

Government of Pakistan
National Vocational and Technical Training Commission

Prime Minister's Hunarmand Pakistan Program

"Skills for All"



Course Contents / Lesson Plan

Course Title: Floriculture

Duration: 3 Months

Revised Edition

Trainer Name	
Course Title	Floriculture
Objectives and Expectations	<p>Employable skills and hands-on practice for Floriculture</p> <p>This course offers a broad, cross-disciplinary learning experience for students looking to pursue career in Floriculture. Aesthetic awareness in community regarding floriculture increases demand for qualified labor for proper handling of lawns and floriculture farms. This course will provide participants with an integrated approach to learn about the various aspects of flower and ornamental plants production. This course mainly consists of latest flower production techniques, preservation of flower, nursery management skills and operation of different tools used in floriculture.</p> <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 able to employ their skills for earning money (through wage/self-employment) at its conclusion.</p> <p>This course thus clearly goes beyond the domain of the traditional training practices in vogue and underscores an expectation that a market-centric approach will be adopted as the main driving force while delivering it. The instructors should therefore be experienced enough to be able to identify the training needs for the possible market roles available out there. Moreover, they should also know the strengths and weaknesses of each trainee to prepare them for such market roles during/after the training.</p> <ol style="list-style-type: none"> 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 <u>Job Search & Entrepreneurial Skills</u> 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 plan given in this document.

Suggestive structure and sequence of a sample success story and its various shapes can be seen in **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 the classroom 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 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.

The Trainees should be required and supervised to carefully analyze the cases.

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.

Case studies can be implemented in the following ways: -

	<ul 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. 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/ 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:</p> <ul style="list-style-type: none"> • Understand scope of floriculture in economy of Pakistan • Latest principle and practices for ornamental plant production • Development of ornamental plants nursery • Understand elements of landscape • Propagation techniques • Management of turf in grassy lawn and playgrounds • Irrigation techniques involved in landscape industry • Production of cut flowers
Course Execution Plan	<p>The total duration of the course: 3 months (13 Weeks) Class hours: 4 hours per day Theory: 20% Practical: 80% Weekly hours: 20 hours per week Total contact hours: 260 hours</p>
Companies offering jobs in the respective trade	<ol style="list-style-type: none"> 1. Parks and Horticulture Authorities 2. Floriculture departments 3. Landscape wings of government and private firms 4. Commercial nurseries 5. Housing authorities 6. Private Housing scheme 7. National and international Landscape agencies 8. Teaching institutions 9. Multination companies
Job Opportunities	<p>Floriculture industry has high demand in national and international level. Day by day demand for skilled labor for floriculture industry is increasing. Student who will complete this training could be adjusted in various categories such as</p> <ul style="list-style-type: none"> • Garden supervisor • Head Mali • Gardner • Nursery men • Attendants • Flower harvester/pickers
No of Students	25
Learning Place	Classroom / Lab
Instructional	1. Hamary phool

Resources	<p>Prof. Dr. Muhammad Aslam University of Agriculture Faisalabad</p> <p>2. Rose Production technology Dr. Iftikhar Ahmed</p> <p>3. Introduction to floriculture Royal A. Larson</p> <p>4. A handbook of Floriculture and Landscape K. Vasnthakumar and Bulti Murga</p> <p>5. Value addition in floriculture Dr. Adnan younis</p> <p>6. Growing Gladiolous Green works</p> <p>7. Floriculture booklets from Department of Floriculture punjab</p>

MODULES

Scheduled Weeks	Module Title	Learning Units	Remarks
Week 1	Orientation/Course Introduction Understand basics of floriculture	<ul style="list-style-type: none"> • Motivational Lecture (<i>For further detail please see Page No: 3& 4</i>) • Job market • Course Applications • Institute/work ethics <ul style="list-style-type: none"> ▪ Describe role of floriculture in national and international industry ▪ Principles of floriculture ▪ Understand Scope of floriculture industry ▪ Identify various branches of floriculture ▪ Impact of flora in the value addition ▪ Introduction to various practices involved in floriculture ▪ Introduction to ornamental plants nursery ▪ Describe types of ornamental nurseries ▪ Identification of plants ▪ Describe the importance of Horticulture therapy 	Home Assignment <ul style="list-style-type: none"> • Task 1 • Task 2 • Task 3 <p><i><u>Details may be seen at Annexure-I</u></i></p>
Week 2	Nursery Establishment	<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"> ▪ Principles and practices involved in nursery establishment ▪ Site selection procedures ▪ Prepare nursery design ▪ Selection of plant species for nursery development ▪ Identify soil type ▪ Perform soil and water sampling ▪ Soil preparation for nursery 	<ul style="list-style-type: none"> • Task 4 <p><i><u>Details may be seen at Annexure-I</u></i></p>
Week 3	Nursery Establishment	<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"> ▪ Media preparation ▪ Layout of nursery design ▪ Establishment of nursery structures ▪ Identify type of nursery structures 	<ul style="list-style-type: none"> • Task 5 <p><i><u>Details may be seen at Annexure-I</u></i></p>

		<ul style="list-style-type: none"> Identify types of shade cloths Identify potting materials 	
Week 4	Perform propagation of plants	<ul style="list-style-type: none"> Success stories (For further detail please see Page No: 3& 4) <p>Students are introduced to learn:</p> <ul style="list-style-type: none"> Types of propagation Perform propagation through seed Perform propagation through cutting Perform propagation through leaves Propagation through branches Propagation through roots Preparation of cutting Preparation of soil media for saplings 	<ul style="list-style-type: none"> Task 6 <p><i>Details may be seen at Annexure-I</i></p> <ul style="list-style-type: none"> Monthly Test 1
Week 5	Grafting and budding techniques	<ul style="list-style-type: none"> Motivational Lecture(For further detail please see Page No: 3& 4) <p>Students are introduced to perform:</p> <ul style="list-style-type: none"> Tongue grafting Splice grafting Cleft grafting Approach grafting Top working of plant T budding Patch budding Chip budding Layering Air layering Mound layering Tip layering 	<ul style="list-style-type: none"> Task 7 <p><i>Details may be seen at Annexure-I</i></p>
	Start Preparing your portfolio	<ul style="list-style-type: none"> Motivational Lecture(For further detail please see Page No: 3& 4) <p>Students are introduced to:</p> <ul style="list-style-type: none"> the concept of design portfolios the concept of present design work/projects in a professional manner websites that provide free portfolio hosting such as Behance and Dribbble creating a portfolio how to select work for presenting in your portfolio 	
	Build your CV	<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 	

		<ul style="list-style-type: none"> • Add Experience/Portfolio • Add contact details/profile links 	
Week 6	Production of winter annuals flower	<ul style="list-style-type: none"> • Success stories (For further detail please see Page No: 3& 4) <p>Students are introduced to:</p> <ul style="list-style-type: none"> ▪ Identify winter annual flowers ▪ Prepare beds for seed sowing ▪ Perform filling of pots for seed sowing ▪ Sow seed of different winter annuals ▪ Maintain winter annuals 	<ul style="list-style-type: none"> • Task 8 <p><u>Details may be seen at Annexure-I</u></p>
Week 7	Mid term		
Week 8	Production of Summer annuals flower	<ul style="list-style-type: none"> • Motivational Lecture(For further detail please see Page No: 3& 4) <p>Students are introduced to:</p> <ul style="list-style-type: none"> ▪ Identify summer annual flowers ▪ Prepare beds for seed sowing ▪ Perform filling of pots for seed sowing ▪ Sow seed of different summer annuals ▪ Maintain summer annuals. 	<ul style="list-style-type: none"> • Task 9 <p><u>Details may be seen at Annexure-I</u></p> <ul style="list-style-type: none"> • Monthly Test 2
	Introduction to Freelancing	<ul style="list-style-type: none"> • Motivational Lecture (For further detail please see Page No: 3& 4) <p>Students are introduced to:</p> <ul style="list-style-type: none"> • the concept of freelancing • how to become freelance and create a sustainable income • pros and cons of freelancing • the ethical and professional way of becoming a productive freelancer • resources available for freelancing in the field of design • how to join freelancing sites • the process of creating a freelancing profile 	
	Create an account profile on Fiverr (at least two gigs) and Upwork	Create an account by following these steps: Step 1: Personal Info Step 2: Professional Info Step 3: Linked Accounts Step 4: Account Security	
Week 9	Production of Roses	<ul style="list-style-type: none"> • Success stories (For further detail please see Page No: 3& 4) 	<ul style="list-style-type: none"> • Task 10 • Task 11

		<p>Students are introduced to:</p> <ul style="list-style-type: none"> ▪ Land preparation ▪ Addition of fertilizer ▪ Preparation of cuttings ▪ Grafting of required variety ▪ Management of plant ▪ Excavation of plants from soil ▪ Transfer of plants into field ▪ Irrigation and insect pest control of rose 	<p><u>Details may be seen at Annexure-I</u></p>
Week 10	Turf management	<ul style="list-style-type: none"> • Motivational Lecture(For further detail please see Page No: 3& 4) <p>Students are introduced to:</p> <ul style="list-style-type: none"> ▪ Types of turf ▪ Propagation types of turf ▪ Management practices for turf care ▪ Perform manual Mowing operation ▪ Perform mechanical mowing operations ▪ Coring of turf grasses ▪ IPM of turf grasses ▪ Astroturf management and care 	<ul style="list-style-type: none"> • Task 12 • Task 13 <p><u>Details may be seen at Annexure-I</u></p>
	<p>Employable Project/ Assignment (2 weeks) i.e. 10-11 besides regular classes. OR On the job training (1 week)</p>	<ul style="list-style-type: none"> • Guidelines to the Trainees for selection of students employable project like final year project (FYP) • Assign Independent project to each Trainee • A project-based on trainee's aptitude and acquired skills. • Designed by keeping in view the emerging trends in the local market as well as across the globe. • The project idea may be based on Entrepreneur. • Leading to successful employment. • The duration of the project will be 6 weeks • Final viva/assessment will be conducted on project assignments. • At the end of the session, the project will be presented in a skills competition • The skill competition will be conducted on zonal, regional, and National levels. • The project will be presented in front of Industrialists for commercialization 	

		<ul style="list-style-type: none"> The best business idea will be placed in the NAVTTC business incubation center for commercialization. <p style="text-align: center;">OR</p> <p>On the job training for 1 weeks:</p> <ul style="list-style-type: none"> Aims to provide 2 weeks of industrial training to the Trainees as part of the overall training program Ideal for the manufacturing trades As an alternative to the projects that involve expensive equipment Focuses on increasing Trainee's motivation, productivity, efficiency, and quick learning approach. 	
Week 11	Irrigation methods in floriculture	<ul style="list-style-type: none"> Success stories (For further detail please see Page No: 3& 4) <p>Students are introduced to:</p> <ul style="list-style-type: none"> Types of irrigation in floriculture Perform irrigation through flooding Operate and install sprinkler irrigation system operate and install drip irrigation system maintain irrigation systems 	<p style="text-align: center;">• Task 14</p> <p style="text-align: center;"><u>Details may be seen at Annexure-I</u></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- down menu. Enter any keywords you want to 	

		<p>use to find suitable job vacancies.</p> <ul style="list-style-type: none"> 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	Identify different elements of landscape	<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"> Identify indoor plants Describe requirement for indoor plants Identify evergreen plants Identify shrubs and maintain shrubs in garden Identify ornamental plants and describe their care Identify landscape techniques 	<ul style="list-style-type: none"> Task 15 <p><u>Details may be seen at Annexure-I</u></p>
Week 13	Entrepreneurship and Final Assessment in project	<ul style="list-style-type: none"> Success stories (For further detail please see Page No: 3& 4) Job Market Searching Self-employment Introduction Fundamentals of Business Development Entrepreneurship Startup Funding Business Incubation and Acceleration Business Value Statement Business Model Canvas Sales and Marketing Strategies How to Reach Customers and Engage Stakeholders Power Grid RACI Model, SWOT Analysis, PEST Analysis SMART Objectives OKRs Cost Management (OPEX, CAPEX, 	Final Assessment

		ROCE, etc.)	
	Final Assessment		

Tasks For Certificate in Floriculture

Task No.	Task	Description	Week
1.	Find the career path	<ul style="list-style-type: none"> Prepare a career path related to your course and also highlight the emerging trends in the local as well as international market 	Week 1
2.	Work Ethics	<ul style="list-style-type: none"> Generate a report on Institute work ethics and professionalism related to your course 	
3.	Identify different plants	<ul style="list-style-type: none"> Prepare a list of at least 20 plants for each category <ul style="list-style-type: none"> ➤ Indoor plants ➤ Shady trees ➤ Flowering trees ➤ Creepers ➤ bushes 	
4.	Prepare Nursery Layout	<ul style="list-style-type: none"> Select site for nursery layout Identify irrigation source Select flora for nursery business Prepare layout 	Week-2
5.	Install Nursery structure	<ul style="list-style-type: none"> Arrange materials for installation of structure Implement layout plan Perform digging operation according to design Install structures according to layout design Cover structures with shading cloth 	Week 3
6.	Prepare cutting for propagation	<ul style="list-style-type: none"> Arrange tools and implement for preparation of cuttings Select mother plant for preparation of cuttings Select branches for cutting preparation Prepare cutting according to standard protocol Undertake health and safety guidelines 	Week 4
7.	Perform propagation through T-budding	<ul style="list-style-type: none"> Arrange tools and implement for preparation of cuttings Select mother plant for scion and rootstock Prepare scions for propagation Prepare rootstocks for propagation Perform T- Budding procedure Apply growth regulator and cover budding site 	Week 5
8.	Perform nursery seedling transplantation	<ul style="list-style-type: none"> Arrange tools for nursery seedling transplantation Arrange soil media for pot filling Perform pot filling Separate nursery seedling 	Week 6

		<ul style="list-style-type: none"> • Transplant seedlings in required pot • Irrigate seedlings • Perform green operations 	
9.	Prepare potting media	<ul style="list-style-type: none"> • Arrange tools and material for media preparation • Perform cleaning of soil media • Mix media according to required proportion • Perform media sterilization 	Week 8
10.	Perform grafting in roses	<ul style="list-style-type: none"> • Arrange tools and materials for grafting of roses • Select rootstock according to requirement • Prepare bud for grafting from health mother plants • Perform grafting operation according to standard method • Perform post management care of grafted plants 	Week 9
11.	Apply mowing operation with electric lawn mower	<ul style="list-style-type: none"> • Perform pre-checks of machines • Adjust mowing height • Perform mowing operations • perform post usage care practices of mowing machine 	Week 10
12.	Perform fertigation through drip irrigation system	<ul style="list-style-type: none"> • Arrange materials for fertigation • Prepare fertilizer doses according to requirement • Fix ventury according to standard method • Perform fertigation operation 	Week 11
13.	Prepare a landscape design for residential park	<ul style="list-style-type: none"> • Collect information for landscape design • Identify irrigation sources • Select flora according to park requirement • Prepare design • Count plant population • Perform cost estimation 	Week 12

Motivational Lectures

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

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

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

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

Hisham Sarwar Motivational Story | Pakistani Freelancer

https://www.youtube.com/watch?v=CHm_BH7xAXk

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

<https://www.youtube.com/watch?v=9WrmYYhr7S0>

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

<https://www.youtube.com/watch?v=tIQ0CWgszI0>

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

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

How To Propel Your Career- Women in Welding

https://www.youtube.com/watch?v=S_LuVnW-UdQ

Underwater Welder | I AM WOMAN | Lifetime

<https://www.youtube.com/watch?v=LZiIXOkE-rc>

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. 	<ul style="list-style-type: none"> • Podium • Projector • Computer 		<ul style="list-style-type: none"> • Communication • Self Confidence • Teamwork

<ul style="list-style-type: none"> • Understand what communication skills mean • Understand what skills are important for communication skills 	<ul style="list-style-type: none"> • Flip Chart • Marker 	
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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

	<p>ACTIVITY”</p> <p><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></p> <p>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.</p> <p>Type up notes for their strategy if this is helpful - it can be included underneath the Team Contract.</p>
<p>Session Close: 5 minutes</p>	<p>MENTOR: Close the session with the opportunity for anyone to ask any remaining questions.</p> <p>Instructor: Facilitate the wrap-up of the session. A quick reminder of what is coming up next and when the next session will be.</p>

SUCCESS STORY

S. No	Key Information	Detail/Description
1.	Self & Family background	Mr. Gulraiz shehzad , who lives in UK, (born in a native village of Hafizabad) is an example of how hard work and perseverance can reap rich rewards when you are committed to achieve success. It was start of 2017 when he desired to learn about floriculture. He got short training on floriculture and started a nursery business in Pattoki. In few months he was the only nursery owner in Pakistan who got all certifications from government bodies. In starting year he got 27 lac plants order from a vendor due to his certifications. Now he is leading player in nursery market earning millions of rupees annually.
2.	How he came on board NAVTTC Training/ or got trained through any other source	Certification in Floriculture from PHA
3.	Post-training activities	Mr. Gulraiz Shehzad is working in PepsiCo London, he got training on floriculture and started nursery business in Pattoki. He conducted many workshop and seminars to attract local and international vendors for different ornamental plants. He got many contracts for supply of plants from different organizations, local producers and government bodies. Mr. Gulraiz worked with a systematic style which he got through training and earns reputé in market within a few years which traditional nursery growers cannot achieve in decades. Meanwhile, he used social media as a marketing tool for which he got training in training module. With social media marketing he grabbed international client as well as clients of distant area.
4.	Message to others (under training)	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 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.