

Government of Pakistan

National Vocational and Technical Training Commission

Prime Minister's Hunarmand Pakistan Program

"Skills for All"



Course Contents/ Lesson Plan

Course Title: 3D Animation with Realistic Rendering

Duration: 3 Months

Trainer Name	
Course Title	3D Animation with Realistic Rendering
Objective of Course	<p data-bbox="605 468 1396 531">Employable skills and hands on practice for 3d Animation Realistic Rendering</p> <p data-bbox="605 537 1396 764">The aim for the team of staff responsible for delivery of the advanced animation curriculum is to provide knowledge and develop skills related to the 3D animation. The course will allow participants to gain a comprehensive understanding of all the aspects. It will also develop the participant’s ability to act in a professional and responsible manner.</p> <p data-bbox="605 804 1396 1108">Teaching staff will provide the technical knowledge and abilities required to solve tasks and problems that are goal-oriented. They will use participant-centered, practically oriented methods. They will also develop a program of practical assessment that reflects the learning outcomes stated in the curriculum. Trainees of the 3D Animation with Realistic Rendering curriculum will also develop their willingness and ability as individuals to clarify issues, as well as think through and assess development opportunities.</p> <p data-bbox="605 1148 1396 1293">Teaching staff will also support trainees in developing characteristics such as self-reliance, reliability, responsibility, a sense of duty and a willingness and ability to criticize and accept criticism well and to adapt their future behavior accordingly.</p> <p data-bbox="605 1333 1396 1478">Teaching staff also use the 3D Animation with Realistic Rendering curriculum to address the development of professional competence. Trainees will acquire the ability to work in a professional environment.</p>

<p>Learning Outcome of the Course</p>	<p>By the end of this course, the trainees should gain the following competencies:</p> <ul style="list-style-type: none"> ● How to make 3D Models ● Texturing ● Mapping ● How to make a complete animation on professional level ● Design and structure of 3D objects ● Understanding of Graphics ● Problem Solving Skill ● Environment Creation
<p>Course Execution Plan</p>	<p>Total Duration of Course: 3 Months (12 Weeks)</p> <hr/> <p>Class Hours: 4 Hours per day</p> <hr/> <p>Theory: 20% Practical: 80%</p> <hr/> <p>Weekly Hours: 20 Hours Per week</p> <hr/> <p>Total Contact Hours: 240 Hours</p>
<p>Companies Offering Jobs in the respective trade</p>	<ol style="list-style-type: none"> 1. Upwork 2. Freelancing 3. Fiverr 4. Lahore 3d studio 5. BoxStudio 6. Film Factory 7. NextFx animation studio 8. Government Institutes 9. Software Houses 10. Crossover 11. All Private Institutes for Animations

Job Opportunities	<p>Animation technology has come a long way since the early days of hand-drawn cartoons. The techniques used by animators to bring characters to life have improved dramatically over the years, and unlike traditional animation, which made its debut in 1906 and created the illusion of movement through frame-by-frame manipulation of drawings and illustrations, most animators today use computers to generate three-dimensional images.</p> <p>Multimedia alias multiple media as the name suggests is an enormous field that uses more than one medium of communication. It is an art that merges text, images, graphics, animation, audio and video to create virtual magic. Animation is only a component of multimedia.</p>
No of Students	25
Learning Place	Classroom / Lab

Instructional Resources

Adobe Photoshop

Download Link: <https://getintopc.com/software/graphic-design/adobe-photoshop-2022-free-download-5050305/>

<https://youtu.be/PkI4n8EPjJY?list=PLjVLYmrlmjGcyy-YEVdWCJ0ZqQwL5Y38a>
<https://youtu.be/7A55O7GNS-A?list=PLjVLYmrlmjGcyy-YEVdWCJ0ZqQwL5Y38a>
<https://youtu.be/INbfRtcMDm4?list=PLjVLYmrlmjGcyy-YEVdWCJ0ZqQwL5Y38a>
<https://youtu.be/vyVcZXsgL5g?list=PLjVLYmrlmjGcyy-YEVdWCJ0ZqQwL5Y38a>
<https://youtu.be/xmxCJUgqU9s?list=PLjVLYmrlmjGcyy-YEVdWCJ0ZqQwL5Y38a>
<https://youtu.be/jBCDKCpsms0>
<https://youtu.be/FR3Z0zr1RaY>

Autodesk Maya

Download Link: <https://getintopc.com/software/3d-cad/autodesk-maya-2022-free-download-2664455/>

<https://youtu.be/TULoG4xeH84>
<https://www.youtube.com/playlist?list=PLXHSbwkhhbj1H-pmElec64VSx4ylh4Fnp>
<https://www.youtube.com/playlist?list=PLEOC2KMwp-UYqa1sW-o1I4wCKsrZtXkgQ>
<https://youtu.be/w966glfCpcE>
<https://youtu.be/yJXBcd9zbiE>
<https://www.mixamo.com/#/>
<https://free3d.com/>
<https://sketchfab.com/features/free-3d-models>
<https://www.turbosquid.com/Search/3D-Models/free>
<https://archive3d.net/>

Luxion Keyshot

Download Link: <https://getintopc.com/software/3d-visualization/luxion-keyshot-pro-2022-free-download-1422466/>
<https://www.youtube.com/playlist?list=PLms4SjOtNO2MC124wwIKMDgNPA9jfi11t>

Lumion

Download Link: <https://getintopc.com/software/3d-designing/lumion-pro-2022-free-download-1043211/>
<https://www.youtube.com/playlist?list=PLzyf2XXydBCEoIM65PtUV9ZGOlxzcqXPX>
https://www.youtube.com/playlist?list=PLSzlwbTcaLOS6ONjqSyveY_o3Zk1ImmXS
https://www.youtube.com/playlist?list=PL1ney1pPb_eeeQ1n1SbCXv0tIMJAT4BQv

Scheduled Week	Module Title	Days	Learning Units	Remarks
Week 1	Introduction & Adobe Photoshop	1	Motivational Lecture Course Introduction Success stories Job market Course Applications Institute/work ethics	Task 1 Task 2 Task 3 Task 4 Task 5 Task 6 Task 7 <i><u>Details may be seen at Annexure-I</u></i>
		2	Basics of Photoshop Selection Tools Making Selections	
		3	Understanding Layers Working with Layer Masks Blend Modes	
		4	Smart Objects Image Editing for Texturing	
		5	Adjustment Layers Filters in Photoshop	
Week 2	Maya Introduction & Modeling	1	Overview of the Maya interface Navigation in Maya Understanding Maya Viewports Customize the interface	
		2	Select Polygonal Components Basic Table & Chair Modeling	
		3	Soft Selection and Symmetry Combine and separate Boolean tools	
		4	Saving Files Importing Models Exporting Models Understanding Different Formats (OBJ, FBX etc.)	
		5	Modeling Ship Using Extrude	
Week 3	Maya Low Poly Modeling	1	Low Poly Pine Tree	Task 12 <i><u>Details may be seen at Annexure-I</u></i>
		2	Low Poly Rocks & Stones	
		3	Low Poly Fence	
		4	Low Poly Tugboat	
		5	Low Poly Sword	
Week 4	Advanced Low Poly Modeling	1	Modeling of Main Building Burger Restaurant	Task 13 <i><u>Details may be seen at Annexure-I</u></i>
		2	Modeling Sign Boards	
		3	Modeling Trees & Plants	
		4	Adding 3D Texts	
		5	Adding Colors & Shaders	

Week 5	UV Texturing Basics	1	Introduction To Texturing	Task 8 Task 9 <i><u>Details may be seen at Annexure-I</u></i>
		2	Understanding the UV Editor	
		3	UV Texturing a Book	
		4	UV Unwrapping of Perfume Box	
		5	UV Texturing of House	
Week 6	UV Texturing Advanced	1	UV Texturing Complex Objects	Task 10 Task 11 <i><u>Details may be seen at Annexure-I</u></i>
		2	Maintaining UV Scale	
		3	UV Unwrapping a Head	
		4	UV Unwrapping of Ladies Bag	
		5	UV Unwrapping a Gun	
Week 7	Maya Animation Basics	1	Maya Time Slider	
		2	Bouncing Ball Animation	
		3	Bouncing Ball Animation Refinement	
		4	Pendulum Animation	
		5	Graph Editor Maya	

Week 8	Maya Advanced Animation	1	Bouncing Ball using Animation Layers	Task 14 <i><u>Details may be seen at Annexure-I</u></i>
		2	Weight in Bouncing Ball Animation - Heavy VS Light	
		3	Pendulum Overlapping Action and Drag	
		4	3D Product Animation using Graph Editor	
		5	How to Animation using Motion Path in Maya	
Week 9	Rendering in Keyshot	1	User Interface & Importing 3D Models	Task 15 <i><u>Details may be seen at Annexure-I</u></i>
		2	Basic Materials	
		3	Advanced Materials	
		4	Basic Animation in Keyshot	
		5	Rendering of Animation	
Week 10	Introduction to Lumion	1	Review the Start Screen Understanding the Benchmarking Loading Projects New Project Interface Settings Menu Controlling the Camera Placing Content Selecting items Deleting an Items Saving a Project	Task 16 <i><u>Details may be seen at Annexure-I</u></i>
		2	Creating New Terrain Paint on Terrain Adding Water Adding an Ocean	
		3	Adding Grass Random Flowers Random Rocks Adding Trees Modify Trees	
		4	Add Object to Favorites Layers Mass Placement Filter Object Selection Select Similar Items	
		5	Taking a photo Creating a Camera Path Understanding Keyframes Rendering a Video	

Week 11	Maya Assets Modeling for Project	1	Assets Modeling: A street scene containing custom Houses, Shops, Road 2 to 3 house models variations 2 to 3 Shops models variations 1 Road	
		2		
		3		
		4		
		5		
Week 12	Project Scene Creation in Lumion	1	Scene Creation Importing Maya Assets to Lumion Adding Cars, People, Tress etc. Adding Lights on Poles. Adding Sounds Adding Different Effects; Fog, Rain, Snow Rendering Final Project Video	
		2		
		3		
		4		
		5		

Annexure I

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.	Use Adobe Photoshop Software	<ul style="list-style-type: none"> • Download Adobe Photoshop • Install Adobe Photoshop • Patch the software 	
5.	Draw Shapes using Photoshop software	<ul style="list-style-type: none"> • Create and edit shapes by using shape tools • Import shapes from different files • Perform image tracing to create shapes and art 	
6.	Photomontage: where you see yourself in 10 years.	Make a well-blended digital photomontage (12×8 or 8×12 -150 res) to show where you see yourself in 10 years. Under your photomontage write a 3 paragraph reflection explaining the elements you put in your work	
7.	Photo manipulation.	<ul style="list-style-type: none"> • Perform remove, edit and change the background of a photo using photo editing software as per requirements • Blend multiple images and shapes in a single photo using photo editing software as per requirements • Perform shadows, light source, light reflection, and motion in the manipulated photo using photo editing software as per requirements 	

<p>8.</p>	<p>How to search and apply for jobs in at least two labor marketplace countries (KSA, UAE, etc.)</p>	<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 ▪ Category ▪ Location ▪ All jobs ▪ Agency Industry 	<p>Week 5</p>
<p>9.</p>	<p>Create an account profile on Fiverr (at least two gigs) and Upwork</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>	

10	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 • Add Experience/Portfolio <p>Add contact details/profile links</p>	
11	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 ▪ Category ▪ Location ▪ All jobs ▪ Agency 	Week 6
12	Street Modeling	<p>Create Low Poly Road and Street light https://youtu.be/z6KNEsvfWm0</p>	Week 3
13	Book Store Modeling	<p>Project I (Low-Poly Book Store) https://youtu.be/nIWcvl4dBMk</p>	Week 4
14	Product Animation	<p>3D Product Pack shot animation https://youtu.be/AWB1tQkEShI</p>	Week 8

15	KeyShot Essentials	Keyshot Animation Basics Tutorial: https://youtu.be/iLyILQnQuYI Download Model https://cloud.keyshot.com/?query=%248194	Week 9
16	Environment Creation	Advanced Effects in Lumion https://youtu.be/B-Bt8j2OcSs	Week 10

**Motivational Lectures
3D Animation and Realistic Rendering**

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=tlQ0CWgszI0>

**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

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.

	<p>Ensure that the consequences are clear for using the platform outside of hours. (9am-8pm)</p> <p>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.</p>
<p>Team Activity Planning: 30 minutes</p>	<p>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.</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_vJt-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=r8LJ5X2eigU
STOP WASTING TIME	Arnold Schwarzenegger	https://www.youtube.com/watch?v=kzSBrJmXqdg
Risk of Success	Denzel Washington	https://www.youtube.com/watch?v=tbnzAVRZ9Xc

Annexure-III

SUCCESS STORY

S. No	Key Information	Detail/Description
1.	Self & Family background	<p>Danyal Saleem, who lives in Mirpur (AJK), is an example of how hard work and perseverance can reap rich rewards when bidding for projects online.</p> <p>The graphic designer works exclusively on an online freelancing platform and has earned, on average, US\$20,000 per month for the past several months. But this isn't a story of overnight success – Danyal has had to work hard to differentiate himself and stay true to his goal.</p> <p>It was a full year later, in May 2017, when Danyal finally decided to jump in. He signed up for one of the numerous sites that connect designers or coders with people or companies that have small projects, like designing a logo or building a website.</p> <p>He had already started a small business to help pay for his college education, so he was nervous and apprehensive about the decision. "I gave myself two or three months at most. If I didn't succeed, then I would go back to running the business as it was showing potential," he says.</p> <p>If at first, you don't succeed, try try again</p>
2.	How he came on board NAVTTC Training/ or got trained through any other source	Certification in graphic designing from STEPS(NAVTTC partner institute)

3.	Post-training activities	<p>Danyal's area of expertise is in graphic design. In his first month using Fiverr, he pitched mostly for projects centered around logo designing. But it wasn't so simple. In the first few weeks, he didn't hear back from even a single client, despite pitching for dozens of projects.</p> <p>"I needed to understand what worked, so I read blogs, participated in forums, and analyzed profiles of successful freelancers. It was an uphill struggle, but I didn't want to give up," he explains.</p> <p>Danyal says he understands why clients would be apprehensive giving projects to untested freelancers. They have hundreds of options to choose from, he explains, and to give a project to someone with no experience requires a strong leap of faith.</p> <p>A slow stream of projects started to come Danyal's way. Within a few months, he was landing an average of a hundred projects every month, with a large number of repeat clients. He also expanded the range of his professional services, branching out from logo design to business cards, banners, Facebook cover pages, letterheads, and stationery.</p> <p>But he's had to face his fair share of challenges too. The shoddy state of internet infrastructure in his city, Mirpur, threatened to derail his freelancing career. "Sometimes I haven't had connectivity for two days straight," he explains. "That's unthinkable for someone who makes his livelihood on the internet."</p>
4.	Message to others (under training)	<p>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.</p>

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.

