

Government of Pakistan

National Vocational and Technical Training Commission

Prime Minister's Hunarmand Pakistan Program

"Skills for All"



Course Contents / Lesson Plan

Course Title: Energy Efficiency Management

Duration: 6 Months

Revised Edition

Trainer Name	
Course Title	Energy Efficiency Management
Objectives and Expectations	<p style="text-align: center;">Employable skills and hands-on practice for Energy Efficiency Management</p> <ul style="list-style-type: none"> • To produce capable and skillful industry managers, consultants and trainers as per requirements of the industry. • To develop excellent professionals in the field of energy efficiency in the industry who are capable to analyze energy performance, to identify improvement potentials and to implement and monitor energy efficiency measures efficiently and effectively. • To enable trainees to perform all work safely, effectively and hygienically and to guide other managers or workers to do so as well. • To develop characteristics among the trainees such as reliability, responsibility, flexibility and ethical behavior. • To develop and promote analytical and investigative traits among the trainees. <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.

	<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. 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	Intermediate
Learning Outcomes of the course	<p>By the end of this course, students will be able to:</p> <ul style="list-style-type: none"> • Consult with teachers and other trainees to determine their ideas and requirements. • Give a positive impression of yourself whenever any task given by teachers. • Develop a sense of duty, patience and a desire to be helpful. • Ensure personal & occupational health and safety precautions. • Define and practice of good housekeeping. • Adopt preventive maintenance of equipment and tools.
Course Execution Plan	<p>The total duration of the course: 6 months (26 Weeks)</p> <p>Class hours: 4 hours per day</p> <p>Theory: 20%</p> <p>Practical: 80%</p> <p>Weekly hours: 20 hours per week</p> <p>Total contact hours: 520hours</p>
Companies offering jobs in the respective trade	<ol style="list-style-type: none"> 1. Industry (textile, leather, pharmaceuticals, food processing, automotive, cement etc.) 2. Energy efficiency consultant for industry and commerce. 3. Energy efficiency trainer for workers and lower management of industries.
Job Opportunities	<ul style="list-style-type: none"> • Energy manager or energy adviser in the industry (textile, leather, pharmaceuticals, food processing, automotive, cement etc.) • Energy efficiency consultant for industry and commerce. • Energy efficiency trainer for workers and lower management of industries.
No of Students	25
Learning Place	Classroom / Lab
Instructional Resources	

MODULES

Scheduled Weeks	Module Title	Learning Units	Remarks
Week 1	Introduction to Energy management system.	<ul style="list-style-type: none"> • Motivational Lecture(<i>For further detail please see Page No: 3& 4</i>) • Course Introduction • Job market • Course Applications • Institute/work ethics 	<p style="text-align: center;">Home Assignment</p> <ul style="list-style-type: none"> • Task 1 • Task 2 • Task 3 <p style="text-align: center;"><i><u>Details may be seen at Annexure-I</u></i></p>
Week 2	Module-1	<ul style="list-style-type: none"> • Success stories (<i>For further detail please see Page No: 3& 4</i>) <p style="text-align: center;">Introduction, Energy and Electricity, Environmental Impact of Energy Use, Features of Conventional and Renewable Generation Climate Change and Renewable Energy Sources</p>	<ul style="list-style-type: none"> • Task 4 • Task 5 • Task 6 <p style="text-align: center;"><i><u>Details may be seen at Annexure-I</u></i></p>
Week 3		<ul style="list-style-type: none"> • Motivational Lecture(<i>For further detail please see Page No: 3& 4</i>) <p style="text-align: center;">Types of Renewable Energy Source, (Tidal Energy, Wave Energy, Wind Energy, Small Scale Hydro-Electric Energy, Geothermal Energy, Biofuels)</p>	
Week 4		<ul style="list-style-type: none"> • Success stories (<i>For further detail please see Page No: 3& 4</i>) <p style="text-align: center;">Types of Renewable Energy Source, (Ocean Thermal Energy Conversion, Solar Thermal Technologies and Photovoltaics), Electrical Power Generation and Conditioning, The Future – Towards a Sustainable Electricity Supply System.</p>	
Week 5	Module-2	<ul style="list-style-type: none"> • Motivational Lecture(<i>For further detail please see Page No: 3& 4</i>) <p style="text-align: center;">Introduction, Energy Efficiency – Global Dimension and Co-Benefits</p>	<ul style="list-style-type: none"> • Task 7 • Task 8 • Task 9 • Task 10 <p style="text-align: center;"><i><u>Details may be seen at Annexure-I</u></i></p>

Week 6		<ul style="list-style-type: none"> • Success stories (For further detail please see Page No: 3& 4) <p>Equipment Efficiency (Pumps, Compressor, Motors, Columns, Heat Exchangers, Reactors)</p>	<ul style="list-style-type: none"> •Task 11 •Task 12 •Task 13 •Task 14 <p><u>Details may be seen at Annexure-I</u></p>
Week 7		<ul style="list-style-type: none"> • Motivational Lecture(For further detail please see Page No: 3& 4) <p>Methods to Achieve Energy Efficient Systems</p>	<ul style="list-style-type: none"> •Task 15 •Task 16 <p><u>Details may be seen at Annexure-I</u></p>
Week 8		<ul style="list-style-type: none"> • Success stories (For further detail please see Page No: 3& 4) <p>Boilers and Fired Systems</p>	<ul style="list-style-type: none"> •Task 17 •Task 18 <p><u>Details may be seen at Annexure-I</u></p>
Week 9		<ul style="list-style-type: none"> • Motivational Lecture(For further detail please see Page No: 3& 4) <p>Steam and Condensate Systems</p>	<ul style="list-style-type: none"> •Task 19 •Task 20 <p><u>Details may be seen at Annexure-I</u></p>
Week 10		<ul style="list-style-type: none"> • Success stories (For further detail please see Page No: 3& 4) <p>Waste-Heat Recovery</p>	<ul style="list-style-type: none"> •Task 21 •Task 22 •Task 23 •Task 24 <p><u>Details may be seen at Annexure-I</u></p>
Week 11		<ul style="list-style-type: none"> • Motivational Lecture(For further detail please see Page No: 3& 4) <p>Industrial Insulation, Lighting</p>	<ul style="list-style-type: none"> •Task 25 •Task 26 <p><u>Details may be seen at Annexure-I</u></p>
Week 12		<ul style="list-style-type: none"> • Success stories (For further detail 	<ul style="list-style-type: none"> •Task 27

	Module-3	<p><i>please see Page No: 3& 4)</i></p> <p>Introduction, background, The Value of Energy Management Principles of Energy Management Energy Management Program, Organizational Structure</p>	<ul style="list-style-type: none"> • Task 28 • Task 29 • Task 30 • Task 31 • Task 32 • Task 33 • Task 34 • Task 35 <p><i>Details may be seen at Annexure-I</i></p>
Week 13	Midterm		
Week 14	Module-3	<ul style="list-style-type: none"> • Success stories (For further detail please see Page No: 3& 4) <p>Basic Components of an Energy Audit Specialized Audit Tools Energy Audit Detail</p>	<ul style="list-style-type: none"> • Home Assignment • Task 36 • Task 37 • Task 38 • Task 39 • Task 40 • Task 41 • Task 42 • Task 43 • Task 44 <p><i>Details may be seen at Annexure-I</i></p>
Week 15		<ul style="list-style-type: none"> • Motivational Lecture(For further detail please see Page No: 3& 4) <p>Residential Audits Commercial Audits Industrial Audits</p>	<ul style="list-style-type: none"> • Task 45 • Task 46 • Task 47 • Task 48 • Task 49 • Task 50 <p><i>Details may be seen at Annexure-I</i></p>
Week 16	Module-4	<ul style="list-style-type: none"> • Success stories (For further detail 	<ul style="list-style-type: none"> • Task 51

		<p><i>please see Page No: 3& 4)</i></p> <p>Central Information Processing and Control Workstations, Basic Functions, Scheduling Function</p>	<ul style="list-style-type: none"> • Task 52 • Task 53 <p><i>Details may be seen at Annexure-I</i></p>
Week 17		<ul style="list-style-type: none"> • Motivational Lecture(<i>For further detail please see Page No: 3& 4)</i> <p>Chilled-Water Reset Function, Hot-Water Reset Function, Supply-Air Temperature Reset Function, Static Pressure Reset Function</p>	<ul style="list-style-type: none"> • Task 54 • Task 55 • Task 56 • Task 57 <p><i>Details may be seen at Annexure-I</i></p>
Week 18 & Week 19		<ul style="list-style-type: none"> • Success stories (<i>For further detail please see Page No: 3& 4)</i> <p>Thermostat Controls, Start/Stop Optimization, Economizer Controls, Alarming, Access to Sensor and Equipment Performance Data, Intermediate Functions, Advanced Functions</p>	<p>Monthly Test 5</p> <ul style="list-style-type: none"> • Task 58 • Task 59 • Task 60 • Task 61 • Task 62 • Task 63 • Task 64 • Task 65 • Task 66 <p><i>Details may be seen at Annexure-I</i></p>
Week 20		<ul style="list-style-type: none"> • Motivational Lecture(<i>For further detail please see Page No: 3& 4)</i> <p>Sequencing and Loading Multiple Chiller / Boilers, Monitoring Simultaneous Heating and Cooling, Operator Skills and Training</p>	<ul style="list-style-type: none"> • Task 67 • Task 68 • Task 69

			<u>Details may be seen at Annexure-I</u>
Week 21	Employable Project/Assignment (6 weeks i.e. 21-26) besides regular classes. OR On the job training (2 weeks)	<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 • Ideas may be generated via different sites such as: https://1000projects.org/ https://nevonprojects.com/ https://www.freestudentprojects.com/ https://technofizi.net/best-computer-science-and-engineering-cse-project-topics-ideas-for-students/ • 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 • The best business idea will be placed in the NAVTTC business incubation center for commercialization. <p>----- -----</p> <p style="text-align: center;">OR</p> <p>On the job training for 2 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. 	

<p>Week 22</p>	<p>Capstone project</p>	<p>Students are provided with details regarding a capstone project that they are required to complete to showcase their learning. The project should ideally consist of the following deliverables:</p> <ol style="list-style-type: none"> 1. Evaluate energy usage reports, energy bill and other square footage sources. 2. Perform energy saving calculation. 3. Conclude Cost Vs Benefits of different operational schemes <p>Notes for the Trainer/Teacher:</p> <ul style="list-style-type: none"> • Each student must receive a separate/independent project based on their strengths and interests. This will reinforce their motivation and determine their aptitude towards specific design fields. • Each project should be designed keeping future design trends as well as current market demands in mind • The duration for the completion of the project is 4 weeks <p>It's important to reiterate the value of these projects as each student will later be able to showcase their creative effort in the real world market, giving them leverage over others for better employment.</p> <p>Ideas for projects may be generated via different sites such as: https://1000projects.org/ https://benahce.com/ https://www.freestudentprojects.com/</p>	<p>Monthly Test 6</p>
<p>Week 23</p>	<p>Introduction to freelancing</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"> • 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 	

		<ul style="list-style-type: none"> • how to join freelancing sites • the process of creating a freelancing profile 	
Week 24	Professional practice methods & legal side of design	<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"> • the standards that define the expectations of a professional designer • the principles of integrity that demonstrate respect for the profession, for colleagues, for clients, for audiences or consumers, and society as a whole • the perspectives of the design profession i.e. understanding the profession, the meanings of environmental responsibility, copyright, and ethics • what legalities are involved in professional design projects • how to build strong professional proposals • copyrights, copyright infringement, plagiarism, crediting creators, purchasing online products, downloading 'free' content • the do's and don'ts of how to price their time, effort, and creativity 	
Week 25	Preparing your portfolio	<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"> • 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 Dribble • creating a portfolio • how to select work for presenting in your portfolio 	Final Assessment
Week 26	Entrepreneurship and Final Assessment in project	<ul style="list-style-type: none"> • Success stories (<i>For further detail please see Page No: 3& 4</i>) • Job Market Searching • Self-employment • Introduction • Fundamentals of Business Development • Entrepreneurship • Startup Funding 	

		<ul style="list-style-type: none">• Business Incubation and Acceleration• Business Value Statement• Business Model Canvas• Sales and Marketing Strategies• How to Reach Customers and Engage CxOs• Stakeholders Power Grid• RACI Model, SWOT Analysis, PEST Analysis• SMART Objectives• OKRs• Cost Management (OPEX, CAPEX, ROCE, etc.)• Final Assessment	
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Tasks For Certificate in Energy Efficiency Management

Task No.	Task	Description	Week
1.	Search Top Pakistani Freelancers	Search any three freelancing sites(Fiverr, Upwork, Guru, etc.) and list down the top 5 profiles related to your course	Week 1
2.	Find the career path	Prepare a career path related to your course and also highlight the emerging trends in the local as well as international market	
3.	Work Ethics	Generate a report on Institute work ethics and professionalism related to your course	
4.		Explore Environmental Impact of Energy Use.	Week-2
5.		Explore types of renewable energy sources and make comparison between them.	Week 3
6.		Explore the future toward sustainable Electricity supply system.	Week 4
7.		Explore Energy Efficiency.	Week 5
8.		Explore different ways to conserve energy.	
9.		Explore the ways to save energy.	
10.		How do we calculate energy efficiency?	
11.		Calculate efficiency of pump.	Week 6
12.		Calculate efficiency of compressor.	
13.		Calculate efficiency of Motor.	
14.		Calculate efficiency of Heat exchanger.	
15.		Explore energy efficient technologies.	Week 7
16.		Explore the ways to increase energy efficiency.	
17.		Explore the types of boiler.	Week 8
18.		Make comparison between different types of boiler.	
19.		Differentiate between steam and condensate	Week 9
20.		Explore the types of steam.	
21.		Explore waste heat recovery.	Week 10
22.		Explore, how does waste heat recovery work?	
23.		Explore direct and indirect benefits of waste heat recovery.	
24.		Explore the source of waste heat.	

25.		Explore most effective insulation material.	Week 11
26.		Explore, why is light so important in our daily lives?	
27.		Explore Energy management.	Week 12
28.		Explore the steps for the process of energy management	
29.		Explore the Principles of Energy Management	
30.		Explore the benefits of energy management.	
31.		Why energy management system is required?	
32.		How do energy management systems work?	
33.		Explore Energy Management Program.	
34.		What is the objective of energy management?	Week 14
35.		Explore the Organizational Structure for Energy Management	
36.		Explore the Components of an Energy Audit	
37.		Explore the goals of the energy audit	
38.		Explore the types of energy audits	
39.		What are the energy audit instruments?	
40.		Explore the tools for the measurement of electrical parameters.	
41.		Explore the most common temperature measuring tools.	Week 15
42.		Explore Gas analyzers and for what they are used.	
43.		What do you understand Detailed energy audit? Explore it.	
44.		Explore the types of energy audits	
45.		Explore what is Residential energy audit	
46.		Perform residential energy audit	
47.		What is commercial energy audit? Explore it.	
48.		Perform commercial energy audit.	Week 16
49.		What is Industrial energy audit? Explore it.	
50.		Perform industrial energy audit	
51.		Explore energy management control system?	Week 17
52.		Explore the parts of Energy management and control system.	
53.		Explore scheduling and why it is necessary?	Week 17
54.		Explore Chilled-Water Reset Function	
55.		Explore Hot-Water Reset Function	
56.		Explore Supply-Air Temperature Reset Function	
57.		Explore Static Pressure Reset Function	

58.		Explore Thermostat controls.	Week 18
59.		How thermostat control is applied in commercial buildings.	
60.		Explore Start/Stop Optimization.	
61.		For what start/stop optimization strategy accounts for.	
62.		Explore Economizer Controls	
63.		Explore Alarming	
64.		Explore the benefits: Access to Sensor and Equipment Performance Data,	
65.		Explore Intermediate Functions of Energy management control system i.e (Demand Limiting/Load Shedding, Load Shifting, Duty Cycling, Event Initiated Controls, Monitoring Simultaneous Heating and	
66.		Cooling)	Week 20
67.		Explore Advance Functions of Energy management control system i.e (Optimal Sequencing of Multiple Chillers/Boilers, Load Aggregation, Automated Remote Fault Detection and	
68.		Diagnostics, Tracking Energy Use, Whole-Building Optimization)	
69.		Explore Sequencing and Loading Multiple Chiller / boiler	
70.	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 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 	Week 21 onward s

		<ul style="list-style-type: none">▪ Category▪ Location▪ All jobs▪ Agency▪ Industry	
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Energy Efficiency Management

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>

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

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

Annexure-II

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
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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

	<p>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.</p> <ul style="list-style-type: none"> • “IDENTIFY ENTREPRENEURS” TEAM ACTIVITY • “BRAINSTORMING SOCIAL PROBLEMS” TEAM ACTIVITY” <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.</p> <p>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>

MOTIVATIONAL LECTURES LINKS.

<u>TOPIC</u>	<u>SPEAKER</u>	<u>LINK</u>
How to Face Problems In Life	Qasim Ali Shah	https://www.youtube.com/watch?v=OrQte08MI90
Just Control Your Emotions	Qasim Ali Shah	https://www.youtube.com/watch?v=JzFs_yJt-w
How to Communicate Effectively	Qasim Ali Shah	https://www.youtube.com/watch?v=PhHAQEGehKc
Your ATTITUDE is Everything	Tony Robbins Les Brown David Goggins Jocko Willink Wayne Dyer Eckart Tolle	https://www.youtube.com/watch?v=5fS3rj6eIFg
Control Your EMOTIONS	Jim Rohn Les Brown TD Jakes Tony Robbins	https://www.youtube.com/watch?v=chn86sH0O5U
Defeat Fear, Build Confidence	Shaykh Atif Ahmed	https://www.youtube.com/watch?v=s10dzfbozd4
Wisdom of the Eagle	Learn Kurooji	https://www.youtube.com/watch?v=bEU7V5rJTtw
The Power of ATTITUDE	Titan Man	https://www.youtube.com/watch?v=r8LJ5X2ejqU
STOP WASTING TIME	Arnold Schwarzenegger	https://www.youtube.com/watch?v=kzSBrJmXqdg
Risk of Success	Denzel Washington	https://www.youtube.com/watch?v=tbnzAVRZ9Xc

SUCCESS STORY

S. No	Key Information	Detail/Description
1.	Self & Family background	
2.	How he came on board NAVTTC Training/ or got trained through any other source	
3.	Post-training activities	
4.	Message to others (under training)	

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.