / Lab
Instructional Resources	<ol style="list-style-type: none"> 1. Fire Safety in Industry (Urdu) By Saeed Ahmad Awan 2. Fundamentals of Fire fighter Skills & Hazardous Materials response By NFPA 3. A Guide to Fire Safety Engineering By: Dr S D Christian 4. UAE Fire & Life Safety Code of Practice 5. Fire Alarm System A reference Manual of Canadian Fire Alarm Association 6. Fire Engineering & Emergency Planning Research & Applications by Ronal Barham 7. Building Code of Pakistan Fire Safety Provision -2016 8. Fire Risk By Allan Grice 9. Fire Service Hydraulics By Paul Spurgeon

<p>Week 3</p>	<p>Fire risk assessment</p>	<ul style="list-style-type: none"> • Motivational Lecture(<i>For further detail please see Page No: 3& 4</i>) <p>Students are introduced to:</p> <ul style="list-style-type: none"> ▪ Fire hazard and fire risk ▪ The Fire Risk Assessment initial survey ▪ Significant findings of the survey ▪ Identifying fire hazards ▪ Identifying ignition/heat sources ▪ Identifying sources of fuel ▪ Identifying additional sources of oxygen ▪ Identifying people at risk ▪ Evaluating the levels of fire risk 	<p>• Task 05</p> <p><u>Details may be seen at Annexure-I</u></p>
<p>Week 4</p>	<p>Fire Fighting measures</p>	<ul style="list-style-type: none"> • Success stories (<i>For further detail please see Page No: 3& 4</i>) <p>Students are introduced to learn:</p> <ul style="list-style-type: none"> ▪ Types of fire extinguisher ▪ Fixed firefighting installations <ul style="list-style-type: none"> • Means of escape (MOE): a clarification of basic principles • Achieving a reasonably practicable means of escape • Travel distances • Fire exits – numbers and dimensions • Additional pointers on means of escape <ul style="list-style-type: none"> • Monthly written test will be taken at the end of week 04 which involves the questions from previous lectures. 	<p>• Task 6</p> <p><u>Details may be seen at Annexure-I</u></p> <p>• Monthly Test 1</p>
	<p>Build your CV</p>	<p>Download professional CV template from any good site (https://www.coolfreecv.com or relevant)</p> <ul style="list-style-type: none"> • Add Personal Information • Add Educational details 	

	Sprinkler Systems	<ul style="list-style-type: none"> ▪ Fire extinguishing Vehicle • Introduction to Sprinkler Systems • Stand pipe Systems • Partial Sprinkler Systems • Unwanted Alarms • Intake Valves working • Master Discharge Gauge & Intake Gauge. • Discharge Outlets and Valves working • Pressure Relief Valve & Drain Valves. 	
Week 07	Water Supply System for Fire	<ul style="list-style-type: none"> • Motivational Lecture(<i>For further detail please see Page No: 3& 4</i>) <p>Students are introduced to:</p> <ul style="list-style-type: none"> ▪ Fire Flow & Zoning ▪ Control Valves working ▪ Hydraulic Rescue Tools ▪ Fire Hose Connection ▪ Fire Hydrant Features ▪ Fire Hydrant Placement. ▪ Water Source Treatment Process ▪ Water Distribution System ▪ No of Fire Hydrants ▪ Submersible Pumps working ▪ Storage Tank Capacity ▪ Reasons for Drafting ▪ Drafting Procedures ▪ Drafting Basics ▪ Equipment Needed for Drafting and Lift ▪ Amount of Water That Can Be Lifted ▪ Net Pump Pressure calculation 	<ul style="list-style-type: none"> • Task 11 <p><i><u>Details may be seen at Annexure-I</u></i></p>
	Foam spray	<ul style="list-style-type: none"> • Success stories (<i>For further detail</i>) 	<ul style="list-style-type: none"> • Task

<p>Week 08</p>	<p>system</p>	<p><i>please see Page No: 3& 4)</i></p> <p>Students are introduced to:</p> <ul style="list-style-type: none"> • What is Foam Tetrahedron • How Foam system Works • When Can Foam Be Used Effectively? <p>When Is Foam Not Effective? Types of Foam. Foam Proportioning Devices</p> <ul style="list-style-type: none"> • Fire Hoses used for foam • Couplings and Fittings Nozzles • Foam Making Branch pipes • Foam Generators working <ul style="list-style-type: none"> • Monthly test will be based on Knowledge which is taught in the month including theory & practical 	<p>12</p> <ul style="list-style-type: none"> • Monthly Test 2
	<p>Create an account profile on Fiverr (at least two gigs) and Up work</p>	<p>Create an account by following these steps: Step 1: Personal Info Step 2: Professional Info Step 3: Linked Accounts Step 4: Account Security</p>	
<p>Week 9</p>	<p>Personal Protective Equipment (PPE) Use</p>	<ul style="list-style-type: none"> • Motivational Lecture(For further detail please see Page No: 3& 4) <p>Students are introduced to:</p> <p>What type of PPE used in Fire Fighting?</p> <ul style="list-style-type: none"> • Offensive structural Personal protective equipment used by Fire safety technician during fire incident: <ul style="list-style-type: none"> ▪ helmet, correctly marked, chin strap and neck protector ▪ structural flash hood ▪ non synthetic undergarments ▪ trousers of two piece uniform and shirt <p>offensive structural trousers and</p>	<ul style="list-style-type: none"> • Task 13 <p><u><i>Details may be seen at Annexure-I</i></u></p>

		<ul style="list-style-type: none"> • Why use Fire-resisting glazing • Fire-resisting construction is essential • Fire-resisting floors/ceilings features • Roof voids and basements • Door self-closers and retention devices • Emergency and escape lighting • Fire signage and notices 	
Week 11	Fire alarm and communication systems	<ul style="list-style-type: none"> • Motivational Lecture (<i>For further detail please see Page No: 3& 4</i>) <p>Students are introduced to:</p> <ul style="list-style-type: none"> ▪ Zoning and Annunciation ▪ Fire Service Notification ▪ Unwanted Alarms ▪ Fire Department Communication Systems ▪ Fire Command Centers ▪ Firefighter Air Replenishment Systems ▪ Firefighter Emergency Power Outlet Systems ▪ Smoke Control and Ventilation Systems ▪ Backup Power Systems 	<ul style="list-style-type: none"> • Task 16 <p><i><u>Details may be seen at Annexure-I</u></i></p>
	How to search and apply for jobs in at least two labor marketplace countries (KSA, UAE, etc.)	<ul style="list-style-type: none"> • Browse the following website and create an account on each website <ul style="list-style-type: none"> ▪ Bayt.com – The Middle East Leading Job Site ▪ Monster Gulf – The International Job Portal ▪ Gulf Talent – Jobs in Dubai and the Middle East • Find the handy ‘search’ option at the top of your homepage to search for the jobs that best suit your skills. • Select the job type from the first ‘Job Type’ drop-down menu, next, select the location from the second drop- 	<ul style="list-style-type: none"> •

		<p>down menu.</p> <ul style="list-style-type: none"> • Enter any keywords you want to use to find suitable job vacancies. • On the results page you can search for part-time jobs only, full-time jobs only, employers only, or agencies only. Tick the boxes as appropriate to your search. • Search for jobs by: <ul style="list-style-type: none"> ▪ Company ▪ Category ▪ Location ▪ All jobs ▪ Agency ▪ Industry 	
Week 12	First aid	<ul style="list-style-type: none"> • Success stories (<i>For further detail please see Page No: 3& 4</i>) <p>Students are introduced to:</p> <ul style="list-style-type: none"> • What is First Aid • What is the ABC of Life support • What should be included in a First Aid Box • What is CPR • How you handle unconscious person • What is the procedure of handling an electrocuted person • What types of Burns can be handled • How to handle a bone fracture and sprain. • What is Frost Bite • How to stop bleeding from any person • How to handle Snake Bite • How to handle any poisoning person. • How to handle Heat stroke 	<p>• Task 18</p> <p><u><i>Details may be seen at Annexure-I</i></u></p>

	Build your CV	Download professional CV template from any good site (https://www.coolfreecv.com or relevant) <ul style="list-style-type: none">• Add Personal Information• Add Educational details• Add Experience/Portfolio• Add contact details/profile links	
Final Assessment			

Practical Tasks For Certificate in Fire Safety Technician

Task No.	Task	Description	Week
1.	Principles of fire and explosion	<p>Case study</p> <p>Please watch the below video and write the answer of fire explosion.</p> <p>https://www.youtube.com/watch?v=3RFDKpwdbEA</p>	Week 1
2.	Job Description of Health & Safety Officer	<p>Read Job description of Fire Safety Technician /Fire man on following websites and note 05 key skills which are common in 10 job advertisements.</p> <ul style="list-style-type: none"> • www.indeed.com • www.rozee.pk • www.bayt.com 	
3.	Hazards to firefighters	<ul style="list-style-type: none"> • Write any 10 hazards to fire fighter after watching the below video <p>https://www.youtube.com/watch?v=EUG8Pj1RriU</p>	Week-2
4.	Causes and prevention of fire	<ul style="list-style-type: none"> • Write any 05 causes of this fire incident as shown in video and also mention hazardous material which is the source of fuel. • https://www.youtube.com/watch?v=EUG8Pj1RriU 	
5.	Fire risk assessment	<ul style="list-style-type: none"> • After watching the video incident and follow all the risk assessment steps on the prescribed format write risk assessment of this incident and rate it on the basis of probability and its severity. <p>https://www.youtube.com/watch?v=PhxOGGyACAc</p>	Week 3
6.	Fire Fighting measures	<ul style="list-style-type: none"> • Practically use all types of Fire extinguishers to use on different type of fire in the presence of your instructor only. • 	Week 04
7.	Fire fighter Access	<ul style="list-style-type: none"> • Perform an activity to check and write all the emergency exits and fire doors of the assigned building and write which room or site has missing access in case of fire emergency. • Perform an 	Week 05

8.	Fire separation	<ul style="list-style-type: none"> Identify and write the emergency ladders & smoking rooms of the building along with locations and write are they according to the safety standards. Draw a map of the building highlight these controls. 	
9.	Fire Fighting Equipment	<ul style="list-style-type: none"> Write all the available fire safety equipment in safety Lab and in the company and operate in the presence of your instructor. 	Week 06
10.	Sprinkler Systems	<ul style="list-style-type: none"> After watching the video design a sprinkler system for safety lab and write its major components. Students also write the procedure of testing a sprinkler system. https://www.youtube.com/watch?v=zEKBwT2f0Zg https://www.youtube.com/watch?v=QUjPHz_R6Mw 	
11	Water Supply System for Fire	<ul style="list-style-type: none"> Perform a practical of using Fire hydrant in the presence of your instructor and write the capacity of Fire hydrant and sizes of nozzles. 	Week 07
12	Foam spray system	<ul style="list-style-type: none"> Perform a practical using Foam Spray Trolley Unit and extinguish the petrol fire only in the presence of your instructor. 	Week 08
13	Personal protective equipment (PPE) use	<ul style="list-style-type: none"> Check and use all the available PPE present in Safety Lab and write NFPA Standard of each PPE as your assignment. 	Week 09
14	Emergency response plan for fire fighting	<ul style="list-style-type: none"> Draw each student a Map of Emergency Response of any assigned building and highlight the emergency exit paths, Exits and Fire extinguishers on this map according to the color standards. 	Week 10
15	Fire safe building features	<ul style="list-style-type: none"> Perform an emergency drill and make students teams according to the roles defined in emergency and at the end make attendance of all the participants at the assembly point. 	
16	Fire alarm and communication systems	<ul style="list-style-type: none"> Students work in different groups and draw fire alarm circuit along with call points and also suggest the best location of Fire Alarm Control Room for quick & perfect communication to deal any fire emergency. 	Week 11
17	How to search and apply for jobs in at least two labor marketplace countries (KSA, UAE, etc.)	<ul style="list-style-type: none"> Each student make his account on following websites and apply on the jobs related to Fire Safety Technician and also make a cover letter to justify his qualification and Safety Training to HR Manager. www.bayt.com www.indeed.ae 	

		<ul style="list-style-type: none"> • https://dubai.dubizzle.com/jobs/ 	
18	First aid	<p>Imagine an incident and divide students into following teams:</p> <ul style="list-style-type: none"> • Salvage Team • Fire Fighting Team • First Aid Team • Emergency Response Team <p>Perform CPR to any supposed unconscious student after tacking him out to a safe place and give him First Aid as per instructions of your Instructor.</p>	Week 12

Motivational Lectures

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

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

David Sarkus: Safety Coach on Safety Culture and Complacency | Keynote Motivational Safety Speaker

<https://www.youtube.com/watch?v=JUbjTqfD0il>

Safety Speaker Garrison Wynn - BST Safety Conference

<https://www.youtube.com/watch?v=at3NZfuYE9M>

Paul O'Neill CEO of Alcoa - It's all about safety

https://www.youtube.com/watch?v=tC2ucDs_XJY

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

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

Safety: Charlie Morecraft Story

<https://www.youtube.com/watch?v=m8UgYUJOkSY>

Motivational Safety Speaker Chris Loomis at Anheuser-Busc

<https://www.youtube.com/watch?v=6F0eAfnDRUU>

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

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

Joe Torrillo - The September 11 Firefighter Who Never Gave Up | Inspirational Speech | Goalcast

<https://www.youtube.com/watch?v=iAmNbl9maH0>

Always take challenges in Your Life | Sonu Sharma | Best Motivational Video

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

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Safety Stand Down: Three Stories

<https://www.youtube.com/watch?v=EdLmHtT-kls>

Inside Japan's Nuclear Meltdown (full documentary) | FRONTLINE

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

Piper Alpha: Ethics Case Study No. 2

<https://www.youtube.com/watch?v=0DYHmpl20II>

A Brief History of: The Piper Alpha Oil Rig Disaster (Short Documentary)

<https://www.youtube.com/watch?v=N5wFzOH4FX8>

<https://www.youtube.com/watch?v=VXZRx7sE1qc>

Case Study of Piper Alpha Fire Explosion

<https://www.youtube.com/watch?v=XAGI9codd9Y>

SUGGESTIVE FORMAT AND SEQUENCE ORDER OF MOTIVATIONAL LECTURE.**Mentor**

Mentors are provided an observation checklist form to evaluate and share their observational feedback on how students within each team engage and collaborate in a learning environment. The checklist is provided at two different points: Once towards the end of the course. The checklists are an opportunity for mentors to share their unique perspective on group dynamics based on various team activities, gameplay sessions, pitch preparation, and other sessions, giving insights on the nature of communication and teamwork taking place and how both learning outcomes and the student experience can be improved in the future.

Session- 1 (Communication):

Please find below an overview of the activities taking place Session plan that will support your delivery and an overview of this session's activity.

Session- 1 OVERVIEW
Aims and Objectives:
<ul style="list-style-type: none"> To introduce the communication skills and how it will work Get to know mentor and team - build rapport and develop a strong sense of a team Provide an introduction to communication skills Team to collaborate on an activity sheet developing their communication, teamwork, and problem-solving Gain an understanding of participants' own communication skills rating at the start of the program

Activity:	Participant Time	Teacher Time	Mentor Time
Intro Attend and contribute to the scheduled.			
Understand good communication skills and how it works.			
Understand what good communication skills mean			
Understand what skills are important for good communication skills			
Key learning outcomes:	Resources:		Enterprise skills developed:
<ul style="list-style-type: none"> Understand the communication skills and how it works. Understand what communication skills mean Understand what skills are important for communication skills 	<ul style="list-style-type: none"> Podium Projector Computer Flip Chart Marker 		<ul style="list-style-type: none"> Communication Self Confidence Teamwork

Schedule	Mentor Should do
Welcome: 5 min	Short welcome and ask the Mentor to introduce him/herself. Provide a brief welcome to the qualification for the class. Note for Instructor: Throughout this session, please monitor the session to ensure nothing inappropriate is being happened.
Icebreaker: 10 min	Start your session by delivering an icebreaker, this will enable you and your team to start to build rapport and create a team presentation for the tasks ahead. The icebreaker below should work well at introductions and encouraging communication, but feel free to use others if you think they are more appropriate. It is important to encourage young people to get to know each other and build strong team links during the first hour; this will help to increase their motivation and communication throughout the sessions.
Introduction & Onboarding: 20mins	Provide a brief introduction of the qualification to the class and play the “Onboarding Video or Presentation”. In your introduction cover the following: 1. Explanation of the program and structure. (Kamyab jawan Program) 2. How you will use your communication skills in your professional life. 3. Key contacts and key information – e.g. role of teacher, mentor, and SEED. Policies and procedures (user agreements and “contact us” section). Everyone to go to the Group Rules tab at the top of their screen, read out the rules, and ask everyone to verbally agree. Ensure that the consequences are clear for using the platform outside of hours. (9am-8pm) 4. What is up next for the next 2 weeks ahead so young people know what to expect (see pages 5-7 for an overview of the challenge). Allow young people to ask any questions about the session topic.
Team Activity Planning: 30 minutes	MENTOR: Explain to the whole team that you will now be planning how to collaborate for the first and second collaborative Team Activities that will take place outside of the session. There will not be another session until the next session so this step is required because communicating and making decisions outside of a session requires a different strategy that must be agreed upon so that everyone knows what they are doing for this activity and how. <ul style="list-style-type: none"> • “IDENTIFY ENTREPRENEURS” TEAM ACTIVITY • “BRAINSTORMING SOCIAL PROBLEMS” TEAM ACTIVITY” <i>As a team, collaborate on a creative brainstorm on social problems in your community. Vote on the areas you feel most passionate about as a team, then write down what change you would like to see happen.</i> Make sure the teams have the opportunity to talk about how they want to work as a team through the activities e.g. when they want to complete the activities, how to communicate, the role of the project manager, etc. Make sure you allocate each young person a specific week that they are the project manager for the weekly activities and make a note of this. Type up notes for their strategy if this is helpful - it can be included underneath the Team Contract.
Session Close: 5 minutes	MENTOR: Close the session with the opportunity for anyone to ask any remaining questions. Instructor: Facilitate the wrap-up of the session. A quick reminder of what is

coming up next and when the next session will be.

SUCCESS STORY

S. No	Key Information	Detail/Description
1.	Self & Family background	<p>Mr. Shehzada Sunny, who belongs to Gujranwala famous industrial city of Pakistan, is an example of how hard work and perseverance can reap rich rewards when you choose Health & Safety field as Entrepreneurship. He is running his own company IEHSAS as CEO and also Leader Trainer of Health & Safety from international bodies.</p> <p>This story is in URDU and can be easily understood for the students how get education in Health & Safety and passed EHS exams from Level 02 Level 06 from UK. His story is as below:</p> <p>نام-شہزادہ سنی</p> <p>2001-گورنمنٹ سکول گوجرانوالہ سے میٹرک پاس کیا۔ اسی سال والد کا چھوٹا سا کاروبار بند ہو گیا اور ہم راتوں رات زمین پہ آگئے۔</p> <p>2002- کمپنی کے قرضاجات دینے ادا کرنے کیلئے ہمیں اپنا گھر بار سب کچھ بیچنا پڑا۔ پڑائیوٹ کالج میں پڑھنے کا شوق تھا لیکن فیس نہ ہونے کی وجہ سے گورنمنٹ کالج گوجرانوالہ میں ایف۔ ایس۔ سی میں داخلہ لینا پڑا۔ معاشی حالات خراب ہونے کی وجہ سے بطور ٹرانسپورٹ ڈرائیور کام کرنا پڑا اور سبزی فروٹ منڈی میں لوٹنگ ان لوٹنگ کا کام کیا۔</p> <p>اس کے ساتھ رات کی شفٹ میں بطور ورکر فرنس پہ 1000 ڈگری کے سامنے کام کرنا پڑا جس میں سلور کا مال تپایا جانا شامل ہوتا۔</p> <p>2002-2005 ایف۔ ایس۔ سی میں تین بار فیل ہوئے اور چوتھی بار جا کے کلنیر کی۔ اسی دوران ساتھ ڈرائیونگ اور فرنس والی جاب کرتے رہے۔</p> <p>2007- آرمی میں بطور کمیشنڈ آفسیر ٹیسٹ دیا اور آئی ایس ایس بی کوہاٹ سے ناکامی کا سامنا کرنا پڑا۔ اس دوران عشق میں ناکامی بھی برداشت کرنا پڑی۔</p> <p>2008- گریجویشن کے امتحان میں انگلش میں فیل ہوئے۔ اور ساتھ کوئی سرکاری و نیم سرکاری چھوٹی موٹی جاب کی تلاش کی۔</p> <p>2009- اگست میں تقدیر نے ہمیں ابو ظہبی قسمت آزمانے کا موقع دیا۔ ویزہ کے پیسے کیے مگر ٹکٹ کے پیسے نہ ہونے کی وجہ سے نہ جانا دیکھنے لگے کافی رشتہ داروں سے مانگے مگر ناکام رہے۔ ایک بہت قریبی دوست نے اپنی بیوی کی بالیاں پیچ کر ہمیں ٹکٹ خرید کر دی۔ حالات تھوڑے بہتر ہونے لگے گھر والوں کو دو وقت کا کھانا میسر آتا دیکھ بہت خوش ہوتے۔ اگلا حدف اپنا گھر بنانا اور بہن کی شادی تھا۔</p> <p>2010- بخار میں مبتلا رہنے لگے کوئی دو ماہ تک میڈیسن لیتے رہے مگر بخار کم ہوتا پھر آجاتا۔ ایک انڈین ڈاکٹر نے مختلف ٹیسٹ کروانے کا مشورہ دیا جن میں سی ٹی سکین بھی شامل تھا۔</p> <p>ہمیں بتایا گیا کہ ہم کو ٹائفیڈ و، انیمیا اور ٹی بی ہے۔ خون کی شدید کمی، کمزوری خود کو موت میں جاتا دیکھ ڈاکٹر نے ہمیں پاکستان واپس جانے کا مشورہ دیا۔ واپس جاتے تو آگے گھر والے اور غربت نظر آتی۔ گھر والوں کو ساری بات بتائی</p>

اور پاکستان سے ٹی-بی کی میڈیسن منگوا کے نو ماہ کی ٹریٹمنٹ پوری کی۔ دسمبر 2010 میں یو-کے کا لیول 3 کا امتحان پاس کیا اور ساتھ اپ گریڈ جاب کی تلاش شروع کی۔

2011- روڈ پر گرنے کی وجہ سے رائیٹ بازو 2 جگہ سے فریکچر ہو جاتا جس کو 3 رات ڈال کر دوبارہ ریکور کیا جاتا۔ مزید دو ماہ ٹریٹمنٹ - ساری سیونگ جاتی رہی۔ اسی سال کے آخر میں مجھے ایک نئی آئل اینڈ گیس کمپنی سے اچھی سیلری پہ آفر ہوئی جس کو ہم نے فوری قبول کر لیا۔ اچھی سیلری دیکھ ما ضی کے تمام غم بھولتے نظر آئے اور مستقبل کی بہت ساری پلاننگ کرنے لگے۔ نیو کمپنی، نیو جاننگ، نیو میڈیکل، اور میڈیکل ایکسپریس میں ٹی-بی کے ڈاٹ ڈیٹکٹ ، اوف، اور اس طرح ایک نقطہ نے محرم سے مجرم بنا دیا۔ اور یوں پونے تین سال بعد پہلی بار ہمیشہ کیلئے ہم واپس اپنے وطن آگئے۔

2012- شروعات کے ایک دو ماہ ملنے ملانے میں گزرے، اس کے بعد پاکستان کی مختلف کمپنیوں میں اپلائی کیا - اگلے تین ماہ تک کہیں سے کوئی رسپانس نہ آیا۔ اس دوران اپنا بی-اے کلیر کیا۔ سعودی عرب کی ایک کمپنی میں ان لائن اپلائی کیا ، سلیکشن کے بعد میڈیکل کیلئے ایک ایجنٹ کو کلیر کروانے کے پیسے دیے مگر وہاں بھی ناکامی کا سامنا کرنا پڑا۔ سال کے آخر تک ہر طرف سے ناکامی دیکھنے کے بعد ہم نے دوبارہ ڈرائیونگ کا سوچا اور یک جگہ سے ہمیں 15 ہزار کی جاب بطور ڈرائیور آفر کو قبول کیا۔

2013- مارچ میں لاہور کی ایک معروف کمپنی سے 28000 کی بطور انسٹرکٹر آفر ہوئی۔ جو خزاں میں کسی بہار سے کم نہ تھی۔ بہترین کارکردگی کی بنا پہ اگلے سال ہم کو 7000 ہزار کا سیلری انکریمنٹ ملا۔

2014- یو-کے لیول 6 کا امتحان دیا مگر ایک پیپر میں ناکامی کا سامنا کرنا پڑا۔ چھ ماہ دوبارہ کلیر کیا اور ساتھ ہی یو-کے ایک پروفیشنل ممبر شپ حاصل کی۔ دسمبر میں جس کمپنی میں جاب کرتے تھے مینیجمنٹ کے ساتھ ان بن کی وجہ سے ٹرینینٹ کر دیا گیا۔

2015- ہم نے بطور فری لانس ٹرینر کا کام سٹارٹ کیا۔ جون میں جب ہم بلکل ہی ویلے تھے اپنی ایک کزن کے ساتھ نہایت مختصر افراد (40) کے ساتھ ازداجی بندھن میں بندھے۔ اگست میں ایک ٹریننگ آرگنائزیشن کی بنیاد رکھی۔

2016- یو-کے، کینیڈا اور امریکہ سے مختلف accredited license حاصل کیے۔

2017- منسٹری آف انڈسٹریز کی ایک برانچ میں بطور ٹرینر اور ایڈوائزر ہائر کیا گیا۔ اور پاکستان کے انڈسٹریل (OS&S Regulations Reforms) میں اپنی خدمات دے رہے ہیں۔

2018- اس سال 27 مارچ کی رات 2 بجے ہمیں اچانک سینہ میں درد ہونا اپنے کزن کو ساتھ لیکر سروسز ہسپتال جاتے لیکن جلدی میں پنجاب کارڈیالوجی داخل ہو جاتے ای-سی-جی کے بعد ICU میں ریفر کر دیا جاتا۔ ڈاکٹر کے چک اپ کے دوران زمین پہ گر جاتے - 20 منٹ بعد ہوش آنے پہ بتایا کہ Cardiac Arrest ہوا تھا۔ جس کو ریکور کرنے کیلئے AED اور ایس-کے انجکشن کی ڈوز دی گئی۔ 29 مارچ کو اللہ نے ایک پری رحمت سے نوازا۔ اس کے بعد دو انجیوگرافی اور دو انجیوپلاسٹی ہوئیں۔

2019- سابق (سعودی آر امکو) میں 2 ماہ کا ایک ٹریننگ پروجیکٹ ملا۔ جو کافی بڑی کامیابی تھی۔ اگست میں رنڈم میڈیکل چک اپ میں ہیبیٹائٹس سی ڈیٹکٹ ہوا

		<p>یوں 4 ماہ پھر ٹریٹمنٹ -اسی سال ماسٹر ان ہیلتھ اینڈ سیفٹی کی ڈگری لی۔</p> <p>2020- 4 ماہ covid crises کے بعد جولائی میں یو۔ کے کا لائسنس معطل ہوا۔ کیس کو جسٹیفائی کرنے میں 5 ماہ لگے اور یو۔ کے اور پاکستان میں برسٹر اور وکیل کے اخراجات الگ۔ اسی ماہ آسٹریا کی ایک کمپنی میں بطور لیڈ ٹرینر اور ٹریننگ اینڈ ڈویلپمنٹ کنسلٹنٹ حائر کیا گیا۔</p> <p>2022- احساس شجر کے نام سے ایک پروجیکٹ پہ کام کر رہا ہوں جو اس سال کے آخر تک لانچ کر دیا جائے گا</p> <p>2023 - The Project 200 ایک شمال انڈسٹریل ویلفیئر پروجیکٹ لانچ کرنے کا منصوبہ ہے جس کا ٹارگٹ نوبل انعام تک لے جانے کا ہے، جس کی تفصیل آپ احباب سے ایک علیحدہ پوسٹ میں شیئر کی جائے گی۔</p> <p style="text-align: center;">Mr. Shehzada Sunny</p> <p style="text-align: center;">MSc (OS&H) IDIP NEBOSH UK NEBOSH IGC UK ISO QMS 9001 14001 18001 Certified Lead Auditor Master Trainer & Assessor NEBOSH IGC HSW IDIP Approved Trainer HABC IOSH AOSH Traccert Canada Graduate Member of Institute of Occupational Safety & Health UK Sr Consultant & Lead HSE Trainer Ministry of Industries and Production Pakistan Motivational Speaker Trainer Consultant IEHSAS 14 Years in Occupational Health and Safety & Environment</p>
2.	How he came on board NAVTTC Training/ or got trained through any other source	Certification in Level 02 to Level 06 course of Health & Safety.
3.	Post-training activities	<p>Shehzada Sunny expertise is broad and working with many multinational companies as Lead Trainer</p> <p style="text-align: center;">MSc (OS&H) IDIP NEBOSH UK NEBOSH IGC UK ISO QMS 9001 14001 18001 Certified Lead Auditor Master Trainer & Assessor NEBOSH IGC HSW IDIP Approved Trainer HABC IOSH AOSH Traccert Canada Graduate Member of Institute of Occupational Safety & Health UK Sr Consultant & Lead HSE Trainer Ministry of Industries and Production Pakistan Motivational Speaker Trainer Consultant IEHSAS 14 Years in Occupational Health and Safety & Environment</p>

4.	Message to others (under training)	Take the training opportunity seriously Impose self-discipline and ensure regularity To be a Diamond you must be ready to cut and bear the pain of Heat & Pressure.
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Note: Success story is a source of motivation for the trainees and can be presented in several ways/forms in a NAVTTC skill development course as under: -

1. To call a passed out successful trainee of the institute. He will narrate his success story to the trainees in his own words and meet trainees as well.
2. To see and listen to a recorded video/clip (5 to 7 minutes) showing a successful trainee Audio-video recording that has to cover the above-mentioned points.*
3. The teacher displays the picture of a successful trainee (name, trade, institute, organization, job, earning, etc) and narrates his/her story in the teacher's own motivational words.

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

Workplace/Institute Ethics Guide

Work ethic is a standard of conduct and values for job performance. The modern definition of what constitutes good work ethics often varies. Different businesses have different expectations. Work ethic is a belief that hard work and diligence have a moral benefit and an inherent ability, virtue, or value to strengthen character and individual abilities. It is a set of values-centered on the importance of work and manifested by determination or desire to work hard.

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

1. Attendance:

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

2. Character:

Honesty is the single most important factor having a direct bearing on the final success of an individual, corporation, or product. Complete assigned tasks correctly and promptly. Look to improve your skills.

3. Team Work:

The ability to get along with others including those you don't necessarily like. The ability to carry your weight and help others who are struggling. Recognize when to speak up with an idea and when to compromise by blend ideas together.

4. Appearance:

Dress for success set your best foot forward, personal hygiene, good manner, remember that the first impression of who you are can last a lifetime

5. Attitude:

Listen to suggestions and be positive, accept responsibility. If you make a mistake, admit it. Values workplace safety rules and precautions for personal and co-worker safety. Avoids unnecessary risks. Willing to learn new processes, systems, and procedures in light of changing responsibilities.

6. Productivity:

Do the work correctly, quality and timelines are prized. Get along with fellows, cooperation is the key to productivity. Help out whenever asked, do extra without being asked. Take pride in your work, do things the best you know-how. Eagerly focuses energy on accomplishing tasks, also referred to as demonstrating ownership. Takes pride in work.

7. Organizational Skills:

Make an effort to improve, learn ways to better yourself. Time management; utilize time and resources to get the most out of both. Take an appropriate approach to social interactions at work. Maintains focus on work responsibilities.

8. Communication:

Written communication, being able to correctly write reports and memos.

Verbal communications, being able to communicate one on one or to a group.

9. Cooperation:

Follow institute rules and regulations, learn and follow expectations. Get along with fellows, cooperation is the key to productivity. Able to welcome and adapt to changing work situations and the application of new or different skills.

10. Respect:

Work hard, work to the best of your ability. Carry out orders, do what's asked the first time. Show respect, accept, and acknowledge an individual's talents and knowledge. Respects diversity in the workplace, including showing due respect for different perspectives, opinions, and suggestions.