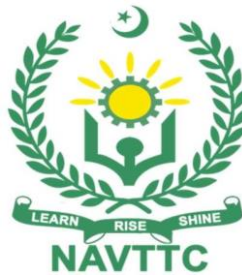


Government of Pakistan

**National Vocational and Technical Training
Commission**

Prime Minister's Hunarmand Pakistan Program

"Skills for All"



Course Contents/ Lesson Plan

Course Title: Industrial Stitching Machine Operator

Duration: 3 Months

Revised Edition

Trainer Name	
Course Title	Industrial Stitching Machine Operator
Objectives and Expectations	<p>Employable skills and hands on practice for Industrial Stitching Machine Operator</p> <p>The objectives of this course are to: Acquire the operating skill and knowledge of special garment machines, their function, lubrication minor faults and remedies. Enhance productivity with quality. Produce skilled manpower for Garments Industry in the field of Industrial Stitching Machine operator Facilitate the Deaf & Dumb and invalid persons handicapped from one leg can to get training of this course, which will help them to get respectful job in the society, and definitely will make them useful member of the society instead of a Bagger.</p> <p>The purpose of the training is to provide skilled manpower to improve the existing capacity of garment sector. This training will provide the requisite skills to the trainees to operate stitching machines. It will enable the participants to meet the challenges in the field of garment industry. Further, to improve the skill level of the stitching operators, Quality Controllers, Line Supervisors and prepare them for the garment industry to meet the market competition nationally and internationally.</p> <p><u>Main Expectations:</u></p> <p>By the end of this course, the trainees should gain the following competencies:</p> <ul style="list-style-type: none">• Health and Safety• Introduction to Garments & Its Essentials• Single needle lock stitch machine (Computerized)Software PM-1• Safety Over lock chain stitch• Button Hole & Button attach Machine• Feed off Machine• Stitching Operations• Perform Formal shirt and Kurta sewing• Perform Pant/Trouser sewing

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 individual trainee to prepare them for such market roles during/after the training.

1. 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.
2. In order to materialize the main expectations, a special module on **Job Search & Entrepreneurial Skills** has been included in the later part of this course (3rd 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). 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.
3. A module on **Workplace Ethics** has also been included to highlight the importance of good and positive behavior at work place in the line with the best practices elsewhere in the world. An outline of such qualities has been given in the Appendix to this document. Its importance should be conveyed in a format that is attractive and interesting for the trainees such as through PPT slides +short video documentaries. Needless to say that if the training provider puts his heart and soul into these otherwise non-technical components, the image of Pakistani workforce would undergo a positive transformation in the local as well as international job markets.

In order to maintain interest and motivation of the trainees throughout the course, modern techniques such as:

- Motivational Lectures
- Success Stories

- Case Studies

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 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.

1. 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:

1. Clear Purpose to convey message to trainees effectively.
2. Personal Story to quote as an example to follow.
3. Trainees fit so that the situation is actionable by trainees and not represent a just idealism.
4. Ending Points to persuade the trainees on changing themselves.

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

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

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

**Details at Annexure-II*

5. Success Stories

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

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

1. Directly in person (At least 2-3 cases must be arranged by the training institute)
2. 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 at *Annexure III*.

3. 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

	<p>Thereby boost their confidence. It also makes classroom atmosphere interesting thus maintaining the trainee interest in training till the end of the course.</p> <p>Depending on suitability to the trade, the weekly lesson plan in this document may suggest case studies to be presented to the trainees. The trainer may adopt a power point presentation or video format for such case studies whichever is deemed suitable but it's important that only those cases are selected that are relevant and of a learning value.</p> <p>The Trainees should be required and supervised to carefully analyze the cases.</p> <p>For the purpose they must be encouraged to inquire and collect specific information / data, actively participate in the discussions, and intended solutions of the problem / situation.</p> <p>Case studies can be implemented in the following ways: -</p> <ol style="list-style-type: none"> 1. A good quality trade specific documentary (At least 2-3 documentaries must be arranged by the training institute) 2. Health & Safety case studies (2 cases regarding safety and industrial accidents must be arranged by the training institute) 3. Field visits (At least one visit to a trade specific major industry/ site must be arranged by the training institute)
<p>Entry level of trainees</p>	<p>Matric</p>
<p>Learning Outcomes of the course</p>	<p><u>By the end of this course, the trainees should gain the following competencies:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Health and Safety <input type="checkbox"/> Introduction to Garments & Its Essentials <input type="checkbox"/> Single needle lock stitch machine (Computerized) Software PM-1 <input type="checkbox"/> Safety Over lock chain stitch <input type="checkbox"/> Button Hole & Button attach Machine <input type="checkbox"/> Feed off Machine <input type="checkbox"/> Stitching Operations <input type="checkbox"/> Perform Formal shirt and Kurta sewing <input type="checkbox"/> Perform Pant/Trouser sewing

Course Execution Plan	<p>Total duration of course:3 months (13 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: 260 hours</p>
Companies offering jobs in the respective trade	<ul style="list-style-type: none"> • Garment Sector • Textile industry • Self-Employment (subject to pass the short course of cutting & pattern making) • Cottage Industry • Garments broker job • Denim Industry • Fashion Designing Houses/Department • Dress Making Local Markets
Job Opportunities/job titles	<p>Trainer can work as the following, after completing this course</p> <ul style="list-style-type: none"> • Industrial Stitching Machine operator • Quality Control Checker • Sample Department • Stitching Supervisor • Freelancer
No of Students	25
Learning Place	<ol style="list-style-type: none"> 1. Classrooms 2. Lab

Instructional Resources	https://www.youtube.com/watch?v=1946sdW1RrI https://www.youtube.com/watch?v=RmQNSbKMiMg https://www.youtube.com/watch?v=gw-m0dP8AAs https://www.youtube.com/watch?v=o99-fx1RoUQ https://www.youtube.com/watch?v=-eR7sK3oRUg
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MODULES

Scheduled Weeks	Module Title		Learning Units	Remarks
Week 1	<input type="checkbox"/> Introduction/ Orientation Session	Day 1	<ul style="list-style-type: none"> • Course Introduction • Job market • Course Applications • Institute/work ethics 	Home Assignment • Task 1 Details may be seen at <u>Annexure-</u>
		Day 2	<ul style="list-style-type: none"> • Orientation on Institute's rules & regulations and SOPs for classrooms and labs 	
	<input type="checkbox"/> Motivational Lecture (For further detail please see Page No: 5 & 6)	Day 3	<ul style="list-style-type: none"> • Proper Dress for Stitching Unit/Lab • Inspection of Machine Wiring • Prevention of Hands From Needle 	• Task 2 Details may be seen at <u>Annexure-I</u>
	Module 1 <input type="checkbox"/> Health and Safety <input type="checkbox"/> Success stories (For further detail please see Page No: 5 & 6)	Day 4	<ul style="list-style-type: none"> • Type of Fire • Use of Fire Extinguisher • Emergency Exits 	
		Day 5	<ul style="list-style-type: none"> • First Aid Box • Safety Equipment's • Use of Iron 	
Week 2	Module 2 <input type="checkbox"/> Introduction to Garments & Its Essentials <input type="checkbox"/> Motivational Lecture (For further detail please see Page No: 5 & 6)	Day 1	<ul style="list-style-type: none"> • Introduction to Threads and yarns • Fabric Identification 	•Task 3 •Task 4 Details may be seen at <u>Annexure-I</u>
		Day 2	<ul style="list-style-type: none"> • Understanding of chain system and piece system 	
		Day 3	<ul style="list-style-type: none"> • Types of garment materials and accessories 	
		Day 4	<ul style="list-style-type: none"> • Types of garments 	
		Day 5	<ul style="list-style-type: none"> • Garments Defects & Its Corrections 	

Week 3	Module 3 <input type="checkbox"/> Single needle lock stitch sewing Machine (Computerized) <input type="checkbox"/> Success stories <i>(For further detail please see Page No: 5 & 6)</i>	Day 1	<ul style="list-style-type: none"> • Introduction to lock stitch machine. • Operator sitting posture. • Important parts of machine and their functions • Oiling and cleaning machine • Machine Threading • Precautions. • Care in operations. • Needle & thread knowledge 	<ul style="list-style-type: none"> • Task 5 • Task 6 • Task 7 • Task 8 <p><u>Details may be seen at Annexure-I</u></p>
		Day 2	<ul style="list-style-type: none"> • Needle adjustment • Stitch length adjustment • Tension & Cutter adjustment • Machine control exercises. 	
		Day 3	<ul style="list-style-type: none"> • Fabric shape exercises (Straight, round and curved) • Reverse tag Practice 	
		Day 4	<ul style="list-style-type: none"> • Needle & thread breakages fault. 	
		Day 5	<ul style="list-style-type: none"> • Panel Exercises (Crotch, Arm hole, front and back panel edges parallel. • Troubleshooting handling 	
Week 4	Module 4 Safety over lock chain stitch Machine (Advance)	Day 1	<ul style="list-style-type: none"> • Introduction to over lock machine. • Operator sitting posture. • Important parts of machine and their functions • Oiling and cleaning machine • Machine Threading • Precautions. • Care in operations. • Needle & thread knowledge 	<ul style="list-style-type: none"> • Task 9 • Task 10 <p><u>Details may be seen at Annexure-I</u></p>

	<input type="checkbox"/> Motivational Lecture (For further detail please see Page No: 5 & 6)	Day 2 <ul style="list-style-type: none"> • Needle adjustment • Stitch length adjustment • Tension & Cutter adjustment • Machine control exercises. 	
		Day 3 <ul style="list-style-type: none"> • Fabric shape exercises (Straight, round and curved) 	
		Day 4 <ul style="list-style-type: none"> • Needle & thread breakages fault. • Over lock stitch variations 	
		Day 5 <ul style="list-style-type: none"> • Panel Exercises (Crotch, Arm hole, front and back panel edges parallel. 	
Week 5	Module 5 <input type="checkbox"/> Button Hole & Button attach machine <input type="checkbox"/> Success stories (For further detail please see Page No: 5 & 6)	Day 1 <ul style="list-style-type: none"> • Introduction of machines. • Operator sitting posture. • Important parts of machine and there functions 	<ul style="list-style-type: none"> • Task 11 <p><i><u>Details may be seen at Annexure-I</u></i></p>
		Day 2 <ul style="list-style-type: none"> • Oiling and cleaning machine • Machine threading • Precautions. • Care in operations • Needle & thread knowledge 	
		Day 3 <ul style="list-style-type: none"> • Needle & thread breakages fault • Needle adjustment • Stitch length adjustment • Thread Tension adjustment 	
		Day 4 <ul style="list-style-type: none"> • Machine control exercises. • Button hole size adjustment 	
	Build your CV	Day 5 <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 • Add contact details/profile links 	

		Mid-Term Assignment/ Exam		
Week 6	Module 6 <input type="checkbox"/> Feed Off Machine <input type="checkbox"/> Motivational Lecture (For further detail please see Page No: 5 & 6)	Day 1	<ul style="list-style-type: none"> • Introduction of machines. • Operator sitting posture. • Important parts of machine and there functions • Oiling and cleaning machine 	•Task 12 <u>Details may be seen at Annexure-I</u>
		Day 2	<ul style="list-style-type: none"> • Machine threading • Precautions. • Care in operations • Needle & thread knowledge • Needle & thread breakages fault • Needle adjustment • Stitch length adjustment • Thread Tension adjustment 	
		Day 3	<ul style="list-style-type: none"> • Machine control exercises. 	
		Day 4	<ul style="list-style-type: none"> • Troubleshooting handling 	
	Day 5	Create an account by following these steps: Step 1: Personal Info Step 2: Professional Info Step 3: Linked Accounts <ul style="list-style-type: none"> • Step 4: Account Security 		
Week 7 Week 8	Module 7 Stitching Operation s	Day 1	<ul style="list-style-type: none"> • Seam & its Types. 	•Task 13
Day 2,3&4		<ul style="list-style-type: none"> • Hem Making (Manually or with Folder) 		
Day 5		<ul style="list-style-type: none"> • Cord Making and attachment 		

	<input type="checkbox"/> Motivational Lecture (For further detail please see Page No: 5 & 6)	Day 1	<ul style="list-style-type: none"> Gathering 	<u>Details may be seen at Annexure-I</u>
		Day 2	<ul style="list-style-type: none"> Piping Simple & hidden Zip attachment. 	
		Day 3	<ul style="list-style-type: none"> Lace attachment 	
		Day 4	<ul style="list-style-type: none"> Elastic attachment 	
		Day 5	<ul style="list-style-type: none"> Mitted Corner Making 	
Week 9	Module 8 <input type="checkbox"/> Perform Formal shirt and Kurta sewing <input type="checkbox"/> Success stories (For further detail please see Page No: 5&6)	Day 1	<ul style="list-style-type: none"> Pattern Making 	<ul style="list-style-type: none"> Task 14 <u>Details may be seen at Annexure-I</u>
		Day 2	<ul style="list-style-type: none"> Shirt Cutting 	
		Day 3	<ul style="list-style-type: none"> Button Placket, Front Placket Sleeves & Cuff attach Front Panel, back panel, cross back attach Collar Making & attachment (tie collar) 	
		Day 4	<ul style="list-style-type: none"> Pattern Making and Cutting(Gents Kurta) 	
		Day 5	<ul style="list-style-type: none"> Kurta Stitching 	

Week 10 Week 11	On job training (2 weeks)	<ul style="list-style-type: none">● On job training for 2 weeks:● Aims to provide 2 weeks industrial training to the Trainees as part of overall training program● Ideal for the manufacturing trades	
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			<ul style="list-style-type: none"> • As an alternate to the projects that involve expensive equipment • Focuses on increasing Trainee’s motivation, productivity, efficiency and quick learning approach. 	
Week 12	Module 9 <input type="checkbox"/> Perform pant/trouser Sewing <input type="checkbox"/> Success stories <i>(For further detail please see Page No: 5 & 6)</i>	Day 1	<ul style="list-style-type: none"> • Pant/trouser cutting 	<ul style="list-style-type: none"> • Task 15 <i><u>Details may be seen at Annexure-I</u></i>
		Day 2	<ul style="list-style-type: none"> • Waist band stitching • Bottom Stitching 	
		Day 3	<ul style="list-style-type: none"> • Front Pocket stitching • Back Pocket Stitching 	
		Day 4	<ul style="list-style-type: none"> • Zipper attach • Basic five pockets attach 	
	Day 5	<ul style="list-style-type: none"> • Browse the following website and create an account on each website <ul style="list-style-type: none"> <input type="checkbox"/> Bayt.com – The Middle East Leading Job Site <input type="checkbox"/> Monster Gulf – The International Job Portal <input type="checkbox"/> 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"> <input type="checkbox"/> Company <input type="checkbox"/> Category 		
	How to search and apply for jobs in at least two labor marketplace countries (KSA, UAE, etc.)			

		<ul style="list-style-type: none"> □ Location □ All jobs □ Agency • Industry 	
Week 13	Entrepreneurship and Final Assessment in project	<ul style="list-style-type: none"> • Job Market Searching • Self-employment • Freelancing sites • Introduction • Fundamentals of Business Development • Entrepreneurship • Startup Funding • Business Incubation and Acceleration • Business Value Statement • Business Model Canvas • Sales and Marketing Strategies <ul style="list-style-type: none"> • Final Assessment 	

Annexure-I:

Day 1	Task-1	Generate a report for institute work ethics and SOPs
Week-1	Task-2	Demonstrate the safety practices before carrying out stitching machine operations
Week-2	Task-3	Prepare a list of types of machines ideal for different fabric
	Task-4	Prepare a list of types of stitches their faults & their remedies
Week-3	Task-5	Demonstrate cleaning and oiling operations before operation of single needle lock stitch machine
	Task-6	Carryout needle, stitch length, tension and cutter adjustment
	Task-7	Demonstrate the removal of needle and thread breakage fault
	Task-8	Demonstrate Panel Exercises (Crotch, Arm hole, front and back panel edges parallel.
Week-4	Task 9	Demonstrate cleaning and oiling operations before operation of overlock machine
	Task-10	Overlock the provided garment
Week-5	Task-11	Demonstrate the use of Button Hole & Button attach machine as per instructions. The trainee is required to carry out cleaning, oiling and necessary adjustments before use.
Week-6	Task-12	Demonstrate Panel Exercises (Crotch, Arm hole, Left & Right panel edges parallel.
Week 7 Week 8	Task-13	Demonstrate Different stitching operations

Week 9	Task-14	Stitch a shirt as per given instructions
Week 12	Task-15	Stitch different style pants/trousers as per given instructions

Motivational Lectures and Success Stories (Course Outlines)

Sr #	Topic title	Contents	Theme
1	Success stories	<ol style="list-style-type: none"> 1. Story of Skill worker who get good job. 2. Entrepreneur /self-business 3. Freelancer 	<ol style="list-style-type: none"> 1. Family Background 2. How to get Training 3. How to get job 4. Success trait 5. Few word of advice for youth
2	Motivational Lectures	<ol style="list-style-type: none"> 1. Soft skills 2. work Ethics 3. Personality Grooming 	<p>Good Habits</p> <ul style="list-style-type: none"> • Punctuality • Honesty • Positive attitude <p>Interpersonal skills</p> <ul style="list-style-type: none"> • Determinant • Consistent • Welling worker • Team work • Initiative • Hardworking • Creative • Enthusiastic • Goal oriented • Self-motivated • Communication • Loyalty

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

Annexure-III

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
<p>Welcome: 5 min</p>	<p>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.</p>
<p>Icebreaker: 10 min</p>	<p>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.</p>
<p>Introduction & Onboarding: 20mins</p>	<p>Provide a brief introduction of the qualification to the class and play the “Onboarding Video or Presentation”. In your introduction cover the following:</p> <ol style="list-style-type: none"> 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

	<p>Everyone to verbally agree. 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. Make sure you allocate each young person a specific week that they are the project manager for the weekly activities and make a note of this. Type up notes for their strategy if this is helpful - it can be included underneath the Team Contract.</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	Dandy Designs (since 1979) is one of the oldest Tailor shop at Mall Lahore
2.	How he came on board NAVTTC Training/ or got trained through any other source	N/A
3.	Post-training activities	Today the workforce has expanded to a great number and trainees have set up their own business
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.