

Government of Pakistan

National Vocational and Technical Training Commission

Prime Minister's Hunarmand Pakistan Program

"Skills for All"



Course Contents / Lesson Plan

Course Title: Hybrid seed production and contract farming

Duration: 3 Months

Revised Edition

Trainer Name	
Author Name	Muhammad Saeed Ahmed Agriculture Officer University of Veterinary and Animal Sciences Lahore
Course Title	<p style="text-align: center;">Hybrid seed production and contract farming</p>
Objectives and Expectations	<p>Employable skills and hands-on practice in Hybrid seed production and contract farming</p> <p>This is a special course designed to address unemployment in the youth. The course aims to achieve the above objective through hands on practical training delivery by a team of dedicated professionals having rich market/work experience. This course is therefore not just for developing a theoretical understanding/back ground of the trainees. Contrary to that, it is primarily aimed at equipping the trainees to perform commercially in a market space in independent capacity or as a member of a team.</p> <p>The course therefore is designed to impart not only technical skills but also soft skills (i.e. interpersonal/communication skills; personal grooming of the trainees etc.) as well as entrepreneurial skills (i.e. marketing skills; free lancing etc.). The course also seeks to inculcate work ethics to foster better citizenship in general and improve the image of Pakistani work force in particular.</p> <p><u>Main Expectations:</u></p> <p>In short, the course under reference should be delivered by professional instructors in such a robust hands-on manner that the trainees are comfortably able to employ their skills for earning money (through wage/self-employment) at its conclusion.</p> <p>This course thus clearly goes beyond the domain of the traditional training practices in vogue and underscores an expectation that a market-centric approach will be adopted as the main driving force while delivering it. The instructors should therefore be experienced enough to be able to identify the training needs for the possible market roles available out there. Moreover, they should also know the strengths and weaknesses of each trainee to prepare them for such market roles during/after the training.</p> <ol style="list-style-type: none"> i. Specially designed practical tasks to be performed by the trainees have been included in the Annexure-I to this document. The record of all tasks performed individually or in groups must be preserved by the management of the training Institute clearly labeling name, trade, session, etc. so that these are ready to be physically inspected/verified through monitoring visits from time to time. The weekly distribution of tasks has also been indicated in the weekly lesson plan given in this document. ii. To materialize the main expectations, a special module on <u>Job Search & Entrepreneurial Skills</u> has been included in the latter part of this course (5th & 6th month) through which, the trainees will be made aware of the Job search techniques in the local as well as international job markets (Gulf countries). Awareness around the visa process and immigration laws of the most favored labor destination countries also

form a part of this module. Moreover, the trainees would also be encouraged to venture into self-employment and exposed to the main requirements in this regard. It is also expected that a sense of civic duties/roles and responsibilities will also be inculcated in the trainees to make them responsible citizens of the country.

iii. A module on **Work Place Ethics** has also been included to highlight the importance of good and positive behavior in the workplace in the line with the best practices elsewhere in the world. An outline of such qualities has been given in the Appendix to this document. Its importance should be conveyed in a format that is attractive and interesting for the trainees such as through PPT slides +short video documentaries. Needless to say that if the training provider puts his heart and soul into these otherwise non-technical components, the image of the Pakistani workforce would undergo a positive transformation in the local as well as international job markets.

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

- Motivational Lectures
- Success Stories
- Case Studies

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

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

(i) Motivational Lectures

The proposed methodology for the training under reference employs motivation as a tool. Hence besides the purely technical content, a trainer is required to include elements of motivation in his/her lecture. To inspire the trainees to utilize the training opportunity to the full and strive towards professional excellence. Motivational lectures may also include general topics such as the importance of moral values and civic role & responsibilities as a Pakistani. A motivational lecture should be delivered with enough zeal to produce a deep impact on the trainees. It may comprise of the following:

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

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

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

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

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

(ii) Success Stories

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

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

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

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

The suggestive structure and sequence of a sample success story and its various shapes can be seen in **Annexure III**.

(iii) Case Studies

Where a situation allows, case studies can also be presented to the trainees to widen their understanding of the real-life specific problem/situation and to explore the solutions.

In simple terms, the case study method of teaching uses a real-life case example/a typical case to demonstrate a phenomenon in action and explain theoretical as well as practical aspects of the knowledge related to the same. It is an effective way to help the trainees comprehend in depth both the theoretical and practical aspects of the complex phenomenon in depth with ease. Case teaching can also stimulate the trainees to participate in discussions and thereby boost their confidence. It also makes the classroom atmosphere interesting thus maintaining the trainee interest in training till the end of the course.

Depending on suitability to the trade, the weekly lesson plan in this document may suggest case studies be presented to the trainees. The trainer may adopt a PowerPoint presentation or video format for such case studies whichever is deemed suitable but only those cases must be selected that are relevant and of a learning value.

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

For this purpose, they must be encouraged to inquire and collect specific information/data, actively participate in the discussions, and intended solutions to the problem/situation.

Case studies can be implemented in the following ways: -

- 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	For an advanced course of Hybrid seed production and contract farming proposed entry level is minimum bachelors of agriculture or F.Sc. agriculture in relevant subject, so expectations from the trainees are: <ul style="list-style-type: none"> • Have knowledge of seed production • have knowledge of crops diversity • Have agriculture management skills
Learning Outcomes of the course	This course covers a comprehensive range of topics, providing theoretical knowledge and hands-on experience crucial for understanding and engaging in hybrid seed development. By the end of this course, students will be able to: <ul style="list-style-type: none"> ◆ Understand Hybrid Seed Development ◆ Attain skills regarding Plant Reproduction and Pollination ◆ Understand Parental Line Selection ◆ Demonstrate Hybridization Techniques and Testing ◆ Understand Data analyzing techniques ◆ Understand contract farming
Course Execution Plan	The total duration of the course: 3 months (12 Weeks) Class hours: 4 hours per day Theory: 20% Practical: 80% Weekly hours: 20 hours per week Total contact hours: 260 hours
Companies offering jobs in the respective trade	<ul style="list-style-type: none"> • Seed production business • Seed companies • Agriculture farms • Government seed agencies
Job Opportunities	<ul style="list-style-type: none"> • Enterprenurer • Seed production specialist • Farm supervisor seed section
No of Students	25
Learning Place	Classroom / Lab
Instructional Resources	HYBRID SEED PRODUCTION BASICS https://youtu.be/lf8OspxeqjU?si=cH7zrcKx82ly-w1w Maize: Emasculation, Selfing, Crossing and Hybrid Seed Production Green Revolution

<https://youtu.be/F6Fb2X4kYDA?si=wqldnjhVwDMldsmH>

DuPont Pioneer Pollination: Processes and Procedures

<https://youtu.be/bpTkhOeyEN0?si=R8sjJyNx6ZISoWqc>

Hybridization/ Crossing technique (Emasculation & Pollination) in wheat
(Triticum aestivum)

<https://youtu.be/v3JKjRd2acE?si=hr24UXTAOnpNoDpP>

Canola hybrid seed production in Australia

<https://youtu.be/QH52jiiUF5A>

MODULES

Schedu led Weeks	Module Title	Days	Hours	Learning Units	Home Assignment
Week 1	Introduction to Hybridization	Day 1	Hour 1	Course Introduction and Expectations	<p>• Task 1</p> <p><i>Details may be seen at Annexure-I</i></p>
			Hour 2	Course Introduction and Expectations	
			Hour 3	Job Market Overview	
			Hour 4	Work Ethics in Institute	
		Day 2	Hour 1	Introduction to plant breeding	
			Hour 2	Introduction to plant breeding	
			Hour 3	Principles of hybridization	
			Hour 4	Principles of hybridization	
		Day 3	Hour 1	Understanding genetic variability	
			Hour 2	Principles of Controlled Pollination Techniques	
			Hour 3	Principles of Controlled Pollination Techniques	
			Hour 4	Principles of Controlled Pollination Techniques	
		Day 4	Hour 1 to 4	Safety protocols and guidelines for working in seed production facilities	
		Day 5	Hour 1 to 4	Introduction to important safeguards for maintenance of genetic purity	

Week 2	Hybrid seed production	Day 1	Hour 1	Success Stories	<p>•Task 2</p> <p><i>Details may be seen at Annexure-I</i></p>
			Hour 2 - 4	Field/site selection	
		Day 2	Hour 1	Land preparation	
		Day 3	Hour 1	Selection of varieties	
			Hour 2	Selection of varieties	
			Hour 3	Understanding plant reproductive structures and mechanisms	
			Hour 4	Understanding plant reproductive structures and mechanisms	
		Day 4	Hour 1	Understanding of seed types	
			Hour 2	Pte-requisites for a good hybrid	
			Hour 3 & 4	Introduction to hybrid seed production stages	
		Day 5	Hour 1,2,3 & 4	Understanding of controlled pollination techniques	
Week 3	Pollination Techniques	Day 1	Hour 1	Introduction to emasculatation	<p>•Task 3</p> <p><i>Details may be seen at Annexure-I</i></p>
			Hour 2 - 4	Perform emasculatation	
		Day 2	Hour 1 & 2	Understanding of terminologies used in hybrid seed production	
			Hour 3 & 4	Seed sowing strategies for hybrid seed production	

		Day 3	Hour 1-4	Management of crops	
		Day 4	Hour 1-4	Understand isolation techniques	
		Day 5	Hour 1-4	Perform bagging and pollination	
Week 4	Parental Line Selection and Breeding Methods	Day 1	Hour 1-4	Understanding of criteria for selection of lines	<p>•Task 4</p> <p><i>Details may be seen at Annexure-I</i></p>
		Day 2	Hour 1-4	Understanding of methods involved in selection of superior parental lines	
		Day 3	Hour 1-4	Hands-on evaluation and screening techniques for identifying desirable traits in parental lines	
		Day 4	Hour 1-4	Hands-on evaluation and screening techniques for identifying desirable traits in parental lines	
		Day 5	Hour 1-4	Hands-on evaluation and screening techniques for identifying desirable traits in parental lines	
Week 5	Strategies for production of hybrids	Day 1	Hour 1 & 2	Isolation	<p>•Task 5</p> <p><i>Details may be seen at Annexure-I</i></p>
			Hour 3 & 4	Sowing methods and spacing	
		Day 2	Hour 1 & 2	Staggering	
			Hour 3 & 4	Planting ratio	
		Day 3	Hour 1 & 2	Field monitoring	
			Hour 3 & 4	Agronomic management of crops	

		Day 4	Hour 1 & 2	Agronomic management of crops	
			Hour 3 & 4	Plant protection management	
		Day 5	Hour 1 & 2	Rouging	
			Hour 3 & 4	Synchronization	
Week 6	Seed Production and Processing	Day 1	Hour 1 - 4	Seed physiology	<p>• Task 6</p> <p><i>Details may be seen at Annexure-I</i></p>
		Day 2	Hour 1 - 4	Seed development stages	
		Day 3	Hour 1 - 4	Understand Harvesting techniques involved	
		Day 4	Hour 1 - 4	Perform Seed processing techniques	
		Day 5	Hour 1 - 4	Perform Seed processing techniques	
Week 7	Pollen Collection and Management	Day 1	Hour 1 - 4	Perform pollen collection	<p>• Task 7</p> <p><i>Details may be seen at Annexure-I</i></p>
		Day 2	Hour 1 - 4	Perform handling and storage of collected pollen	
		Day 3	Hour 1 - 4	Pollen viability testing and management	
		Day 4	Hour 1 - 4	Pollen viability testing and management	
		Day 5	Hour 1 - 4	Hands-on practice of controlled hybridization techniques.	
Week 8	Field trials and data collection	Day 1	Hour 1	Understand Field trial design, layout and establishment	<p>• Task 8</p> <p><i>Details may</i></p>

			Hour 2	Understand Field trial design, layout and establishment	<i>be seen at Annexure-I</i>
			Hour 3	Prepare layout for given trail	
			Hour 4	Prepare layout for given trail	
		Day 2	Hour 1-4	Layout design of trails on given site	
		Day 3	Hour 1-4	Perform data collection	
		Day 4	Hour 1-4	Data management and analysis using statistical tools.	
		Day 5	Hour 1-4	Interpretation of trial results and drawing conclusions	
Week 9	Intellectual Property and Regulations	Day 1	Hour 1-4	Understanding patents, intellectual property rights, and regulatory compliance in seed production.	<ul style="list-style-type: none"> •Task 9 <i>Details may be seen at Annexure-I</i>
		Day 2	Hour 1-4	Understanding patents, intellectual property rights, and regulatory compliance in seed production.	
		Day 3	Hour 1-4	Legal aspects and documentation requirements in seed development	
		Day 4	Hour 1-4	Strategies for commercialization and marketing of hybrid seeds	
		Day 5	Hour 1-4	Market analysis and understanding consumer demands.	
Week 10	Hetrosis and sterility	Day 1	Hour 1	Understanding Genetics and Heterosis	•Task 10

			Hour 2	Parental Line Selection	<i>Details may be seen at Annexure-I</i>
			Hour 3	Crossing and Hybridization	
			Hour 4	Hybrid Performance Evaluation	
		Day 2	Hour 1	Understanding Heterosis Mechanisms	
			Hour 2	Understanding Heterosis Mechanisms	
			Hour 3	Exploiting Heterosis in Agriculture	
			Hour 4	Exploiting Heterosis in Agriculture	
		Day 3	Hour 1	Managing Hybrid Seed Production	
			Hour 2	Incorporating Heterosis in Breeding Programs	
			Hour 3	Introduction to Male Sterility	
			Hour 4	Types of Male Sterility	
		Day 4	Hour 1	Identifying Male-Sterile Lines	
			Hour 2	Maintaining Male-Sterile Lines	
			Hour 3	Fertility Restoration	
			Hour 4	Fertility Restoration	
		Day 5	Hour 1	Hybrid Seed Production Using Male Sterility	

			Hour 2	Hybrid Seed Production Using Male Sterility	
			Hour 3	Heterosis and Male Sterility	
			Hour 4	Challenges and Management of Male Sterility	
Week 11	Contract Farming	Day 1	Hour 1	Overview of contract farming: definition, objectives, and stakeholders involved.	<p>• Task 11 <i>Details may be seen at <u>Annexure-I</u></i></p>
			Hour 2	Advantages and challenges of contract farming for farmers and agribusinesses	
			Hour 3	Legal and regulatory frameworks governing contract farming	
			Hour 4	Legal and regulatory frameworks governing contract farming	
		Day 2	Hour 1	Contract Design and Negotiation	
			Hour 2	Elements of a contract: terms, conditions, rights, and obligations.	
			Hour 3	Understanding contract models: fixed-price, cost-plus, and output-based contracts.	
			Hour 4	Negotiation strategies and skills for successful contract formulation.	
		Day 3	Hour 1	Crop and Production Planning in Contract Farming	
			Hour 2	Planning crop selection and production schedules in contract farming.	

			Hour 3	Quality standards and specifications required by contracting companies.	
			Hour 4	Risk management strategies for crop failure or market fluctuations.	
		Day 4	Hour 1	Financial Aspects of Contract Farming	
			Hour 2	Financial arrangements in contract farming: cost-sharing, credit, and payment terms.	
			Hour 3	Budgeting, cost estimation, and financial planning for contract farming operations.	
			Hour 4	Assessing profitability and returns on investment in contract farming.	
		Day 5	Hour 1	Visiting Contract Farming Sites	
			Hour 2	Field visit to observe and analyze ongoing contract farming operations.	
			Hour 3	Field visit to observe and analyze ongoing contract farming operations.	
			Hour 4	Interaction with farmers and contracting companies to understand on-ground practices and challenges	
Week 12	Contract farming	Day 1	Hour 1	Agreements and Legal Compliance	<p>•Task 12</p> <p><i>Details may be seen at Annexure-I</i></p> <p>Final</p>
			Hour 2	Drafting and interpreting contracts: clauses, termination, and dispute resolution mechanisms.	

			Hour 3	Understanding legal compliance, documentation, and regulatory requirements in contract farming.	Project
			Hour 4	Contract enforcement and legal protection for farmers and contracting parties.	
		Day 2	Hour 1	Technology and Innovation in Contract Farming	
			Hour 2	Role of technology in optimizing contract farming: precision agriculture, IoT, and data-driven decision-making.	
			Hour 3	Innovative practices and technologies enhancing productivity and sustainability.	
			Hour 4	Adoption challenges and strategies for integrating technology into contract farming.	
		Day 3	Hour 1	Marketing and Market Access	
			Hour 2	Access to markets and market linkage strategies in contract farming.	
			Hour 3	Marketing arrangements, branding, and value addition opportunities.	
			Hour 4	Understanding market dynamics and ensuring fair prices for produce.	
		Day 4	Hour 1	Social and Environmental Aspects	
			Hour 2	Social implications: impacts on livelihoods, community development, and rural	

				economy.	
			Hour 3	Environmental sustainability: practices for minimizing environmental impacts in contract farming	
			Hour 4	Ethical considerations and responsible practices in contract farming.	
		Day 5	Hour 1	Business Models and Future Trends	
			Hour 2	Analysis of different contract farming business models: corporate-led, cooperative-based, and smallholder-centered.	
			Hour 3	Emerging trends, innovations, and the future outlook of contract farming.	

Tasks for Certificate in Hybrid seed production and contract farming

Task No.	Task	Description	Week
1.	Hybrid Seed Development Overview	Prepare a 15-minute presentation providing an overview of hybrid seed development, covering key concepts and processes.	Week 1
2.	Parental Line Selection	Analyze the characteristics of two potential parental lines and justify their selection for hybrid development based on desired traits and genetic compatibility.	Week 2
3.	Hybridization Techniques	Perform controlled pollination and hybridization between two chosen parental lines, documenting the process step-by-step with observations.	Week 3
4.	Selection of parental lines for hybrid seed development based on desirable traits.	<p>Senerio: You are tasked with selecting parental lines for developing a hybrid maize variety known for high yield and disease resistance and present your finding</p> <p>Assessment Steps:</p> <ul style="list-style-type: none"> ● Trait Identification ● Parental Line Evaluation ● Selection Justification 	Week 4
5.	Pollination Technique Assessment	Demonstrate proficiency in pollination techniques.	Week 5
6.	Seed Germination Test	Perform a seed germination test to assess seed viability and calculate germination rates for the hybrid seed lot.	Week 6
7.	Demonstrate pollen collection methods	Demonstrate pollen collection methods for hybrid seed production.	Week 7
8.	Field Trial Evaluation (Field Observation)	<ul style="list-style-type: none"> ● Participate in a field trial evaluation of hybrid progeny, assess plant performance, and record observations on traits such as yield, disease resistance, and uniformity. ● Visit a hybrid seed production facility, observe the processes, and submit a detailed report highlighting best practices and areas for improvement. 	Week 8

9.	Intellectual Property in Seed Development (Quiz)	Take a quiz evaluating understanding of intellectual property rights and legal aspects related to hybrid seed development and commercialization.	Week 9
10.	Heterosis Mechanisms (Research article)	Research and write a paper on the genetic and physiological mechanisms contributing to heterosis, citing examples and scientific studies supporting your findings.	Week10

11.	<p>Assess comprehension and application of contract farming principles and practices.</p>	<p>Scenario: You are appointed as an agricultural consultant tasked with analyzing a contract farming agreement between a farming community and a buyer for a specific crop.</p> <p>Contract Review:</p> <p>Review the provided contract farming agreement thoroughly.</p> <p>Identify and highlight key terms, conditions, and obligations for both parties involved.</p> <p>Stakeholder Analysis:</p> <p>Identify and analyze the roles and responsibilities of each stakeholder in the contract.</p> <p>Assess the benefits and risks for both farmers and the buyer outlined in the agreement.</p> <p>Risk Assessment:</p> <p>Evaluate potential risks associated with the contract farming arrangement.</p> <p>Identify strategies or provisions in the contract to mitigate these risks.</p> <p>Compliance Check:</p> <p>Check the contract for compliance with legal and regulatory requirements.</p> <p>Assess the inclusion of any necessary safeguards for both parties.</p> <p>Recommendations and Report:</p> <p>Prepare a concise report summarizing the strengths, weaknesses, and potential improvements of the contract.</p> <p>Include recommendations for enhancing fairness, equity, and sustainability in the contract farming agreement.</p>	Week11
12.	<p>Economic Viability Analysis (Financial Task)</p>	<p>Develop a financial model analyzing the economic viability of hybrid seed production, considering costs, revenues, and potential risks through contract farming</p>	Week12

Motivational Lectures
Hybrid seed production and contract farming

Webinar on Agri-Startups in Contract Farming: Prospects and Challenges

https://www.youtube.com/live/hn7eRpjV_Uw?si=u3_FTWk6tVoZi50i

How to be a successful contract farmer

<https://youtu.be/Yq8NPSUb6NE?si=KyvuHMPQ86lcsNY1>

<https://youtu.be/Szg3RhiHPxA?si=HKZTVINQGxqMWmt5>

How to be a successful contract farmer - part 2

https://youtu.be/KlyZ1j8u1gc?si=Xr_dILV1V06ouft

Produce hybrid seed at your own farms and stop seed mafia | Hybrid seed production and seed mafia

<https://youtu.be/RS7yarOM7SY?si=6Bp-pzAkTE8FSwRp>

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.