

Technical Vocational Educational Training Solutions (TVETS) Programme



A Programme of
Complete Human Resource Solutions
(CHRS)

Technical, Vocational, Educational Training (TVET)

The economy of the world over is changing into knowledge based economies. The changing face of technology the world over requires an individual to be specialized in a particular skill. Only a person who is expert in a particular field can get a good job. Technical vocational education training institutes impart specialized and practical knowledge to a person and help them become independent at a particular age.

To enhance global competitiveness in Pakistan through a quality and productive workforce by developing demand driven, standardized, dynamic and integrated technical education and vocational training service.



A 'knowledgeable' workforce, one that is both highly skilled in a particular occupation and also exhibits flexibility, is seen as the most important human capital required for the development of a country. Pakistan's workforce is characterized as having low skills and poorly prepared to compete in today's globalized world.

This problem has not only yielded a large percentage of the Pakistani youth who cannot be employed in areas which require skilled workers, but also have left them with few life skills.

The situation in case of female population is even worse than the male population as all the indicators portray a very dismal picture in terms of female population involvement in overall work force.

Our Moto

With the motto of '*get skilled to get employed*', TVET follows the principle of freedom to learn. What to learn, when to learn, how to learn is decided by you. There is no restriction of time, age and pace of learning.

Our Mission

To impart specialized skills and knowledge and instilling social and political attitudes and behavior patterns essential for successful economic activities by people engaged in dependent employment, self-employment or subsistence work.

TVET Core Values

All the programs at TVET are guided by the cores values of,

- ✚ Enhance productivity
- ✚ Access for all to technology
- ✚ Professional excellence
- ✚ Answer Market Demand
- ✚ Practicability of skills and knowledge
- ✚ Respect Gender Roles

Relevance

The TVET Vocational Education courses are functional, useful in daily life and also set the pathway for world of work and for further studies. Most of the courses have inbuilt entrepreneurship component to make you informed and confident about jobs and business opportunities.

Market Driven

The courses offered at TVET are as per market needs. This involves a regular review and analysis of different segments of market and quantity of demand for each trade. The market need assessment helps to bridge the gap between supply and demand sides. The modules developed are as per national international standards laid by different accredited bodies including NAVTEC, ILO and TEVTA.

Objectives of TVET

- ✚ Promote and provide demand driven technical education & vocational training.
- ✚ Re-engineer and consolidate the existing technical education and vocational training system under one management structure.
- ✚ Develop a dynamic technical and vocational training system to ensure horizontal and vertical mobility.
- ✚ Regulate and develop standards of technical education and vocational training including internationally recognized curriculum, examination and certification system.
- ✚ Upgrade teaching abilities, skills and knowledge of teaching staff.
- ✚ Upgrade teaching equipment to the required standards.
- ✚ Establish close relationship with various sectors of economy namely Agriculture, industry, Services and Commerce.
- ✚ Assess the manpower training needs in the context of domestic and global markets.
- ✚ Enhance the participation of Private Sector in training activities at Management level.
- ✚ Motivate the local entrepreneurs to patronize the training programs
- ✚ Institutions provide on-the-job training facilities and employment to the graduates.
- ✚ Set up regular Monitoring/Evaluation & Feedback system for the vocational training and teaching education to respond efficiency to the existing and changing demand of the economy.

- ✚ Develop & regulate examination, Trade Testing & Certification System to ensure uniformity of Education & Training Standards.
- ✚ Prepare training plans, programs and projects keeping in view the local as well as foreign manpower training requirements.
- ✚ Study and propose changes in the existing training legislations.
- ✚ Develop and offer need-based short courses in the sector of new technologies to the Industry and also to offer services for solutions regarding associated production problems.
- ✚ Establish a staff development system to offer demand oriented teacher & instructor training and upgrading performance.
- ✚ Organize and conduct seminars & workshops for various types of personnel associated with vocational training and technical education.
- ✚ Establish Data Banks for skilled workers and technicians.

Functioning of TVET

TVET operate through a network of Regional Centers in the major cities of Pakistan. However having realistic view regarding the need of training, TVET Offer Mobile Training Units (MTU) to benefit the marginalized communities as well. These MTUs work as independent teams and offers training in different trades as per the local market demand without compromising the quality and standards defined.

TVET has some also onboard different resource institutions to cater to the needs of physically and mentally challenged people, socially and geographically isolated, and disadvantaged sections of society such as street children, working children, and rural women.



- ✚ Admission in vocational education courses is open round the year. Admission can be done **On-line** as well.
- ✚ Self Learning package is provided to the learners which include printed material, and audio and video programmed.
- ✚ Practical Training Programmes are conducted both at institutional and field level.
- ✚ Pre and Post Tests results validate the performance of the TVET learning environment.

Distinctive Competence at TVET

The distinct competence of TVET includes,

- ✚ Hands-on experienced instructors having proven command both in theory and Practice
- ✚ Regular labor market feedback, research and need assessment
- ✚ Proper trainee need identification
- ✚ Facilitation of the applicant through proper career counseling
- ✚ Regular market orientation of students
- ✚ Introduction of global best practices in training techniques
- ✚ This gives motivation to perform better and excel in their jobs.
- ✚ The students are also provided with internships.



Faculty of TVET

Technical Vocational Educational Training can be provided for a number of courses like health, technical, art, administration and other courses. These subjects can be further classified into specialized courses. For example, health can be divided into massage therapy, dietitians, and nutritionist. Any person can select any course of his choice and inclinations.

Technical Vocational Educational Training imparts graduation and post-graduation courses to students. The best part of the institute is that even working people can join the course, and even select the timings as per their convenience and nature of job. The vocational institutes allow the students attend either evening or morning classes. Moreover, financial aid is provided to students who are economically weak.

The faculty of Technical Vocational Educational highly experienced. They impart practical knowledge to their students. As a result the students are able to have a real life and practical industry experience.

They do their job under the supervision of an expert. It is a great learning experience for them as it helps them perform in their job better. For working professionals it is a way to hone their skills while making money.

There are various vocational education training located the world over. In fact every state has vocational institutes where the residents of the place can earn the degrees and become part of a specialized workforce. Majority of these training institutes work as per the rules and regulations of state education department. It is the education department of state or the central government that grants recognition to a training institute.

A training institute is required to follow the rules or else its recognition can be cancelled. It is necessary that a person fulfills the eligibility criteria of the training institute. The procedure of getting admission into vocational educational and technical is very simple and easy. For any detailed information you can visit the site and get to know about the institute and their placement policies. Also, it is necessary that the vocational institute that you select should be recognized by the concerned education department. The placement of an institute is an indicator of the quality of vocational Educational and technical solution.

So go for a vocational, educational and technical solution that provides you the best placement.

TVET Believes In

Performance = (Skills + Knowledge) Attitude

At TVET we believe in imparting high quality Skills and Knowledge necessary to compete in any trade. However having the multiplier effect for both the Skills and Knowledge; attitudinal change stands the most part of the training. Hence attitudinal improvement remains the crosscutting theme of all the courses offered. This not only helps in increasing the employability of students but also helps them to face the challenges in the workplace.

Additionally a full package of life skills training is also offered for improved behavior and career growth not only for students with lower education but for graduates level as well.

Training Schedule at TVET

TVET offers one and two Month training programs. We have 4 working hour in a day for all courses.

Total working days in one month = 26 Days

Working days in a week = 6 Days

Total working hour in a month = 104 Hours

Course offered at TVET

| Serial No | Course | Duration | Minimum Education |
|--|----------------------------------|----------|-------------------|
| Engineering and Technical Courses | | | |
| 1 | Farm Machinery Mechanic | 2 Months | Primary |
| 2 | Auto Denting/ Painting | 2 Months | Primary |
| 3 | Auto Electrician | 2 Months | Primary |
| 4 | Building Electrician | 2 Months | Primary |
| 5 | Auto Mechanic | 2 Months | Primary |
| 6 | Masonry | 2 Months | Primary |
| 7 | Electrical Appliances Repairing | 2 Months | Primary |
| 8 | Electronic Equipment Repair | 2 Months | Primary |
| 9 | Plumbing | 2 Months | Primary |
| 10 | Carpenter | 2 Months | Primary |
| 11 | Gardening | 1 Months | Primary |
| 12 | Generator Operator | 1 Months | Primary |
| 13 | Furniture & Wood Carving | 2 Months | Primary |
| 14 | Mobile Repairing | 2 Months | Middle |
| 15 | Rickshaw & Motorcycle Mechanic | 1 Months | Primary |
| 16 | Refrigeration & Air-conditioning | 1 Months | Primary |
| 17 | Steel Fixing | 1 Months | Primary |
| 18 | Welding | 1 Months | Primary |
| 19 | Pottery & Ceramics | 2 Months | Primary |
| 20 | Building / domestic wiring | 1 Month | Primary |
| 21 | Ceramic work / wood work | 2 Months | Primary |
| 22 | Civil Surveyor | 2 Months | Metric |
| 23 | Building Painting | 1 Month | Primary |
| 24 | Hair and skin care | 1 Months | Primary |
| 25 | Beautician | 2 Months | Primary |
| 26 | Organic Cosmetics Manufacturing | 2 Months | Metric |
| 27 | Fashion design | 2 Months | Primary |
| 28 | Dress Making | 2 Months | Primary |
| 29 | Tailoring | 2 Months | Primary |
| 30 | Hand Embroidery | 2 Months | Primary |
| 31 | Machine Embroidery | 1 Months | Primary |
| 32 | Fabric Printing | 1 Months | Primary |

| | | | |
|--|------------------------------|----------|---------|
| 33 | Hand and Machine knitting | 2 Months | Primary |
| 34 | Painting | 1 Months | Primary |
| 35 | Patch /Aplic Work | 2 Months | Primary |
| 36 | Leather Work | 2 Months | Primary |
| 37 | Detergent Manufacturing | 1 Months | Primary |
| Computer and Information Technology | | | |
| 38 | Video Editing & Graphics | 2 Months | Metric |
| 39 | Data Entry Operator | 1 Months | Metric |
| 40 | Draftsman | 2 Months | Metric |
| 41 | Auto CAD | 2 Months | Metric |
| 42 | Computer Graphics | 2 Months | Metric |
| 43 | Computer Hardware & Software | 2 Months | Metric |
| 44 | Computer Operator | 1 Months | Metric |
| Business and Commerce | | | |
| 45 | Front Desk Receptionist | 1 Months | Metric |
| 46 | Secretarial Occupation | 2 Months | Metric |
| 47 | English Language Courses | 2 Months | Metric |
| 48 | Office Secretary | 1 Months | Metric |
| Health & Paramedical | | | |
| 49 | Lady Health Worker | 2 Months | Metric |
| 50 | Physiotherapy | 2 Months | Metric |
| Special Courses | | | |
| 51 | Life skills | 2 Months | Metric |
| 52 | IELTS | 2 Months | Metric |
| 53 | TOEFL | 2 Months | Metric |

Training on Agri Maximization



Training Duration
6 Weeks

Training Objectives

This training is designed for farmers of under developed areas so that they be able to learn the crop maximization processes to earn good income for their families and themselves. To supplement the country's on-going efforts to increase food production through productivity enhancement of small farmers, ensure food security & alleviate poverty through improved income of farmers.

Build a sustainable mechanism to ensure continuity for the productivity enhancement and food security and it is important to give out such trainings. Another objective of the training is to assist small farmers in overcoming market failures and thereby increase food security and market competition.



Targeted Audience

People associated with agriculture business, farmers or those who wish to join the business of crops. Youngsters of the farmer families to maximize their output by applying advance level solutions.

Content

Week 1

- 1) Brief Introduction of the Training Program,
- 2) Benefits involved in this business
- 3) Basics of Un-irrupted power supplies
- 4) Group discussions
- 5) Grow high value crops
- 6) Demographics
- 7) Cultivate according to the climate

Week 3

- 1) Food first concept
- 2) Problems of older farming techniques
- 3) Risk aversion
- 4) Higher productivity in staple food crop
- 5) Diverting land from commercial crops to food crops
- 6) Field visit

Week 2

- 1) Start Early, End late
- 2) Emphasize what grows well for you
- 3) Plant perennials
- 4) Introduction of high value crops
- 5) Group extension approach

Week 4

- 1) On-farm management and irrigation
- 2) Choose High-Yielding Crops and Varieties
- 3) Include Essential Herbs
- 4) Group activities



Week 5

- 1) Interplant Compatible Crops
- 2) Plant One New Edible Every Week
- 3) Use Free Fertilizers
- 4) Weed Early and Often
- 5) Grow Your Own Mulch
- 6) Use the Right Tools
- 7) Field visits

Week 6

- 1) Network for Free Pickings
- 2) Trade for What You Don't Have
- 3) Group activities
- 4) Business plan
- 5) End of Training event

Expected Outcomes

By the end of the course, participants will be able to

- ▣ Understand theoretical aspects of crops; its types and related terminologies.
- ▣ Use techniques to maximize crop yield
- ▣ Opt better options for reducing damage to crop and using best suited fertilizers

Contact us

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Training on Beautician

Duration
6 Weeks



Targeted Audience

Young girls, house wives or anyone who wishes to know the art of making beauty more striking.

Beautician Training Course

This course is specially designed for young girls and house wives who wish to utilize their time in learning a skill which will never put them down even when time goes hard. Beautifying self, surroundings, places, apparels and whatever comes at hand has been the instinct of women; learning it in a professional way will add bundles of benefits with it. The course will cover up all the necessary areas a beautician must be master in.

Expected Outcome

By the end of the course participants will be able to join/work with any beauty saloon/parlor. They will be able to start up their own business as a beautician with ease. They will be able to transfer the learnt skills to other girls/women as well.

Course outline

A. MAKE-UP:

1. Bridal Make-up
2. Valima Make-up
3. Shimmery make-up
4. Smokey make-up
5. Soft-Eye make-up

B. HAIR:

1. Hair cut (different hair styles)
2. Root Touches
3. Multi-Streaking
4. Hair Styling
5. Hot Rollers
6. Hair Straightening

C. OTHER:

1. Facial
2. Waxing (Cold & Hot)
3. Threading
4. Manicure & Pedicure
5. Mehndi

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Training on Caregivers



"We make a living by what we get, but we make a life by what we give"

This training course designed to explore some of the challenges faced by the caregivers when caring for the elderly with mental illness and co-morbid conditions. It looks at practical treatment and management techniques that caregivers can apply when caring for their loved ones or as profession.

Target audience

This course is open to all males and females who want to take caregiver as a profession or caring for older people.

Topics include

- Introduction to the Care
- Introduction to Health Care Sector
- Assisted activities of Daily Living
- Equipment safe use and care
- Personal and Professional Development
- Communication and Documentation
- Environmental Safety
- Safe Client/Resident Handling and Movement

Expected outcome

At the end this training participants can easily can take care of any one and manage the people very well.

- Growth and Development
- Personal Care
- Household Management
- Body Structure, Functions and Related Health Issues
- Nutrition and Meal Preparation
- Palliative and End of Life Care
- Mental Health and Social Issues
- Medication Awareness

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Training on Computer Course (Basic)



Duration
4 weeks

Training Objectives

The purpose of this course is to enhance the computer proficiency and operation skills of the students. The course is completely based on professional assignments. All the students have to complete these assignments with the help of which they will be learning basic computer understanding.

Targeted Audience

This course is designed for the youth who want to learn computer from basic to advance level.

Course Content

List of course content is listed below

- Introduction to computer science
- Computer basic concept (software, hardware)
- Use of MS Office 2007 (MS Word, MS Excel, MS Power Point, MS Outlook)
- Internet Browsing and using Email options
- Typing
- Installation of windows and other programs in computer

Expected Outcomes

Participants will be able to

- Comprehend the basic concept of computer science
- Use MS Office 2007 proficiently
- Type with best speed
- Use internet search engines to search best results and use email accounts
- Install windows and other programs in computer from external sources i.e. CDs etc

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Training on Computer Graphics Designing



Training Objectives

The purpose of this course is to enhance the graphics designing skills of the students. The course is completely based on professional assignments. All the students have to complete these assignments.

The course is conducted in the Computer LAB, therefore, the Lab work is maximum and avoids unnecessary theory. Qualified & Experienced Instructors, having professional experience are teaching this course.

Targeted Audience

This course is designed for the persons who want to learn Graphics Designing from basic to advance level.

Training Contents

- Graphic Designing Concept
- InPage (Urdu Designing)
- CorelDraw

Expected Outcomes

By the end of the training program participants will be able to apply

- Graphic designing tools
- Designing software
- Urdu writing technique using InPage software

Duration: Four week

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Training on Data Entry



Training Duration
4 Weeks

Training Objective

Data entry is the act of transcribing some form of information into another medium, usually through input into a computer program. Forms of data that people might transcribe include handwritten documents, information on spreadsheets, sequences of numbers, as well as computer code and even names and addresses. Some careers are exclusively involved in data entry, while certain workers, like programmers, might have to occasionally enter data while performing other tasks.

Targeted Audience

Anyone can join this group who think they are good typists, especially those who are also excellent at 10-key typing, are often qualified for data entry positions. Most companies that hire people for this work have requirements for Keystrokes Per Minute (KPM), with a high degree of accuracy. People having less typing speed may also join to enhance it and make their way in this field.

Training Content

- What is data entry?
- Data entry in different software?
- Basic use of MS Excel
- Online Data Entry
- Offline Data Entry
- Image Entry
- Book Entry
- Card Entry
- Hand written Entry

Expected Outcomes

Participants will be able to

- Secure a job as data entry operator in a company or can opt for online data entry jobs.
- Understand data entry concept
- Enter any type of data with accuracy and less number of mistakes

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Training on Detergent Making

Duration
1 week



Training Objectives

This training is designed for the rural households those who cannot come outside of their houses and wants to be bread earner for their family, this training will be very helpful for them as by using very simple and limited resources they can produce a best quality of detergent. They can generate income for their family by selling this detergent into the market. As we all aware that rural areas of KPK are living in very restricted conditions and they cannot perform any business activities outside their house so this training will provide a confidence in them and also they support their family efficiently.

Targeted Audience

Anyone can join this course, particularly women. Women can take advantage of the opportunity of for starting up their business of detergent making while staying at home

Training Content

- Brief Introduction of the Training Program
- Benefits involved in this business
- Basics involved in detergent making process
- Tools and equipment needed for the detergent
- Castile soap
- Washing soda
- What is castor oil
- Advantages of castor oil
- Segmentation
- Business plan
- Processes of producing maximum quantity
- Marketing tactics

Expected Outcomes

The participants will prepare detergent at home. They will have be able to market it as well.

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Training on

First Aid Training for Drivers



Objective of the course

Professional drivers spend much of their day behind the wheel of a vehicle and travel many miles. It is, therefore, quite likely that they will come across road accidents, or may be involved in one them. Where there are casualties following a road traffic collision, it is important that the correct actions are taken in order to preserve life and prevent deterioration before the emergency services arrive on scene. Having first aid training provides the skills and confidence to make a difference. Indeed in many countries it is a legal requirement to have first aid training before learning to drive.

Who should attend?

To maintain high driving standards and improve road safety all drivers who drive professionally, professional drivers of buses and coaches should attend this course.

Expected Outcomes:

By the end of the course, participants will be able to

- ✦ Learn about first aid and its importance
- ✦ Help people in trouble, on road or otherwise
- ✦ Give initial treatment to the people suffered from accidental injuries

Additional information about the Driver First Aid course:
All trainees will receive a certificate of attendance

Training content:

- ✦ Driver First Aid course outline
- ✦ Welcome and introduction
- ✦ What is first aid and why do we do it
- ✦ The role of the first aider, including reference to the use of available equipment
- ✦ Understanding the importance of basic hygiene in first aid procedures
- ✦ Assessing the situation and circumstances in order to act safely, promptly and effectively in an emergency
- ✦ Administering first aid to a casualty who is unconscious and/or in seizure
- ✦ Administering cardiopulmonary resuscitation
- ✦ Administering first aid to a casualty who is wounded or bleeding and/or in shock
- ✦ Administering first aid to a casualty who is choking
- ✦ Providing appropriate first aid for minor injuries
- ✦ Management of injuries to bones including spinal injuries
- ✦ Recognizing the presence of a major illness and apply general first aid
- ✦ Review and evaluation

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Intensive diploma in

Food and Beverage Industry

Duration
6 Weeks



Hospitality industry is growing fast. The trend of the market is turning towards more energetic and fun loving job i.e. hotel management. And parallel to this, young generation is all set to look into new dimensions and exploring them by getting into the business. Culinary arts, hotel management and tourism are emerging to be focus of this time. To excel in this field join the diploma of Hotel Management, especially designed by CHRS, to get equipped with multiple skills relating to hotel industry.

Contents

- ü Introduction to food and beverage industry
- ü Working in kitchen
- ü Introduction to kitchen and equipment terminology
- ü Food and nutrition
- ü Temperature, weight and measurement scale
- ü Food and hygiene
- ü Knife and cutting skills
- ü Vegetable and fruit cutting techniques
- ü Preparation of garnishes - carving
- ü Salads and dressing preparation
- ü Meat fabrication and de-boning –skills
- ü Chicken De- Boning practices session and marination skills
- ü Cooking methods
- ü Basic stocks
- ü Stock and soup preparation
- ü Basic sauce preparation
- ü Introduction to Pakistan cuisines
- ü Curry and sauce dishes
- ü Preparation of Karahis
- ü BBQ
- ü Chinese cuisines
- ü Chinese cooking – sauce dishes
- ü International cuisines
- ü Sandwiches and burgers
- ü Rice Dishes –biryabi, pullaos and risotto
- ü Introduction to baking
- ü Deserts –caramel, crème, moussee & soufflé
- ü Standard recipe, cost and control function

Additional Skills

- ü Basic tasks of server
- ü Introduction to service and Mis en place
- ü Setting up a guest table
- ü Professional table service
- ü Order taking skills
- ü Suggestive selling
- ü Communication skills
- ü Personal hygiene

Outcomes

Participants will be able to learn

- ❖ Culinary arts; national and international cuisine.
- ❖ Professional skills of taking and placing orders.
- ❖ Measuring techniques for dry and liquid food (and related items)
- ❖ Soft skills to deliver services with perfection

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Training on

Food Production



Food Production introduction Hospitality industry is growing fast. The trend of market is turning towards more energetic and fun loving job i.e. food industry. Parallel to this, young generation is all set to look into new dimensions and exploring them by getting into the business. Food production training is not like any other cooking course; it is an extended version of culinary arts which experts the person in cooking all types of food items and service delivery skills as well. To excel in the field of food production, join this course designed by CHRS and get equipped with multiple skills relation to food production.

Training Duration
6 Weeks

Training contents for Food and Beverage Industry

- ☆ Introduction to food and beverage industry
- ☆ Working in kitchen
- ☆ Introduction to kitchen and equipment terminology
- ☆ Food and nutrition
- ☆ Temperature, weight and measurement scale
- ☆ Food and hygiene
- ☆ Knife and cutting skills
- ☆ Vegetable and fruit cutting techniques
- ☆ Preparation of garnishes - carving
- ☆ Salads and dressing preparation
- ☆ Meat fabrication and de-boning –skills
- ☆ Chicken De- Boning practices session and

marination skills

- ☆ Cooking methods
- ☆ Basic stocks
- ☆ Stock and soup preparation
- ☆ Basic sauce preparation
- ☆ Introduction to Pakistan cuisines
- ☆ Curry and sauce dishes
- ☆ Preparation of Karahis
- ☆ BBQ
- ☆ Chinese cuisines
- ☆ Chinese cooking – sauce dishes
- ☆ International cuisines
- ☆ Sandwiches and burgers
- ☆ Rice Dishes –biryabi, pullaos and risotto
- ☆ Introduction to baking
- ☆ Deserts –caramel, crème, moussee & soufflé
- ☆ Standard recipe, cost and control function

Additional Skills

- ☆ Basic tasks of server
- ☆ Introduction to service and Mis en place
- ☆ Setting up a guest table
- ☆ Professional table service
- ☆ Order taking skills
- ☆ Suggestive selling
- ☆ Communication skills
- ☆ Personal hygiene

Outcomes

Participants will be able to learn

- ☆ Culinary arts; national and international cuisine.
- ☆ Professional skills of taking and placing orders.
- ☆ Measuring techniques for dry and liquid food (and related items)
- ☆ Soft skills to deliver services with perfection

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Training on Food Services Personnel



A hotel manager is a person who holds a management position within a hotel, motel, or resort establishment. In most hotels, the title - hotel manager, may solely be referred to the General Manager of the hotel. Hotel management titles, duties, and functions vary by hotel size, function, and company/ownership. The objectives of this course are to make a person learn all the skills needed to outperform the duties and responsibilities of any type of hotel; participants, after attending this course, will be confident and would secure a leading position in well reputed organization.

Targeted Audience

The course is open for all males/females who want to pursue their career in hospitality industry as managers. Persons having minimum intermediate and age limit 18-onwards are encouraged to apply

Training contents

- * Introduction for students
- * Grooming checklist for students
- * Hygiene and Grooming Checklist for Food Services Personnel
- * Introduction to food service industry
- * Personality traits for Food service Personnel
- * Gears for service person
- * Areas of work of server
- * Introduction to service
- * Types of restaurants
- * Working in a party area-prep work
- * Polishing glass and silverware
- * Wiping plates and chinaware
- * Lying out tables and chairs
- * Table cloth and napkin folding
- * Setting up table – basic setup
- * Setting up a table- extended setup
- * Setting up tables – Banquets
- * Food service sequence
- * Greeting and seating a guest
- * Beverage service - Presenting menu and carrying a tray
- * How to pick up and serve beverages
- * Serving hot beverages

- * Beverage knowledge
- * Carrying and placing plates and platters; pre-platted service and clearance
- * Platter to plate service – Silver service
- * Cleanliness between the courses and other tasks
- * Desert knowledge and service skills
- * Introduction to starter/ appetizers
- * Introduction to accompaniments and condiments
- * Introduction to Pakistan cuisine
- * Introduction to Chinese cuisine
- * Order taking cuisine
- * Suggestive selling
- * Buffer service – setting up buffet
- * Banquet service skills
- * Room service – setting up tray
- * Room service – setting up trolley
- * Service in guest room
- * Complaint Handling
- * Telephone handling and reservation
- * Supplies and store issue procedure

Expected outcomes

After attending this course participants will be able to

- + Perform hotel management tasks and responsibilities with perfection
- + Deliver his/her services with efficiency
- + Guide others in the field of work

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Training on

Hotel Front Desk Management



Introduction

The aim of the Front Desk Management Training Program is to introduce the participants to the systems and procedures required for Front Desk Operations. It emphasises the importance of high standards in personal qualities and the provision of customer service.

Participants will develop knowledge and skills in reception procedures as well as understanding the key responsibility that relates to reception procedures. They will also evaluate the suitability of different procedures for a range of hospitality outlets.

Target Audience

Target audience is male and female with minimum secondary education

Expected outcome

At the end of training participants will learn how to deal with clients and handle all front desk matters

Training Course Outline

Course is designed in three different categories that include details:

- Creating a lasting first impression
- Customer service and listening skills, including dealing with difficult people
- Telephone communication skills, email etiquette and building rapport through body language
- Handling multiple priorities
- Stress management techniques
- And much more!

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Training on Laptop Repair



Training Duration:
6 Weeks

Training Objectives:

Basic Laptop Repairing Course will make the participants acquire know how of repairing laptops. The trouble shooting of technical (hardware/software) setups is much demanded skill in the market. It will help securing employment for those who are not currently employed and wish to start up something at their own.

Targeted Audience

Anybody can join this course having basic understanding of computer/laptop. This course is best for those who want to acquire technical skills and wish to start something at their own.

Training Content

Part #1

- Dead Systems
- No display
- Dim display
- Freezing System
- System getting hung
- Keyboard control section problem
- Memory control section problem
- Audio not working
- USB port not working
- Serial port not working
- Ps2 port not working
- CD Drive control section problem
- Hard disk control section problem
- Battery not charging
- D C pin problem
- Soldering & Desoldering of Motherboard Ics, Transistors, Diode, Fuse, Capacitors, VGA Chips ETC....

Part # 2

- Laptop Motherboards
- Solving Laptop Power Problems
- Soldering
- How To Handle Liquid Problems Like Spilling water In Your Laptop
- Handling Laptop Keyboard Issues
- How You Deal With Overheating Laptops
- Fixing Keyboard Problems
- Fixing Touchpad Problems
- Replacing Broken Laptop Screens
- Replacing Memory/Data Components

Expected Outcomes

Participants will be able to apply
All the troubleshooting techniques to repair laptops

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Training on Livestock Management

Training Objectives

Livestock is the main source of high protein foods as well as a great mean of income generation for most rural population in Pakistan. The loss of livelihood for the livestock farmers has made household increasingly vulnerable and has decreased the livestock in the local market. This Training program is developed to get most benefit out of Livestock by maximizing production and minimizing losses through disease prevention & mortality control. The objectives of the training program are as follows:

- Build the capacities
- Provide livestock management training aspects.
- Achieve overall livestock development at local level
- Adopt improved technologies
- Impart basic skills, information, and knowledge

Duration: 4 Weeks

Targeted Audience

In rural areas majority of people are associated with agriculture or livestock business. Anyone who wishes to start his or her own livestock business or to enhance the existing production can join the course.

Course Content:

- ⊙ Brief Introduction of the Training Program
- ⊙ Benefits involved in this business
- ⊙ Basics of Livestock management
- ⊙ Introduction to types of Livestock
- ⊙ Categories of Livestock
- ⊙ Animal basic health & Hygiene
- ⊙ Diseases relevant to Livestock
- ⊙ An overview of the medication for the Live stock
- ⊙ How to develop farms
- ⊙ How to maintain farms
- ⊙ Animal nutrition
- ⊙ Curative and preventive measure
- ⊙ Disease identification and control
- ⊙ How to monitor Livestock
- ⊙ Livestock first aid
- ⊙ Regular inspection and monitoring of Livestock
- ⊙ Types of Breed
- ⊙ Improvement of Breeds
- ⊙ Range management
- ⊙ Livestock vaccination
- ⊙ Artificial insemination
- ⊙ Business management
- ⊙ Marketing livestock product
- ⊙ Business Plan

Expected Outcomes

Participants will be able to Manage live stock in a better way

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Training on Mobile Repairing



Duration
4 Weeks

Course Objectives

The main objective of this course is to make participants able to assemble disassemble service & checking components of mobile Phones PCB (printed circuit board) with using proper tools. The course aims to make participants able to diagnose & repair any kind of mobile phones software & hardware faults can easily read mobile phone block & layout diagrams diagnose problems and repair it by using proper tips and techniques.

Targeted Audience

Anyone can join this course; particularly young people with less experience and basic qualification, as it can be attractive service options for them.

Expected Outcomes

On the successful completion of this course the student can join as a customer support executive in any existing mobile service center or repairing center or establish their own business of mobile phones.

Course Content

- Introduction to Mobile Technologies (theory practical)
- Mobile phone communication system
- Mobile repairing tools
- Mobile phone hardware (theory practical)
- Basic electronics in all mobile phones (theory practical)
- Rx & TX voice bands in mobile phones (theory practical)
- Base band module mobile phones data processing system (theory practical)
- Mobile phones assembling de-assembling
- Soldering re-soldering (practical)
- Hardware faults & troubles shooting (theory practical)
- Software installations & troubles shooting (theory practical)

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Training on Orchard Establishment



Duration
2 Weeks



Training Content

- ✕ Brief Introduction of the Training Program
- ✕ Benefits involved in this business
- ✕ Basics of Orchard Establishment
- ✕ Determine Site Suitability
- ✕ Water Requirements and Water Quality
- ✕ Climatic Conditions
- ✕ Temperature
- ✕ Precipitation
- ✕ Investigate Plant Material
- ✕ Design the Orchard
- ✕ Survey and Stake the Plot
- ✕ Determine Labor Needs and Source
- ✕ Plan for Irrigation
- ✕ Transport and Plant Trees
- ✕ Business plan

Expected Outcome

Participants will be able to

- ✕ Setup personal orchids
- ✕ Control the elements affecting production of orchids
- ✕ Make irrigation plan
- ✕ Develop business plan to market their production

Training Objectives

In this training Session the Resource person will mostly emphasis on the theoretical sessions. Participants will able to learn the basics of orchard establishment and how they can earn income for their families and themselves. They will be guided in detail the advantages associated with orchard establishment and what necessary measure must have to take before starting this business. Field visits will also be incorporated into business so the participants will be able to learn more efficiently and effectively.

Targeted Audience

The ones who have land or willing to purchase land for the orchard establishment and want to be aware of and evaluate several crucial issues: water requirements and water quality, climatic conditions, site conditions, and site optimization etc..

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Training on

Duration
4 Weeks



Security Guard for Females

Training Objectives

Security Guard training for female is specially designed for unemployed females to give them a skill and platform for learning all security matters.

Basic Security Guard Training Series is a complete one month course that will cover all aspects including laws of Pakistan regarding security, updated safety and security methods, emergency preparedness, dealing with people, reporting, use of different security tools etc.



Targeted Audience

This program is specially designed for women who wish to join the security job opportunities, in local markets or abroad. The course suits perfectly to the unemployed persons with having basic academic record and lesser experience.

Expected Outcomes

- ★ By the end of the program, participants will be able to
- ★ Comprehend security terms and functions
- ★ Perform well during emergency situations
- ★ Understand protections and investigation process
- ★ Perform rescue activities
- ★ Handle and use security related tools proficiently

Training Contents

- ★ Basic Security Terms
- ★ Basic Security Functions
- ★ Human and Public Relations
- ★ Importance of a solid working relationship with the law enforcement
- ★ What a security guard must know to handle an emergency situation
- ★ Process used to conduct a proper preliminary investigation
- ★ Procedures used in responding to any emergency
- ★ Components of aggressive protection
- ★ Basic components of dealing effectively with an angry person
- ★ Use of security tools

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Training on Security Guard Male

Training Objectives

Security Guard training is specially designed for rural unemployed persons to give them a skill and platform for learning all security matters

Basic Security Guard Training Series is a complete one month course that will cover all aspects including laws of Pakistan regarding security, updated safety and security methods, emergency preparedness, dealing with people, reporting, use of different security tools etc.

Targeted Audience

This program is specially designed for the people who wish to join the security job opportunities, in local markets or abroad. The course suits perfectly to the unemployed persons with having basic academic record and lesser experience.

Expected Outcomes

- ★ By the end of the program, participants will be able to
- ★ Comprehend security terms and functions
- ★ Perform well during emergency situations
- ★ Understand protections and investigation process
- ★ Perform rescue activities
- ★ Handle and use security related tools proficiently



Training Contents

- ★ Basic Security Terms
- ★ Basic Security Functions
- ★ Human and Public Relations Importance of a solid working relationship with the law enforcement
- ★ What a security guard must know to handle an emergency situation
- ★ Process used to conduct a proper preliminary investigation
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Training on Tile Fixer



Duration
6 Weeks

Training Objectives

Nowadays tiles are an essential part of any newly constructed house, through these tiles the beauty of the building increases. There is also lot of competition among the builders regarding the outlook and interior of any building. Due to which tiles and tiles fixers are always needed in the market. It is also a profitable occupation, one can learn the basics the advancements involve in this process and can generate good income. This training will include tutorials along with practical also sessions and field visits so that participants will be able to learn more. This training will also motivate to the participants to start then own occupation.



Targeted Audience

The program is open; anyone can join this training program, who wishes to join this field of business.

Course Content

- ★ Brief Introduction of the Training Program
- ★ Benefits involved in this business
- ★ Mass determinations
- ★ Basic knowledge of physics and chemistry for construction.
- ★ Knowledge regarding tiling backgrounds.
- ★ Draughtsman ship
- ★ Technical calculations
- ★ Color theory and design.
- ★ knowledge of building materials
- ★ Types of tiles
- ★ Basic knowledge of technical regulations
- ★ Basics of business and trade
- ★ Preparation of brush coatings.
- ★ Installing concrete slabs in sand beds
- ★ Thick bed and Installing tile in a mortar bed.
- ★ Measuring up for tile installation
- ★ Scaffolding
- ★ Water-repellent materials.
- ★ Tile cutting, polishing and drilling techniques.
- ★ Preparation of materials for thermal and acoustic insulation
- ★ Preparation of expansion joints
- ★ Dry construction
- ★ Minor masonry tasks, baths, showers, partitions and supports.
- ★ Preparation of renderings and backgrounds for tiling.
- ★ Installing and jointing natural stone, tiles, mosaics and marble.
- ★ Installing trim units and ornamental borders
- ★ Work on stairways.
- ★ Making arcs and curves.
- ★ Business plan

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Training on UPS Assembling & Manufacturing (Basic)

Duration
4 weeks



Training Objectives

Due to shortage of electricity in the country, load shedding is creating lot of problems in normal routine life. From the last few years, demand of UPS is increasing day by day. In the summer, UPS manufacturing becomes a very charming business. The purpose of this course is to provide sufficient practical knowledge about UPS manufacturing so that the trainee can assemble UPS at his own as per requirement of the customer.

The course is conducted in the Electronics LAB, therefore, the Lab work is maximum and avoids unnecessary theory. Qualified & Experienced Instructors, having professional experience in the field are teaching this course.

Expected Outcome

The participants will be able to

- Compile necessary arrangements for making a UPS
- Do wiring adjustments
- Troubleshoot and remove faults

Targeted Audience

This training is designed for the electrician, technician, or the one's who needs a basic understanding of the application, installation, operation and troubleshooting of UPS systems and storage batteries. The course is open for all having minimum understanding of electric techniques.

Course outline

- Theory of operation
- Working, principal and use of transformer in UPS designing
- Function of rectifiers
- Function and design of oscillator
- Parts of main control Board (e.g. Cut-off system, relay system, safeties etc)
- Design of Darlington pair and its use in UPS
- Complete Wiring diagram of UPS
- Complete assembly and disassembly of UPS
- Troubleshooting and fault diagnosing in UPS
- Battery recommendations for a specific wattage UPS.

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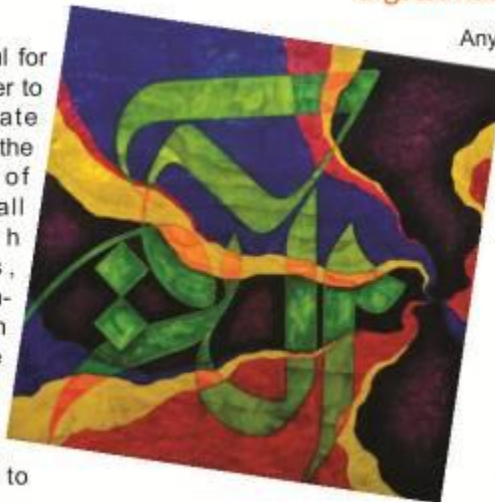
Training on Wall Calligraphy

Duration
4 Week



Training Objectives

This Training is helpful for the participants in order to learn how to create beautiful work with the traditional tools of lettering in a small course. Through demonstrations, examples and one-on-one assistance with your work, these comprehensive units will give the techniques and support necessary to practice one's art.



Targeted Audience

Anyone who wishes to start Wall Calligraphy business can join having the age of 16 to onward

Training Content

- + Brief Introduction of the Training Program
- + Benefits involved in this business
- + Basics of wall calligraphy
- + Introduction to types of calligraphy
- + Learning to write the major calligraphic styles
- + Gain confidence with your handwriting
- + Common illumination techniques.
- + Background techniques
- + Layout methods and design
- + Versals
- + Variety of higher level illumination techniques
- + Tool making
- + Lettering Variations
- + Advanced layout and design skills
- + Innovative lettering
- + Advanced lettering techniques
- + How to source inspiration and develop it into a finished piece
- + Calligraphy Electives
- + Calligraphy Advanced Writing
- + How to make a business plan

Training Objectives

This Training will helpful for the participants in order to learn how to create beautiful work with the traditional tools of lettering in a small, friendly group. Through demonstrations, examples and one-on-one assistance with your work, these comprehensive units will give the techniques and support necessary to practice one's art.

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