

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

Duration: 6 Months

Revised Edition

Trainer Name	
Course Title	Industrial Stitching
Objectives and Expectations	Employable skills and hands on practice for Industrial Stitching The objectives of this course are to: Acquire the operating skill and knowledge of Industrial garment Stitching machines, their function, lubrication minor faults and remedies. Enhance productivity with quality. Produce skilled manpower for Garments Industry in the field of Industrial Stitching. 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 perform stitching on industrial 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. Main Expectations: By the end of this course, the trainees should gain the following competencies: • Health and Safety • Introduction to garment manufacturing • Know about sewing machine fundamentals • Know about stitches, seams, needles and threads • Perform stitching on lock stitch (Single needle/ Double needle) machine • Perform stitching on over lock stitch machine • Perform stitching on flat lock stitch machine • Perform stitching on blind stitch machine • Perform stitching on Feed of the arm machine • Make loops on loop making machine • Attach Waistband through waistband attachment machine • Attach buttons through button attachment machine • Make buttonhole through machine • Variations of Pleats and Pockets • Variations of Collars, Plackets and Cuff • Variations of Skirt • Variations of shirt and sleeve • Variations of bottoms • Execute final project 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 (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 favoured labour destination countries also forms 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.
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*

2. 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 thereby boost their confidence. It also makes 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 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. The Trainees should be required and supervised to carefully analyze the cases. 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. Case studies can be implemented in the following ways: - 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)
Entry level of trainees	Matric
Learning Outcomes of the course	<u>By the end of this course, the trainees should gain the following competencies:</u> ✓ Health and Safety ✓ Introduction to garment manufacturing ✓ Know about sewing machine fundamentals ✓ Know about stitches, seams, needles and threads ✓ Perform stitching on lock stitch (Single needle/ Double needle) machine ✓ Perform stitching on over lock stitch machine ✓ Perform stitching on flat lock stitch machine ✓ Perform stitching on blind stitch machine ✓ Perform stitching on Feed of the arm machine ✓ Make loops on loop making machine ✓ Attach Waistband through waistband attachment machine ✓ Attach buttons through button attachment machine ✓ Make buttonhole through machine

	✓ Variations of Pleats and Pockets ✓ Variations of Collars, Plackets and Cuff ✓ Variations of Skirt ✓ Variations of shirt and sleeve ✓ Variations of bottoms ✓ Execute final project
Course Execution Plan	Total duration of course: 6 months (26 Weeks) Class hours: 4 hours per day Theory: 20% Practical: 80% Weekly hours: 20 hours per week Total contact hours: 520hours
Companies offering jobs in the respective trade	• Garment Sector • Textile industry • Garment Factories (Knitwear + Woven garments). • Self-Employment (subject to pass the short course of cutting & pattern making) • Buying house • Garments broker job • Denim Industry • Fashion Designing Houses/Department • Dress Making Local Markets
Job Opportunities/job titles	Trainer can work as the following, after completing this course • Industrial Stitcher • Quality Control Checker • Sample Department • Freelancer
No of Students	25
Learning Place	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

MODULES

Scheduled Weeks	Module Title	Learning Units	Remarks
Week 1	➤ Introduction/ Orientation Session ➤ Motivational Lecture <i>(For further detail please see Page No: 5 & 6)</i>	• Course Introduction • Job market • Course Applications • Institute/work ethics • Orientation on Institute's rules & regulations and SOPs for classrooms and labs	• Task 1 • Task 2 • Task 3 <u>Details may be seen at Annexure-</u>
Week 2	Module 1 ➤ Health and Safety ➤ Success stories <i>(For further detail please see Page No: 5 & 6)</i>	• Proper Dress for Stitching • Inspection of Machine Wiring • Prevention of Hands From Needle • Use of Fire Extinguisher • Emergency Exits	• Task 4 <u>Details may be seen at Annexure-I</u>
Week 3	Module 2 ➤ Introduction to garment manufacturing ➤ Motivational Lecture <i>(For further detail please see Page No: 5 & 6)</i>	• An overview of the Organization of a garment manufacturing company • Major steps to produce a garment in industry • Apparel production systems	• Task 5 • Task 6 <u>Details may be seen at Annexure-I</u>
Week 4	Module 3 ➤ Know about sewing machine fundamentals	• The casting (Bed based classifications of sewing machines) • Lubrication system	• Task 7 <u>Details may be seen at Annexure-I</u>

		• Stitch forming system • Feeding system • Work Aids	
Week 5 Week 6	Module 4 ➤ Know about stitches, seams, needles and threads	• Stitch definition, its properties, its classes, and common uses • Seam definition, its dimensions, its classes and common uses • International standards for stitches and seams (ASTM Standards) • Needle types • Sewing thread functions and its characteristics	• Task 8 • Task 9 • Task 10 • Task 11 <i><u>Details may be seen at Annexure-I</u></i>
Week 7 Week 8 Week 9	Module 5 ➤ Perform stitching on lock stitch (Single needle/ Double needle) machine	• Introduction of lock stitch machine • Parts and functions of lock stitch machines • Perform sewing machine speed control • Perform threading and bobbin winding • Perform machine lubrication and check safety features according to manufacturer's manual • Perform Needle and presser foot adjustment • Perform thread tension adjustment • Perform stitch length (SPI) Adjustment • Perform basic stitching practice on paper without thread: ○ Straight line ○ Curves ○ Circles ○ Squares ○ Zigzags • Perform basic stitching practice on paper with thread: ○ Straight line ○ Curves ○ Circles ○ Squares	• Task 12 • Task 13 • Task 14 • Task 15 • Task 16 • Task 17 <i><u>Details may be seen at Annexure-I</u></i>

		○ Zigzags ● Perform basic stitching practice on Fabric with thread: ○ Straight line ○ Curves ○ Circles ○ Squares ○ Zigzags ● Perform stitching by lock stitch machine on different medium of fabric (cotton, silk, denim etc) ● Understand Tech Pack regarding stitching information (cut line, stitch line, seam and stitch type etc.) ● Perform different seam types (superimposed seam, bound seam etc) with lock stitch machines as per ASTM standards	
	Build your CV	Download professional CV template from any good site (https://www.coolfreecv.com or relevant) ● Add Personal Information ● Add Educational details ● Add Experience/Portfolio ● Add contact details/profile links	
Week 10	Module 6 ➤ Perform stitching on over lock stitch machine ➤ Success stories <i>(For further detail please see Page No: 5 & 6)</i>	● Introduction of over lock stitch machine ● Parts and functions of over lock stitch machines ● Perform threading ● Perform machine lubrication and check safety features according to manufacturer's manual ● Perform Needle and presser foot adjustment ● Perform thread tension adjustment ● Perform stitch length (SPI) Adjustment ● Perform width adjustment of over lock edge seam/ knife adjustment	● Task 18 ● Task 19 ● Task 20 <u>Details may be seen at Annexure-I</u>

		● Perform over lock sewing machine speed controls ● Perform over lock stitch variations (3Thread, 4Thread, 5Thread/safety stitch) ● Secure edges by over lock stitch machine on different medium of fabric (cotton, silk, denim etc) ● Secure edges of straight cut panels (side seam, shoulder lines etc.) by ○ 3 thread over lock ○ 4 thread over lock ○ 5 thread over lock/Safety stitch ● Secure edges of curved cut panels (arm hole, necklines etc) by ○ 3 thread over lock ○ 4 thread over lock ○ 5 thread over lock Safety stitch	
Week 11	Module 7 ➤ Perform stitching on flat lock machine ➤ Motivational Lecture <i>(For further detail please see Page No: 5 & 6)</i>	● Introduction of flat lock stitch machine ● Parts and functions of flat lock stitch machines ● Perform threading ● Perform machine lubrication and check safety features according to manufacturer's manual ● Perform Needle and presser foot adjustment ● Perform thread tension adjustment ● Perform stitch length (SPI) Adjustment ● Perform flat lock sewing machine speed controls	● Task 21 ● Task 22 ● Task 23 ● Task 24 <u>Details may be seen at Annexure-I</u>

		• Perform stitching by flat lock stitch machine on different medium of fabric (cotton, silk, denim etc) • Perform cover stitch with flat lock machine on straight edges (sleeve hemming, bottom hemming etc) of knitted shirt • Attach ribbed knit collar with polo shirt through flat lock sewing machine	
Week 12	Module 8 ➤ Perform stitching on blind stitch machine ➤ Motivational Lecture <i>(For further detail please see Page No: 5 & 6)</i>	• Introduction of blind stitch machine • Parts and functions of blind stitch machines • Perform sewing machine speed control • Perform threading and bobbin winding • Perform machine lubrication and check safety features according to manufacturer's manual • Perform Needle and presser foot adjustment • Perform thread tension adjustment • Perform stitch length (SPI) Adjustment • Perform stitching by blind stitch machine on different medium of fabric (cotton, silk, denim etc) • Perform hemming of woven shirt with blind stitch machine	• Task 25 <u>Details may be seen at Annexure-I</u>
Week 13	Module 9 ➤ Perform stitching on Feed of the arm machine ➤ Make loops on loop making machine ➤ Perform Bar tacking through machine	• Introduction of Feed of the arm machine, loop making machine and bar tacking machine • Parts and functions of machines • Perform threading • Perform machine lubrication and check safety features according to manufacturer's manual • Perform Needle and presser foot adjustment • Perform thread tension adjustment	• Task 26 <u>Details may be seen at Annexure-I</u>

	➤ Motivational Lecture <i>(For further detail please see Page No: 5 & 6)</i>	• Perform stitch length (SPI) Adjustment • Perform machine speed controls • Stitch the inseam of jeans with feed of the arm machine • Make loops by loop making machine • Attach loops and perform bar tacking	
Week 14	Module 10 ➤ Attach Waistband through waistband attachment machine ➤ Attach buttons through button attachment machine ➤ Make buttonholes through machine ➤ Success stories <i>(For further detail please see Page No: 5 & 6)</i>	• Introduction of waistband machine, button attachment machine and button holes machine • Parts and functions of machines • Perform threading • Perform machine lubrication and check safety features according to manufacturer's manual • Perform Needle and presser foot adjustment • Perform thread tension adjustment • Perform stitch length (SPI) Adjustment • Perform machine speed controls • Attach waistband on pant through waistband attachment machine • Attach buttons on placket through machine • Make button holes on placket through machine	• Task 27 • Task 28 <u>Details may be seen at Annexure-I</u>

Week 15	Mid-Term Assignment/Exam		
Week 16	Module 11 ➤ Variations of Pleats and Pockets	• Introduction of different types of pleats ○ Pin tuck pleats ○ Knife pleats ○ Box pleats ○ Inverted box pleats • Introduction of different types of pockets ○ Simple patch pocket ○ Round patch pocket ○ Pocket with flap ○ Single welt pocket ○ Double welt pocket ○ scoop pocket with coin pocket of trouser	• Task 29 • Task 30
	Create an account profile on Fiverr (at least two gigs) and Upwork	Create an account by following these steps: Step 1: Personal Info Step 2: Professional Info Step 3: Linked Accounts • Step 4: Account Security	<u>Details may be seen at Annexure-I</u>
Week 17	Module 12 ➤ Variations of Collars, Plackets and Cuff ➤ Success stories <i>(For further detail please see Page</i>	• Introduction to different types of collars ○ Band collar ○ Two-piece collar ○ Lapel collar • Introduction to different types of plackets with cuff ○ Centre / Simple placket ○ Allen Solley/Continuous placket	• Task 31 • Task 32 • Task 33 <u>Details may be seen at Annexure-I</u>

	No: 5 & 6)	● Introduction to different types of cuff ○ Simple/standard cuff ○ French cuff/ folded cuff	
Week 18	Module 13 ➤ Variations of Skirt	● Introduction of different types of skirts ○ A-line skirt ○ Four gored skirt ○ Six gored skirt ○ Full circular ○ Tapered skirt ○ Wrap around skirt ○ Knife Pleated skirt ○ Box Pleated skirt	● Task 34 ● Task 35 <u>Details may be seen at Annexure-I</u>
Week 19	Module 14 ➤ Variations of shirt and sleeve	● Introduction of different types of shirts ○ Basic blouse ○ Close fitted shirt ○ suspended panel shirt ○ princes panel shirt ○ straight yoke with bodice ○ Round yoke with gathers ○ Button down shirt ○ Waist coat ○ Jacket/blazer ○ T- shirt ○ Polo shirt ● Introduction of different types of sleeves ○ Basic sleeve ○ Bishop sleeves ○ Flared sleeves ○ Reglan sleeves ○ Kimono Sleeves ○ Balloon Sleeves ○ Lantern Sleeves	● Task 36 ● Task 37 <u>Details may be seen at Annexure-I</u>
Week 20	Module 15 ➤ Variations of bottoms	● Introduction of variations of bottoms ○ Basic trouser ○ Straight trouser with round belt ○ Bell bottom trouser with belt and elastic ○ dress pant ○ five pockets jean	● Task 38 ● Task 39 <u>Details may be seen at Annexure-I</u>

Week 21	Employable Project/Assignment (6 weeks i.e. 21-26) in addition of regular classes. OR On job training (2 weeks)	- 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 the 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 session the project will be presented in skills competition - The skill competition will be conducted on zonal, regional and National level. - The project will be presented in front of Industrialists for commercialization - The best business idea will be placed in NAVTTC business incubation center for commercialization. OR - 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 - As an alternate to the projects that involve expensive equipment - Focuses on increasing Trainee's motivation, productivity, efficiency and quick learning approach.	
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Week 22 Week 23 Week 24 Week 25	Module 16 ➤ Execute final project ➤ Success stories <i>(For further detail please see Page No: 5 & 6)</i>	● Stitch a ladies jacket by using all the relevant machines. Prepare a report stating the list of machines used in creating jacket and also make a process flow chart for the stitching procedure. ● Stitch a 5 pocket jeans by using all the relevant machines. Prepare a report stating the list of machines used in creating 5 pocket jeans and also make a process flow chart for the stitching procedure.	
	How to search and apply for jobs in at least two labor marketplace countries (KSA, UAE, etc.)	● Browse the following website and create an account on each website ▪ 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: ▪ Company ▪ Category ▪ Location ▪ All jobs ▪ Agency	● Task 40 <u>Details may be seen at Annexure-I</u> <u>Details may be seen at Annexure-I</u>

		• Industry	
Week 26	Entrepreneurship and Final Assessment in project	• 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 • 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	

Week 1	Task 1	Generate a report for institute work ethics and SOPs
	Task 2	Visit library and consult with related books, magazines, journals etc.
	Task 3	Visit Lab to learn about tools and equipment involved in industrial stitching
Week 2	Task 4	Demonstrate the safety practices before carrying out stitching machine operations
Week 3	Task 5	Invite guest speaker from garment industry to address the students to highlight scope and importance of industrial stitching
	Task 6	Visit garment industry to learn the process flow and apparel production system
Week 4	Task 7	Visit lab and prepare a list of machines having flat bed, raised bed, post bed, cylinder bed and side bed
Week 5 Week 6	Task 8	Examine a pair of jeans and determine how many different stitches, seam types and thread types were used in producing them. Draw line diagrams for seams and also mention their number.
	Task 9	Examine the stitches and seams of a similar T-shirt in two different price ranges. What are the differences and similarities among them? Examine stitch type, seam type, stitches per inch etc
	Task 10	Examine a men's dress shirt for seam problems. Identify as many types of seam problems as possible and try to determine the cause of problem.
	Task 11	Understand ASTM standard for stitches and seams (ASTM D 6193)
Week 7 Week 8 Week 9	Task 12	Label parts of a lock stitch machine diagram
	Task 13	Make portfolio of stitching practices done in the lab
	Task 14	Understand stitching information from tech pack
	Task 15	Apply side seam of a dress shirt
	Task 16	Attach sleeve of a dress shirt with arm hole
Week 10	Task 17	Calculate SPI (stitch per inch) of a dress shirt
	Task 18	Label parts of a over lock stitch machine diagram
	Task 19	Make portfolio of stitching practices done in the lab
Week 11	Task 20	Perform serging of garment panels with 5 thread over lock / safety stitch
	Task 21	Label parts of a flat lock stitch machine diagram
	Task 22	Make portfolio of stitching practices done in the lab

	Task 23	Perform hemming of sleeves and bottom of a knitted T-shirt
	Task 24	Make decorative stitches on fabric with flat lock machine
Week 12	Task 25	Perform hemming of A-line skirt with blind stitch machine
Week 13	Task 26	Perform In-seam of a jeans, make and attach loops and bar tack the jeans
Week 14	Task 27	Attach waist band on A-Line skirt
	Task 28	Attach button and make button holes on cuff
Week 16	Task 29	Make portfolio of stitching practices done in the lab
	Task 30	Stitch double welt pocket
Week 17	Task 31	Make portfolio of stitching practices done in the lab
	Task 32	Stitch two piece shirt collar
	Task 33	Stitch cuff and attach it to sleeve
Week 18	Task 34	Make portfolio of stitching practices done in the lab
	Task 35	Stitch six gored skirt
Week 19	Task 36	Make portfolio of stitching practices done in the lab
	Task 37	Stitch polo shirt (with knitted fabric)
Week 20	Task 38	Make portfolio of stitching practices done in the lab
	Task 39	Stitch dress pant
Week 22 Week 23 Week 24 Week 25	Task 40	Execute Final Project and submit with proper report

Motivational Lectures and Success Stories (Course Outlines)

Sr #	Topic title	Contents	Theme
1	Success stories	1. Story of Skill worker who get good job. 2. Entrepreneur /self-business 3. Freelancer	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	1. Soft skills 2. work Ethics 3. Personality Grooming	Good Habits ● Punctuality ● Honesty ● Positive attitude Interpersonal skills ● 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=5fS3rj6elFg
Control Your	Jim Rohn	https://www.youtube.com/watch?v=chn86sH005U

EMOTIONS	Les Brown TD Jakes Tony Robbins	
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

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:
• 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:
• Understand the communication skills and how it works.	• Podium • Projector		• Communication • Self Confidence • Teamwork

• Understand what communication skills mean • Understand what skills are important for communication skills	• Computer • Flip Chart • Marker	
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Schedule	Mentor Should do
Welcome: 5 min	Short welcome and ask the Mentor to introduce him/herself. Provide a brief welcome to the qualification for the class. Note for Instructor: Throughout this session, please monitor the session to ensure nothing inappropriate is being happened.
Icebreaker: 10 min	Start your session by delivering an icebreaker, this will enable you and your team to start to build rapport and create a team presentation for the tasks ahead. The icebreaker below should work well at introductions and encouraging communication, but feel free to use others if you think they are more appropriate. It is important to encourage young people to get to know each other and build strong team links during the first hour; this will help to increase their motivation and communication throughout the sessions.
Introduction & Onboarding: 20mins	Provide a brief introduction of the qualification to the class and play the “Onboarding Video or Presentation”. In your introduction cover the following: 1. Explanation of the program and structure. (Kamyab jawan Program) 2. How you will use your communication skills in your professional life. 3. Key contacts and key information – e.g. role of teacher, mentor, and SEED. Policies and procedures (user agreements and “contact us” section). Everyone to go to the Group Rules tab at the top of their screen, read out the rules, and ask everyone to verbally agree. Ensure that the consequences are clear for using the platform outside of hours. (9am-8pm) 4. What is up next for the next 2 weeks ahead so young people know what to expect (see pages 5-7 for an overview of the challenge). Allow young people to ask any questions about the session topic.
Team Activity Planning: 30 minutes	MENTOR: Explain to the whole team that you will now be planning how to collaborate for the first and second collaborative Team Activities that will take place outside of the session. There will not be another session until the next session so this step is required because communicating and making decisions outside of a session requires a different strategy that must be agreed upon so that everyone knows what they are doing for this activity and how.

	• “IDENTIFY ENTREPRENEURS” TEAM ACTIVITY • “BRAINSTORMING SOCIAL PROBLEMS” TEAM ACTIVITY” <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> 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.
Session Close: 5 minutes	MENTOR: Close the session with the opportunity for anyone to ask any remaining questions. Instructor: Facilitate the wrap-up of the session. A quick reminder of what is coming up next and when the next session will be.

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.