

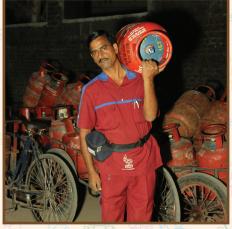






# **Facilitator Guide**







Sector

Hydrocarbon

Sub-Sector

Downstream

Occupation

LPG Distribution

Reference ID: HYC/Q3201, Version 1.0

**NSQF** Level 4

# LPG Delivery Personnel

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Skilling is building a better India.
If we have to move India towards
development then Skill Development
should be our mission.

Shri Narendra Modi Prime Minister of India



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#### About this book

This facilitator guide is designed to enable training for the specific Qualification Pack (QP). Each National Occupational Standard (NOS) is covered across Unit/s.

Key learning objectives for the specific NOS mark the beginning of the Unit/s for that NOS. The symbols used in this book are described below.

## - Symbol Used









**Notes** 



**Objectives** 



**Steps** 



**Time** 

**Tips** 





Ask



**Explain** 



**Elaborate** 



**Practical** 





Lab

**Demonstrate** 



**Team Activity** 

**Facilitation Notes** Learning Outcomes

Say









**Resources** 

**Activity** 

**Summary** 

**Role Play** 

**Example** 

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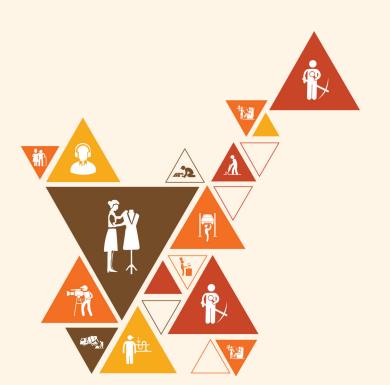
## 1. Introduction

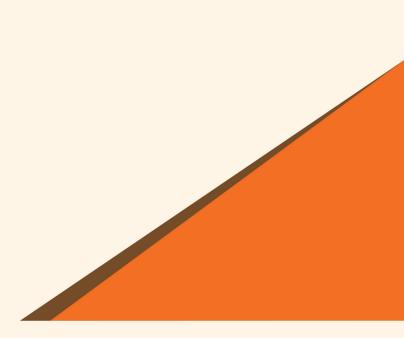
Unit 1.1 - Introduction to the Training Programme

Unit 1.2 - Introduction to the Hydrocarbon Sector

Unit 1.3 - Introduction to the Downstream Segment

Unit 1.4 - Role of the LPG Delivery Personnel





## **Key Learning Outcomes**



At the end of this module, the trainee will be able to:

- 1. Explain the purpose of the training programme
- 2. State the benefits of the training programme
- 3. Discuss the Qualification Pack and National Occupation Standards
- 4. Introduce each other
- 5. Build rapport with fellow participants and the trainer
- 6. State the expectations from the training programme
- 7. Establish some ground rules for the effective facilitation of the programme
- 8. Describe the Hydrocarbon Sector
- 9. Explain what Hydrocarbons are and describe the different types of Hydrocarbons
- 10. Describe the refining process for Crude Oil
- 11. State the different types of fuels
- 12. List the three major segments in the Hydrocarbon Sector
- 13. State the functions of the Downstream Segment
- 14. List the roles and responsibilities of an LPG Delivery Personnel
- 15. State the personal attributes of an LPG Delivery Personnel

## UNIT 1.1: Introduction to the Training Programme

## **Unit Objectives**



At the end of this unit, the trainee will be able to:

- 1. Explain the purpose of the training programme
- 2. State the benefits of the training programme
- 3. Discuss the Qualification Pack and National Occupation Standards

## Resources to be Used



Available objects such as a duster, pen, notebook etc.

## Ask



• Ask the participants what they think the purpose of this programme is.

#### Do



- Divide the participants into pairs and ask them to discuss the purpose of the programme.
- Make them write the points in their notes page.
- Conduct a discussion with the entire class and create a map of all the ideas on the whiteboard.

## Say



• This training programme has been developed to impart specific skills to individuals who wish to work as an LPG Delivery Personnel.

## Do



- Tell them about the specific skills that they will be able to perform as a LPG Delivery Personnel after the completion of this training programme as given in the participant handbook.
- Elaborate each point with relevant examples from the workplace.
- For example, you can tell them how good communication skills help in developing an effective, long term relationship with the customers.
- Make connections with the points already shared by the participants.

## Ask



Ask the participants what they think are the benefits of this programme.

## Activity



- Divide the participants into pairs and ask them to discuss the purpose of the programme.
- Make them write the points in their notes page.
- Conduct a discussion with the entire class and create a map of all the ideas on the whiteboard.
- Tell them the benefits of the program and make them feel proud of the occupation they have chosen.
- Create a lot of enthusiasm and interest so that the participants have a feeling of pride about themselves and the work they will be doing.

#### Elaborate



- Show them the QP Occupational Standards for the Hydrocarbon Industry.
- Elaborate on the QP and NOS and their codes the need, purpose and how this knowledge will help them during and after the training programme.

#### Ask



• Ask the participants if they have any questions and resolve their queries before closing the session.

#### Unit 1.1.1 Ice Breaker

## **Unit Objectives**



At the end of this unit, the trainee will be able to:

- 1. Introduce each other
- 2. Build rapport with fellow participants and the trainer

#### Resources to be Used



• Available objects such as a duster, pen, notebook etc.

#### Do



- Introduce yourself to the workshop participants.
- Highlight your experience in facilitating group discussions and conducting training sessions.

## Activity



- Ask the participants to write down two truths about themselves and a lie.
- Then, ask them to introduce the three "facts" to the rest of the group and also tell their name.
- Ask the rest of the group to try and guess which one out of the three "facts" is a lie.

## Say



• Thank the participants for their participation.



- To help the team understand this ice breaker, begin the introduction yourself stating two true facts and one lie about yourself and then ask the group to guess which one out of the three "facts" is a lie.
- For example, you could tell them your exact qualification and company's name and lie about the number of languages you can speak in.

## Unit 1.1.2 Expectation Setting

## **Unit Objectives**



At the end of this unit, the trainee will be able to:

1. State the expectations from the training programme

## Resources to be Used



• Available objects such as a duster, pen, notebook etc.

## Activity



- Ask the participants why they would like to spend time in this programme.
- Ask the participants to write their expectations from the programme in the notes page of the participant handbook.
- Ask the participants to share their expectations with the larger group.

## Do



- Write these down on the whiteboard.
- Set the context for discussing the objectives of the programme.

## Say



• Tell the participants that you will be revisiting the expectation map to check if together you have been able to meet all or most of them.



- It is very important to confirm that all participants have an opportunity to express their expectations for the workshop.
- Before the assessments, revisit the expectations set by the participants and check if you were able to meet all or most of them.

#### Unit 1.1.3 Ground Rules

## **Unit Objectives**



At the end of this unit, the trainee will be able to:

1. Establish some ground rules for the effective facilitation of the programme

#### Resources to be Used



• Available objects such as a duster, pen, notebook etc.

## Team Activity



- Divide the participants into four smaller groups to create some rules.
- Each group can write the rules they create on the notes page of their participant handbook.

#### Do



- Review the ground rules as a class.
- Ask the participants if they can agree to respect these ground rules.
- Ask if anyone has any suggested additions or changes to the rules but do not add to or change the rules unless there is a consensus within the group to do so.
- Get an agreement from all the participants for the ground rules.
- Write the ground rules on a flip chart and put them in a visible location during the session for easy reference.

#### Ask



• Ask the group to help enforce the ground rules during the session.

## Say



• Thank the trainee for helping you set the ground rules.



- Give examples of some basic ground rules to minimise the time spent on developing new rules.
- Be realistic and flexible with ground rules.
- Ground rules give you a guideline, but are not the law to be enforced.

## UNIT 1.2: Introduction to the Hydrocarbon Sector

## Unit Objectives



At the end of this unit, the trainee will be able to:

- 1. Describe the Hydrocarbon Sector
- 2. Explain what Hydrocarbons are and describe the different types of Hydrocarbons
- 3. Describe the refining process for Crude Oil
- 4. State the different types of fuels

#### Resources to be Used



Chart papers, markers, sketch pens, pencils etc.

#### **Team Activity**



- Divide the participants into four teams and ask each group to read one of the four sections of this unit given in the participant handbook.
- Assign each section to one group.
- Ask them to prepare a chart based on what they have learned in the given section, and make a presentation in front of the whole group.
- Invite each group to come and present based on the order in which the information has been provided in the participant handbook.
- After each presentation, conduct a discussion with the entire class.
- Encourage other groups to ask questions to the group that is presenting.
- Congratulate the groups individually and sum up the discussion by adding points left out by the groups.
- Paste the chart papers prepared by the participants in the classroom for ready reference.

## UNIT 1.3: Introduction to the Downstream Segment

## - Unit Objectives



At the end of this unit, the trainee will be able to:

- 1. List the three major segments in the Hydrocarbon Sector
- 2. State the functions of the Downstream Segment

#### Resources to be Used



• Available objects such as a duster, pen, notebook etc.

## **Explain**



- Explain the journey in the petroleum industry from Exploration, Production, Processing, and Transportation to Marketing.
- You can also create a story around the journey of a petrol drop and how it travels.
- Once all the processes have been discussed, divide the path into three major segments.
- Tell them the names of these segments Upstream, Midstream and Downstream.
- Elaborate on the Downstream segment, the Oil and Gas industry, its scope and the job market in this industry.
- Tell them about the myriad opportunities that will be available to them after the successful completion of the programme.

#### Field Visit



- Organise a field visit to LPG showroom/godown.
- Tell the participants about the visit.
- Prior to the visit, reveal the observation sheet given below, on the whiteboard.
- Tell the participants to copy it in their notes section in their participant handbook.
- Conduct a follow up discussion after the visit to recapitulate what they had learned during the visit.

## LPG Showroom/Godown Observation Sheet

Name of the Participant:	
Name of the LPG Showroom/Godown:	
Address:	
Date of Visit:	
Time of Visit:	
When was the LPG showre	oom/godown established?
Who owns the LPG showr	oom/godown?
How are the LPG cylinders	stored in showroom/godown?
What is the overall capaci	ty of the LPG showroom/godown?
How are the cylinders get	segregated in the LPG showroom/godown?
How are the LPG cylinders	supplied and marked?
Which part/what is it abou	ut the LPG showroom/godown that you liked the most and why?
Note down any other obse	ervation worth mentioning here:





• Ask the participants if they have any questions and resolve the queries before closing the session.

## UNIT 1.4: Role of the LPG Delivery Personnel

## - Unit Objectives



At the end of this unit, the trainee will be able to:

- 1. List the roles and responsibilities of an LPG Delivery Personnel
- 2. State the personal attributes of an LPG Delivery Personnel

#### Resources to be Used



• Available objects such as a duster, pen, notebook, etc.

## Team Activity



- Divide the participants into four teams.
- Ask each group to imagine that they are a recruitment company who has to hire an LPG Delivery Personnel for a newly opened LPG distributor's showroom..
- Now, they have to create awareness in the people about the role and its importance.
- Tell them to conduct the campaigning of candidates around the following questions:
  - Who is an LPG Delivery Personnel?
  - What are the roles and responsibilities of an LPG Delivery Personnel?
  - Why is this role important?
  - Who is eligible for this role Qualifications, appearance, attitude, etc?
- Ask each group to make a presentation in front of the whole class.
- After each presentation, conduct a discussion with the entire class.
- Encourage other groups to ask questions to the group that is presenting.
- Congratulate the groups individually and sum up the discussion by adding points left out by the groups.

## Notes for Facilitation



- Take examples from a nearby LPG distributor/showroom to build on the topic.
- Tell them to remember their visits to any LPG distributor/ showroom and the experiences they had.
- You can share some experiences of LPG Delivery Personnel who were very friendly or customercentric.
- You can ask participants if they know of any such experience.

## Ask



• Ask the participants if they have any questions and resolve their queries before closing the session.

## ┌ Elaborate



• Elaborate on the roles and responsibilities and the personal attributes of the LPG Delivery Personnel as given in the participant handbook.

Notes		
Notes 📋		











# 2. Deliver LPG Cylinders to Consumers

Unit 2.1 - About LPG Cylinders

Unit 2.2 - Pre-Delivery Activities

Unit 2.3 - Delivery Activities

Unit 2.4 - Post-Delivery Activities





## **Key Learning Outcomes**



At the end of this module, the trainee will be able to:

- 1. State the properties of LPG
- 2. List the characteristics of LPG
- 3. Describe how LPG is filled in cylinders
- 4. Explain the use of LPG
- 5. Describe the pre-delivery activities at the distributor's showroom/godown
- 6. Identify the required tools and equipment required for pre-delivery activities
- 7. Describe the pre-delivery activities at the customer premises
- 8. Describe the delivery activities at the customer premises
- 9. Explain the procedure to replace a cylinder
- 10. Explain the procedure for a new domestic LPG connection
- 11. Describe the post-delivery activities performed at the customer premises
- 12. State the procedure for billing

## **UNIT 2.1: About LPG Cylinders**

## Unit Objectives



At the end of this unit, the trainee will be able to:

- 1. State the properties of LPG
- 2. List the characteristics of LPG
- 3. Describe how LPG is filled in cylinders
- 4. Explain the use of LPG

## Resources to be Used



- Available objects such as a duster, pen, notebook, etc.
- Information chits
- Small containers
- Markers
- Chart papers, markers, sketch pens, pencils etc
- Pictures of different types of cylinders as per their weight and material they are made of
- Participant handbook

## Ask



• What is it that comes to your mind when you are asked about LPG? Is there anything else you wish to share apart from LPG's use as a cooking gas?

## Say



• Let us check how much we know about this popular fuel through this simple activity.

#### Do



- Keep these chits ready for the activity.
- Make four chits for each statement given below.

LPG is a combination of Propane and Butane.

LPG is a combination of Propylene and Octane.

LPG is a gas at normal temperature but becomes a liquid on application of higher temperature.

LPG is a liquid at normal temperature but becomes a gas on application of higher temperature.

LPG is the most convenient fuel.

CNG and LNG are more convenient than LPG.

LPG is a domestic as well as industrial fuel.

LPG is solely a domestic fuel but has less industrial usage.

LPG gives even and controllable heat.

LPG gives uneven and uncontrollable heat that is controlled through the apparatus present in the cylinder.

LPG is colourless and odourless.

LPG is colourless and has a pungent odour.

Ethyl Mercaptan is added to LPG to provide odour to it.

Ethyl Mercaptan is added to LPG to provide colour to it during leakage.

- Fold all the chits.
- Take four containers and keep one copy of each chit in each container.

## Team Activity



- Divide the participants into four groups.
- Number the groups as A, B, C and D.
- Provide one container each to all the four groups.
- Ask the participants to mark the container with their team number or ID (A, B, C or D).
- Ask them to separate the chits which they think holds true for LPG.
- The chits containing false statements will go back to the container.
- The chits containing the true statements will be kept aside.

## Do



- Ask groups to exchange their containers with another group.
  - Now the other group will remove the chits and again segregate the statements which they feel are true and leave the false ones in the container.

If they find any true statements they keep it aside and pass the container to the next group. The container to be passed on till the original container returns back to the team.

Time the rounds.

- Now read out the statements one by one and discuss the answers.
- Keep a score for each group.
- Each true chit will get a score of '10' points (even the repeated true chits).
- The group which collects the maximum number of true and correct chits will be the winner.
- Now ask the participants in the groups to remove the rest of the chits in their container.
- Open them and review each chit. Discuss each characteristic of LPG as given in the participant handbook.

#### Say



- We know LPG is a combination of hydrocarbons.
- The next activity helps us explore more about various facts about this clean fuel.

## Team Activity



- Divide the participants into four teams and ask two groups to read the properties of LPG and the remaining two groups to read the characteristics of LPG given in the participant handbook.
- Assign each section to one group.
- Ask them to prepare a chart based on what they have learned in the given section and make a presentation to the class.
- Invite each group to come and present based on the order in which the information has been provided in the participant handbook.
- After each presentation, initiate a discussion.
- Encourage other groups to ask questions to the groups presenting.
- Congratulate the groups individually and sum up the discussion by adding points missed out (if any) by the groups.

## Notes for Facilitation



• Retain these charts in the class. It can be displayed in the classroom for ready reference for this batch.

## **Explain**



- Discuss the term (BIS) 3196 and CCOE and their role in guiding the procedure to be followed in manufacturing and bottling Plants.
- Explain the steps followed for filling LPG in cylinders.
- Clearly stress on first checking, cleaning, drying and purging of empty cylinders.
- Later, explain punching, transfer to carousel, filling, disconnection and ejection of filled cylinders.

#### Ask



• Ask the participants if they have any questions and resolve their queries before closing the session.

## Say



- LPG is a clean and convenient cooking fuel.
- There are many other uses of LPG.

#### Ask



• Ask participants to state any other use of LPG.

## Do



- Note down the responses by the participants on the whiteboard.
- Now, summarise the uses, adding the points mentioned in the participant handbook.

## **Team Activity**



- Divide the participants into four groups
- Give pictures of the various types of cylinders
- Tell them to identify the category of cylinder in the pictures

#### Ask



• Why are different cylinders of different weight types manufactured?

#### Do



• Considering the answers given by the participants, discuss in detail the different types of cylinders. Refer to the participant handbook.

## Say



- The body of the LPG cylinder can be divided into three main parts, namely:
  - collar shroud
  - main body and
  - · foot ring.
- Let us do a small activity.

#### Do



- Draw a cylinder on the whiteboard.
- Invite participants to volunteer to label the parts of the cylinder on the whiteboard.
- Explain in detail the various parts of a cylinder. Refer to the participant handbook.

## Do



- Illustrate with a diagram on the board the LPG supply chain.
- Explain the supply chain. Refer to the participant handbook.
- Explain each element in the supply chain.
- Explain the hierarchy of the LPG distributors and delivery personnel in the supply chain with a chart. Refer to the participant handbook.

## Say



- Such a hierarchy is essential for the distribution of work and smooth functioning of an organisation.
- Similarly, the supply chain clearly shows the organisations involved at various levels for efficient supply of LPG.

## **UNIT 2.2: Pre-Delivery Activities**

## - Unit Objectives



At the end of this unit, the trainee will be able to:

- 1. Describe the pre-delivery activities at the distributor's showroom/godown
- 2. Identify the required tools and equipment required for pre-delivery activities
- 3. Describe the pre-delivery activities at the customer premises

## Resources to be Used



- Tool kit
- Sample cash memo
- · Sample delivery documents
- Participant handbook

## Say



- As LPG delivery personnel, you should be aware of all the activities that must be performed for efficient delivery.
- Before the delivery starts, there is procedure that should be followed.

## Do



• Discuss the pre-delivery activities. Refer to the participant handbook.

## **Demonstrate**



- Demonstrate the pre-delivery routine to the participants with help of a mock setting.
- Let the participants practice what to carry and check in the mock setting.

## **Practical**



- Arrange for a hands-on session at the distributor's showroom or godown.
- Group the participants for the practical session. Group them with LPG Delivery Personnel so that they observe and get hands-on practice.
- Let the participants practice the pre-delivery activities.

## Notes for Facilitation



- Ensure that all the participants get a chance to practice.
- Take feedback from the LPG delivery personnel with whom the participants were grouped for hands-on practice.
- Discuss the feedback with the participants following the practical sessions.

#### Do



• Display the tool kit carried by LPG delivery personnel during delivery.

## Ask



- Encourage the participants to recall the practical session undertaken in the godown/showroom.
- Ask them the functions of each tool.

#### Do



- Discuss each tool and equipment carried by an LPG delivery personnel during delivery.
- Refer to the participant handbook.

#### Demonstrate



- Arrange for a complete tool kit.
- Invite an experienced LPG Delivery Personnel to show the complete tool kit and explain the use of each and every tool.
- Later, ask the participants to practice the same in groups.
- Guide the participants to use the right method for using a tool.



- Ensure that all the participants get a chance to practice.
- Take feedback from the delivery personnel with whom the participants were grouped for handson practice.
- Discuss the feedback with the participants following the practical sessions.
- You can also conduct a quiz to find out how much they have learned about the different tools.

## **UNIT 2.3: Delivery Activities**

## - Unit Objectives



At the end of this unit, the trainee will be able to:

- 1. Describe the delivery activities at the customer premises
- 2. Explain the procedure to replace a cylinder
- 3. Explain the procedure for a new domestic LPG connection

## Resources to be Used



- Available objects such as a duster, pen, notebook, etc.
- Participant handbook
- Materials required for hands-on practice
- Gas stove and a domestic LPG cylinder

#### Say



- We will now discuss the most important role of a Delivery Personnel i.e. the delivery of the cylinder to the customer.
- We will see what the important things to be kept in mind are while performing this activity.

#### Do



• Discuss the activities that must be performed during delivery of the cylinder. Refer to the participant handbook.

## Practical



- Arrange for a hands-on session for delivery activities during a delivery call.
- Brief the participants on the hands-on session during the delivery call. Assign the activities and tasks to be done during the call.
- Group the participants and partner them with LPG Delivery Personnel at the delivery call.
- Ask the participants to note down the observations and activity details in the notes section of their participant handbook.
- A sample grid is provided here which can be distributed to the class.

	Date:	Practical Session No.	Name of LPG distributor's showroom	Location:
Act	ivity Details	Tasks Assigned	Task Completed	Observations
1.	Identify the right customer and Greet them			
2.	Cylinder carried with minimum noise			
3.	Check the Weight of the Cylinder			
4.	Seal checking; Removing the Seal and Safety Cap			
5.	Check Leakage			
6.	Replacing the filled Cylinder			
7.	Any other task			

## Notes for Facilitation



- Ensure that all the participants get a chance to practice.
- Take feedback from the Delivery Personnel with whom the participants were group with for the hands-on practice. Discuss the feedback with the participants following the practical sessions.
- Conduct a role-play activity where the participants enact their visit to a customer.

#### Do



• Discuss the activities that must be performed while installing new connection. Refer to the participant handbook.

## Demonstrate



- Arrange for the materials and tool kit required for demonstrating how to install a new LPG connection.
- Invite experienced LPG delivery personnel to show the procedure of installing a new LPG connection.
- Give special focus on fitting regulators.
- Show the regulator parts valve and the pin inside.
- Later, ask the participants to practice in groups.



- Ensure that all the participants get a chance to practice.
- Take feedback from the delivery personnel with whom the participants were grouped for the hands-on practice session. Discuss the feedback with the participants following the practical sessions.

#### **UNIT 2.4: Post-Delivery Activities**

## - Unit Objectives



At the end of this unit, the trainee will be able to:

- 1. Describe the post-delivery activities performed at the customer premises
- 2. State the procedure for billing

#### Resources to be Used



- Available objects such as a duster, pen, notebook, etc.
- Participant handbook
- Materials required for hands-on practice
- POS machine, mobile application

## Say



- As LPG delivery personnel, you should be well-versed with the various modes of payment that a customer can use.
- There are two kinds of transaction: Cash Transactions and Electronic Transactions.
- Cash payment, though fast, can be difficult if the customer does not have the exact change.
- Apart from cash, the next alternate payment that a customer can use is e-wallets, online payment, credit card, debit card, loyalty cards, etc. which are electronic modes of transaction.
- Discuss the other post-delivery activities with the participants like advising the customers about LPG schemes, educating customers about safety precautions, and educating customers about conservation of fuel.

## **Demonstrate**



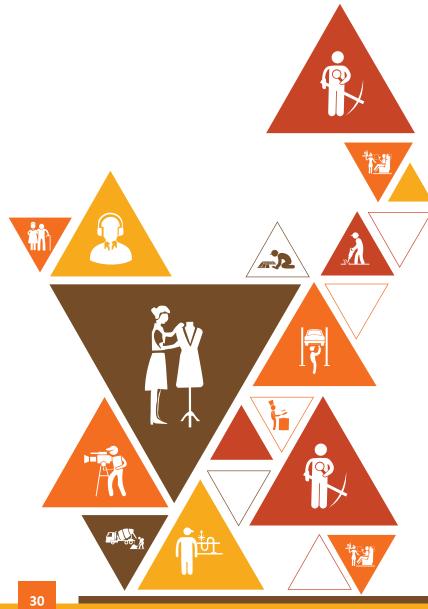
- Get a few cash memos and show it to the participants.
- Ask the participants to note the various details in the cash memo.
- Demonstrate to the participants how to use the credit card and debit card machine.
- Demonstrate the post-delivery routine to the participants with help of a mock setting.
- Let the participants practice in the mock setting.



- Ensure that all the participants get a chance to practice.
- Conduct a role-play activity where the participants enact the post-delivery routine at the customer premises.

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# 3. Maintain Safe and Secure Working Environment

Unit 3.1 - Precautionary Measures to Avoid Hazards

Unit 3.2 - Safety Standards and Procedures

Unit 3.3 - Emergency Procedures in case of Fire



(HYC/N 3102)

## **Key Learning Outcomes**



At the end of this module, the trainee will be able to:

- 1. List the hazards that occur when dealing with LPG
- 2. Describe the safety measures taken while handling LPG cylinders
- 3. Explain the safety standards for using the LPG cylinder equipment
- 4. Describe the safety standards and procedures regarding the use of LPG cylinders
- 5. State the Fire Triangle
- 6. List the different types of fire
- 7. State the different types of fire extinguishers and their uses
- 8. Describe the DCP type of fire extinguisher and its uses
- 9. Explain the procedure to use a fire extinguisher

#### **UNIT 3.1: Precautionary Measures to Avoid Hazards**

## - Unit Objectives



At the end of this unit, the trainee will be able to:

- 1. List the hazards that occur when dealing with LPG
- 2. Describe the safety measures taken while handling LPG cylinders

#### Resources to be Used



- Available objects such as a duster, pen, notebook, etc.
- Participant handbook
- Trainer's guide
- Material and equipment required for hands-on practice

## Say



- We often hear incidents like these around us.
  - Mother and daugther succumbed to injuries in a gas cylinder blast. They suffered 70 percent burn injuries when a gas cylinder accidently caught fire and exploded at their residence.
  - A LPG cylinder blast kills 9 people at a wedding ceremony. A loud blast brought down a twostorey building like a pack of cards and kills 9 and injured many at a wedding ceremony.

## Ask



• What could possibly cause a cylinder blast?

#### Say



• LPG has become a part and parcel of our lives but its unsafe handling could lead to major mishaps.

#### Do



- Elicit a response from the participants.
- Write the answers provided by them on the white board.

#### Elaborate



• Elaborate on the hazards while dealing with LPG as given in the participant handbook.

## Demonstrate



- Conduct a demonstration session to show them the safety measures to be kept in mind while installing the LPG Cylinder.
- Explain each step carefully and slowly and ask questions to reinforce learning.
- In the same demo session, tell them what to do in case of a fire, leakage or emergency.
- Conduct practice demo sessions with the participants to ensure learning.

#### **UNIT 3.2: Safety Standards and Procedures**

## Unit Objectives



At the end of this unit, the trainee will be able to:

- 1. Explain the safety standards for using LPG cylinder equipment
- 2. Describe the safety standards and procedures regarding the use of an LPG cylinder

#### Resources to be Used



• Chart papers, markers, sketch pens, pencils, etc.

#### **Team Activity**



- Divide the participants into three teams and ask each group to read one of the three sections of this unit given in the participant handbook.
- Assign each section to one group.
- Ask them to prepare a chart based on what they have learned in the given section, and make a presentation in front of the whole group.
- Invite each group to come and present based on the order in which the information has been provided in the participant handbook.
- After each presentation, conduct a discussion with the entire class.
- Encourage other groups to ask questions to the group that is presenting.
- Congratulate the groups individually and sum up the discussion by adding points left out by the groups.
- Paste the chart papers prepared by the participants in the classroom for ready reference.

#### Demonstrate



- Conduct a demonstration session to show them the LPG equipment, and to tell them about the safety practices and tips used while dealing with LPG cylinders.
- Explain each step carefully and slowly and ask questions to reinforce learning.
- In the same demo session, tell them what to do in case of a fire, leakage or emergency.
- Conduct practice demo sessions with participants to ensure learning.

## **Role Play**



- Call two volunteer participants one by one.
- One participant will be a customer and the other will be the LPG Delivery Personnel.
- Now give them the following situations to enact:

#### Situation 1

The LPG Delivery Personnel has come to install a new LPG connection in the house.

#### Situation 2

• The LPG Delivery Personnel receives a complaint regarding a gas leakage.

#### Situation 3

An LPG Delivery Personnel comes to deliver a cylinder and the lady starts changing the cylinder.
 The LPG Delivery Personnel finds that a candle is burning in the kitchen and all the windows are closed.

#### Situation 4

 An LPG Delivery Personnel comes to deliver a cylinder and finds that the LPG hose is very old and it does not have an ISI mark on it.

#### Situation 5

An LPG Delivery Personnel comes to deliver a cylinder and finds that the LPG cylinder being
used has been kept in the sleeping position within a closed cabinet.

#### Notes for Facilitation



• Help the participants with a script if he/she is not able to communicate properly.

### **UNIT 3.3: Fire Safety**

## - Unit Objectives



At the end of this unit, the trainee will be able to:

- 1. State the Fire Triangle
- 2. List the different types of fire
- 3. State the different types of fire extinguishers and their uses
- 4. Describe the DCP type fire extinguisher and its uses
- 5. Explain the procedure to use a fire extinguisher

#### Resources to be Used



- Available objects such as a duster, pen, notebook, etc.
- Participant handbook
- Materials required for hands-on practice

#### Ask



• What are the components needed to start a fire?

## Team Activity



- Create flash cards of these six elements.
- Prepare four sets of these flash cards.
- Divide the class into four groups and let them discuss and state what components are required to start a fire.

Water

Air

Fuel

Hydrogen

Heat

Oxygen

#### Elaborate



• Elaborate on the Fire Triangle diagram as given in the participant handbook.

#### Say



• Based on the materials involved, fire has been classified into four different types.

#### **Elaborate**



• Elaborate on the Fire Class Type and Description table as given in the participant handbook.

#### Say



• How do we fight fire? We do so with the use of a fire extinguisher. It is very important for the LPG Delivery Personnel to know about and choose the right fire extinguisher.

#### Elaborate



• Elaborate on the "Choosing the right extinguisher" chart as given in the participant handbook.

#### Do



• Show the demonstration on the different types of fire extinguishers.

#### Notes for Facilitation



- Organise a demonstration session for trainee to see and conduct a hands-on training session on the use of fire extinguishers.
- Prior to the visit, explain all the points related to the topic given in the participant handbook.
- Conduct a follow up discussion after the demonstration to recapitulate what they have learned.

#### Say

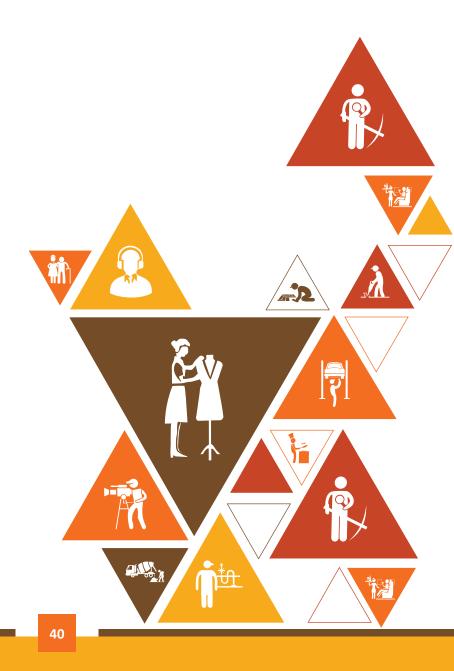


• To ensure you are prepared for any fires that may arise, always keep fire extinguishers handy and make sure all employees are trained to use them. Schedule routine fire extinguisher inspections to verify that they function properly.

#### Ask



• Ask the participants if they have any questions and resolve the queries before closing the session.











# 4. Maintain Health and Hygiene Habits

Unit 4.1 - Personal Hygiene Practices



(HYC/N 3103)

## Key Learning Outcomes



At the end of this module, the trainee will be able to:

- 1. State the habits to maintain personal health and hygiene
- 2. Explain the correct techniques of lifting and carrying a cylinder
- 3. Describe how to maintain dental hygiene
- 4. List the precautionary health measures

#### **UNIT 4.1: Personal Hygiene Practices**

#### **Unit Objectives**



At the end of this unit, the trainee will be able to:

- 1. State the habits to maintain personal health and hygiene
- 2. Explain the correct techniques of lifting and carrying a cylinder
- 3. Describe how to maintain dental hygiene
- 4. List the precautionary health measures

#### Resources to be Used



- Available objects such as a duster, pen, notebook etc.
- Case study worksheets, question set

#### Ask



- What do you understand by the term "Health?"
- According to you, who is a healthy person?

## Say



• Let us explore our understanding of these two questions through a team activity.

#### Team Activity



- Divide the class into six groups.
- Assign a case study to each group.
- Distribute some blank papers and pens to the groups for notes.
- Write the two questions given in the question set on the white board.

#### **CASE STUDY 1**

Mohit is a very popular and handsome guy. All the girls like to go out with him. He goes out with a new girlfriend every week. Mohit works out a lot to maintain his looks. He spends two hours at the gym every day and does a lot of weight lifting. To build up his muscles, he eats a lot of high protein foods such as milk, eggs, fish, chicken and meat. He also drinks a lot of water. During the weekends, he hangs out with his friends in nightclubs and pubs and drinks a lot. They spend all night dancing and drinking. They also smoke occasionally. On Sundays, Mohit goes hiking or cycling very early in the morning, having only slept a few hours. Then, another week starts all over again!

#### **CASE STUDY 2**

Shivam is a 15-year-old boy who suffered injuries from an accident some years ago. Since then, he has been paralysed and is on a wheelchair. Even after the traumatising accident, Shivam has been able to adapt with the help and support of his family and friends. His parents have redesigned the house to make it wheelchair friendly. He went to rehabilitation sessions and has learned to perform his everyday tasks. Shivam enjoys each day of his life.

#### **CASE STUDY 3**

Shreya has always been an overweight child. After many failed diet plans, she finally stopped focusing on having an ideal weight. All she wants is to feel good about herself and enjoy eating. She tries to eat a balanced diet every day but indulges in her favourite food from time to time. She knows that this is a relatively high calorie choice but since she only has it occasionally, she thinks it is fine. Shreya attends yoga classes twice a week, and goes cycling in the neighbourhood every day after school. She also goes for swimming on weekends. Ever since she has been comfortable about her weight, she has been able to be happier and has met many new friends.

#### **CASE STUDY 4**

Twenty seven year old, Ishita, is so afraid of gaining weight that she weighs herself every morning. If she has gained a few grams, she takes on a diet to lose the "extra" weight. She also runs six miles every day after supper to burn "extra" calories. Lately, she has become so careful about her food intake that she has stopped eating out with her friends on weekends to avoid the extra fat and calories! So, she stays home and watches TV instead. Recently, she has started smoking. It makes her feel less hungry and it is something she can still do with her friends.

#### **CASE STUDY 5**

Pawan is a very good grade 10 student. He manages his time in order to both study and enjoy different activities with his friends. He and four other boys play basketball every day in his backyard. On Saturdays, they all go skating. On Sundays, he goes cycling with his family. Pawan knows that being in good shape requires good nutrition. So, he maintains a healthy balanced diet. Lately, he has started thinking about what he wants to be. His father, a very successful lawyer, wants him to go to law school. Pawan is not sure about that. He has other plans in mind but does not feel he can discuss them with his parents. This has been affecting his morale and he has not been able to sleep very well lately.

#### **CASE STUDY 6**

Nirav is a very successful businessman. He owns three multi-million dollar companies. Since he does not trust anyone, he has to manage all the three by himself. His day starts at 5 am with his physical workout session at his personal gym. Then he takes a shower, grabs a cup of coffee and heads to his first company by 7 am. He spends the whole morning there, and then has a quick lunch in a near-by restaurant on his way to the second company. He spends another 5 to 6 hours there and then heads to the third company in the late afternoon. By that time, Nirav is having his sixth cup of coffee to stay awake during the evening, when he reviews documents with his personal assistant. He also schedules review meetings every Monday with his teams at his three companies that go very late into the night. When he gets back home, it is already 11 pm. His kids have gone to bed. His wife is still out for dinner or at another social event. Nirav goes directly to bed at midnight to get rest for the next day. He spends time with his family only on weekends, if he is not on a business trip. Nirav's wife is feeling very lonely and unhappy. Although she knows Nirav works really hard to make more money and provide for the family's needs, she cannot take it anymore and is considering a divorce.

#### **QUESTION SET**

- What are the factors affecting the character's health? Enlist both positive and risk factors.
- What is your advice to the character in the case study to improve his/her health?
- Each group will discuss the health practices of the character in the case study assigned.
- The group will then discuss the answers to the questions in the Question SET.
- Each group can then present the case to the rest of the class by either reading it or role-playing it. Encourage role play.
- The outcome of the activity should present whether the person described in each case study is happy and healthy and if not, why.

## Say



• Taking the inputs from the case studies, let us now discuss the ways to maintain good health.

#### Notes for Facilitation



• Some probable responses to the question set of the case studies are as follows:

Case Study #	Positive factors	Risk factors	Conclusion
1	Being popular and good looking (improves self- esteem and confidence), physical activity, drinks a lot of water	Lots of sexual partners, excessive exposure to UV rays, drinking alcohol, substance abuse, lack of sleep on weekends	Despite a very active lifestyle and a high selfesteem, he has a lot of unhealthy practices and would not be considered a healthy person.
2	Strong support from family and friends, independent in handling daily activities	Physical disability that is not directly affecting his health	He is a very happy person who has managed to adapt to a very traumatic experience, thanks to the help of his friends and his family. He can be considered healthy, despite his physical disability.
3	Satisfied with her body shape, conducting stress management, fit, very active, lots of friends, nutritional balance	Overweight	Although she is overweight, Shreya is happy about her weight and is very fit. So she might be considered a healthy person. Ideal weight is not always a good indicator of health. Some people might be thin but unfit compared to overweight persons.

Case Study #	Positive factors	Risk factors	Conclusion
4	Ideal weight	Excessive exercise, focus on body weight, social isolation, and smoking to decrease hunger feeling	She has an extremely distorted perception of health, with too much focus on weight and food choices. The key is balance. Too much of something is as bad as too little. There are other components affecting her well-being such as decreased socialisation, and lack of satisfaction with her body size. This is definitely not a healthy person.
5	Good time management, lots of friends, active lifestyle, balanced nutrition, good school achievement	Lack of communication with his parents, stress regarding future education and career choices	He is a healthy teenage boy who knows how to balance things. However, unless he confronts his parents regarding his personal interests, he might start feeling mentally stressed.
	Successful businessman, physically active, wealthy	Lack of sleep, skipping breakfast and supper, lots of coffee, very high stress level, very little family time.	Despite being successful in his professional life and being physically active, he is not a very healthy person. He is doing much more than his body and mind can handle. He is missing quality time with his family, which he will never be able to make up for. He definitely lives a very stressful and unhealthy life.

- These case studies are designed to trigger discussions on several aspects of health such as balanced life, body image, lifestyle and social support.
- The probable responses to the question set for case studies are for reference and not comprehensive.

#### Do



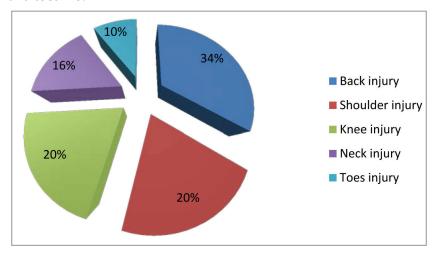
- Divide the participants into four or five groups depending on the batch size.
- Provide each group with the factsheet.
- The groups have to study the factsheet carefully, discuss and come up with the reasons for the health problems being faced by LPG workers.
- Give them time to discuss and ask them to list the points on the paper.
- Once all the groups are done, each group will present the points to the class.

#### Study: Ergonomic assessment of LPG worker (delivery men)

Under this study, 100 LPG workers (delivery men) in Mumbai were interviewed and assessed on the basis of a questionnaire.

The survey findings were:

 Majority of workers complained of severe injury to their back- 34%, shoulder- 20%, knee- 20%, neck- 16% and toes- 10%



- While loading the cylinder, 90% suffer from a very harmful impact on the musculoskeletal system and corrective actions for improvement are required immediately.
- While unloading, 70% suffer from a harmful effect on the musculoskeletal system corrective actions should be undertaken as soon as possible.

#### Notes for Facilitation



- The participants should arrive at the conclusion that it is being caused due to faulty postures.
- Anticipate and know how to address issues participants might raise during the activity.

#### Elaborate

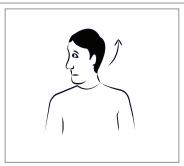


• Elaborate on the Recommended Techniques for Lifting and Carrying Cylinders as given in the participant handbook.

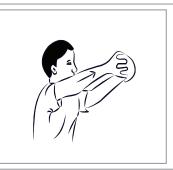
#### **Spinal Rehabilitation and Postural Flexibility Exercises**



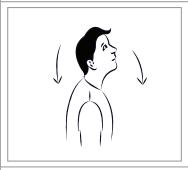
Pull arm down on side of neck stretch and hold for 30 seconds



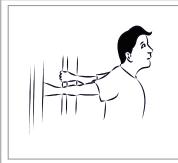
Turn head - hold for 10 seconds - repeat 3 times on each side



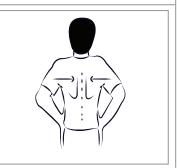
Lock your fingers, stretch and feel the stretch across back of shoulders, hold for 30 seconds



Slowly rock head back and then forward for 5 times in each direction



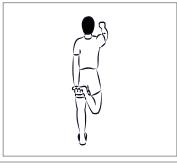
Hold on to a doorway, stretch chest and arms as you lean forward for 30 seconds



Place hands on hips, attempt to touch elbows, chin up hold for 30 seconds



Hold for 30 seconds on both sides in this position



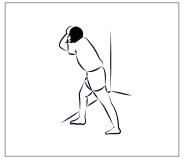
Feel stretch in front of thigh - hold for 30 seconds in this position



Hold for 30 seconds on both sides in this position



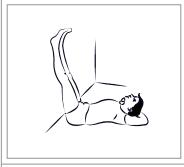
Hold for 30 seconds on both sides in this position



Keep heel on floor - stretch for 30 seconds in this position



Keeping your spine straight - hold for 30 seconds in this position





Rest for 2 minutes in this position

Stretch feet away from hands hold for 30 seconds

- Please note any exercise should not be continued if painful.
- Do these exercises in consultation with your physician/ doctor.
- You may refer to the link https://www.ncbi.nlm.nih.gov/pmc/articles/PMC3482706/ for further reading.

#### Ask



- Is it necessary to practice personal hygiene every day? Why?
- How does a person feel when they do not practice good personal hygiene? Why?
- Can good personal hygiene help a person feel good about his/her self? How?

## Say



• Discuss the meaning of hygiene. Refer to the participant handbook.

#### Activity



**Health Standard Checklist: Hygiene** 

## Say



- Let us conduct an exercise to find out if we maintain good hygiene habits or not.
- Open the 'Personal Hygiene Practices' section of your participant handbook.
- Consider the 12 points given under the practices to maintain good hygiene.
- Tick the points which you think you follow.
- Try to be as honest as possible.

#### Do



- Ensure that all the participants have opened the right page in the participant handbook.
- Read aloud the points for the participants and explain if required.
- Give them some time to do the exercise.
- Then ask the participants to check how many ticks they have got.
- Ask them to calculate their score.
- Initiate a discussion on the ways to maintain good health.
- Arrange for a yoga session or an exercise session to be conducted for the participants.

## Say



- Your scores are indicators of your standards of hygiene.
- It is essential to follow the 12 basic personal hygiene practices.

#### Do



- Initiate a discussion on the ways to maintain good health.
- Arrange for a yoga session or an exercise session to be conducted for the participants.

#### Ask



- How important is a smile in our day to day life?
- How do you feel if you are appreciated for your bright smile?
- Can a healthy smile earn brownie points while working?

#### Say



- A bright, healthy smile helps people survive pressure conditions.
- A bright, healthy smile is an indication as well as source of confidence.
- A smile can help us develop cordial relations with our co-workers as well as our customers.
- Let us conduct a fun activity.

## **Activity**



#### **Rate your Smile**

- Participants should rate their smile on a scale of 1 to 5.
- Similarly, pair up participants and instruct them to rate each other's smile on a scale of 1 to 5, with 1 being dull and forced and 5 being the brightest and most spontaneous.
- Instruct them to share their ratings with each other.

#### Ask



• Do you know how many facial bones the human body has?

#### Say



- There are fourteen bones in the facial skeleton of the human body.
- This fun activity actually was a small exercise for our facial bones.
- A person's perception about herself/himself can differ from that of another's about him/her.
- A clean, healthy smile is not only an added advantage in our social life but also an indicator of the standard of our oral hygiene.
- Good oral hygiene can help prevent bad breath, tooth decay and gum disease and keep your teeth strong.

#### Do



• Mention the ways to maintain dental hygiene. Refer to the participant handbook.

#### Notes for Facilitation



• Arrange for a session where you can invite a dentist to the class to explain about dental problems due to bad hygiene.

#### Do



• Keep the handouts ready with the below given case study and related questions.

#### Why was I shown the door:

Prema worked in a factory that manufactured kids clothing. The supervisor admired her work and always appreciated her. Prema had very few friends at work. She could never understand why she did not have a larger social circle at wokr. She was always ready to lend a helping hand and went out of her way to thread needles, change thread, and so on, for co-workers.

Prema hardly spent any time on grooming in the morning. She had body odour, and others found it offensive. Few tried to tell her in a polite way, but she did not get the message. One day, Prema overheard several of the women talking and laughing about buying her a bar of soap, deodorant, for her birthday. She went over and slapped one of the women. Prema was fired.

- Why was she fired?
- Should she have been fired?
- Did the supervisor do his/her job correctly?
- Would you want to work with Prema? Why or why not?

## **Activity**



- Divide trainee into small groups.
- Explain that each group should read the case study, "Why Was I shown the door?"
- The group should discuss and answer the questions given for the case study. Initiate a discussion in the class so that the groups come up with the answers and the reasons for 'Why was Prema fired?'

#### Say



- Grooming may not be the only factor for a person to have a socially and professionally satisfying work life but it can be a critical factor.
- Discuss the probable behaviour of the customer if the participants are well dressed and well groomed.
- Discuss the practices to be followed for being well-groomed.
- Bring out the significance of wearing a proper uniform at work.

#### Ask



- While studying this module, you have been time and again asked to follow certain cleanliness and hygiene practices meticulously. Can you recall some of them?
- Why have you been advised to follow those practices?

## Say



- We are well aware that prevention is better than cure.
- It is therefore advisable to strictly follow certain practices that by and large will keep the diseases and accidents at bay or at least prevent their spread from one to another.

## Team Activity



- Divide the participants into four teams and ask each group to enlist certain practices that can prevent diseases and accidents especially in the participant's working environment.
- Distribute some blank pages and coloured pens to the groups.
- Ask them to prepare a chart based on what they have learned during the unit, and make a presentation in front of the whole group.
- Invite each group to come and present.
- After each presentation, conduct a discussion with the entire class.
- Encourage other groups to ask questions to the group that is presenting.
- Congratulate the groups individually and sum up the discussion by adding points left out by the groups. Refer to the participant handbook.

#### Notes for Facilitation



- Organise for a guest lecture.
- The lecture should bring out the importance of wearing a uniform at work, grooming and keeping good health.
- Note the important points shared by the guest lecturer and conduct a recap following the lecture.

#### Do



- Divide the participants into groups of four each.
- Give the following roles to each group:
  - Physical Fitness Ambassadors
  - Hygiene Ambassadors
  - Grooming Ambassadors
  - Health Ambassadors
- Ask them to do the following within the group:
  - Give a name to their group
  - Create a logo for their group
  - Create a poster related to the topic showing what activities they would like to conduct as ambassadors, to ensure Physical Fitness, Hygiene, Grooming and Healthy practices around them.
  - Go around and make sure they have understood what is to be done and check whether they are discussing the roles properly.
  - Check that everyone understands their role. Give clarifications if needed.
  - Ask the groups to stop the discussion as soon as the time is over.
  - Invite each group one by one to come and present it in front of the whole class.

#### Notes for Facilitation



• Wrap the unit up after summarising the key points and answering the questions.

Notes ————————————————————————————————————	











## Assist in Upkeep and Maintenance of LPG Cylinder Storage Area

Unit 5.1 - Role of LPG Delivery Personnel in Upkeep and Maintenance of LPG Cylinder Storage Area

Unit 5.2 - Do'ss and Don'ts of Storage and Handling of LPG Cylinders



(HYC/N 3202)

## **Key Learning Outcomes**



At the end of this module, the trainee will be able to:

- 1. Explain the roles and responsibilities of an LPG Delivery Personnel in upkeep and maintenance of the godown
- 2. State the different markings printed on the LPG cylinders
- 3. List the dos and don'ts of LPG storage and handling
- 4. Describe the procedure to identify defective cylinders

## UNIT 5.1: Role of LPG Delivery Personnel in Upkeep and Maintenance of LPG Cylinder Storage Area

#### - Unit Objectives



At the end of this unit, the trainee will be able to:

- 1. Explain the role and responsibilities of the LPG Delivery Personnel in upkeep and maintenance of the godown
- 2. State the different markings printed on the LPG cylinders

## Resources to be Used



• White board, marker, pen, pencil, etc.

#### Ask



- As an LPG delivery personnel, what are your areas of responsibilities?
- Does it start with taking the seat next to the driver in a loaded LPG delivery vehicle and end with the delivery of cylinders to the assigned customers?

#### Do



- Provide paper and pen to the participants.
- Make sure they do not refer to the participant handbook so that the participant's reply is not prejudiced by the text given in the participant handbook.
- For further use, make a table as follows in your note book:

Role	YES	NO
Safe Handling of Cylinders		
Handling Defective Cylinders		
Timely Collection of Refills and Empty Cylinders		
Maintain Account of Cylinders		
Ensure Cylinder has Proper Weight		
Ensure Cylinder is Fit for Delivery		
Ensure Presence of Price tags on Cylinders		

## Activity



- Instruct the participants to write the various responsibilities they are expected to fulfill at their job as an LPG delivery personnel.
- Later, the participants, one by one, can state their various jobs responsibilities.

#### Do



- Write down on the board the points as mentioned by the participants.
- If a point is repeated, mark a star in front of it for as many times as it has been repeated.
- Simultaneously, mark the points on the table made by you in your notebook.
- If any point coming from the participants is missing from the table made by you, then add it.
- If the participants have mentioned any responsibility that is not included in your table, add it in the table.

## Say



- Thank you for your participation.
- Take note of all the responsibilities that have come out during this discussion.
- An LPG delivery personnel is not only responsible for the correct quality of an LPG cylinder while
  providing excellent customer service but also needs to help in the upkeep and maintenance of the
  LPG godown.
- A delivery person needs to interact with the godown keeper or coordinator to verify all the prerequisites, as discussed earlier, as per the schedule.

## Elaborate



• Explain all the responsibilities of an LPG delivery personnel, with help from the participant handbook.

#### Ask



- Do you know all the markings on the cylinders?
- Do you check all the markings on the cylinders as a pre-delivery activity?

#### Do



- Distribute chart papers, pencils, erasers and sketch pens to the groups.
- Ask the participants if they check all the markings on the cylinders as a pre-delivery activity?

## Team Activity



- Divide the class into four groups.
- Ask each group to sketch a LPG cylinder of the company for which they work.
- The groups should complete the sketch with proper colours and markings on it.
- Group should decide on a speaker who will later elaborate on the chart.

#### Do



- Collect all the charts after completion.
- Call the speaker of each group, one by one, to explain their chart.
- Brief other groups that they should open their participant handbook and tally the points.
- At the end of the presentation of the group, others may, even the concerned group, come up with points left while marking and colouring the cylinder sketch as per the participant handbook.
- Place all the charts for display.
- On the board, mention the main points of the markings and the colouring scheme of a cylinder as the discussion progresses.

#### Say



- Thank you for your participation.
- Note down all the points about the markings on a cylinder as per Gas Cylinder Rules, 2004, in the notes section in the participant handbook.

#### Notes for Facilitation



• Make sure the participants do not consult the participant handbook before the activity so that the ground realities are reflected in the activity.

## UNIT 5.2: Do's and Don'ts of Storage and Handling of LPG Cylinder

## **Unit Objectives**



At the end of this unit, the trainee will be able to:

- 1. List the dos and don'ts of LPG storage and handling
- 2. Describe the procedure to identify defective cylinders

### Resources to be Used



Put- Down List

#### Say



- LPG is an inflammable commodity.
- You would have often briefed the consumers about the safety measures to be taken while using LPG.
- But are the consumers the only ones to take precautions while handling LPG cylinders?

#### Team Activity



- Divide the class into four groups.
- Each group should go through each sentence, in the put down list given below, and see whether the statement is right or wrong as per what they practice on a daily basis.
- If they are fine with the statement, then tell them to make no changes.
- If they think the statement is wrong, then they should reframe it with the practice they follow or know.
- Later, they should submit the list.

#### The list is as follows:

- LPG cylinders should not be lifted but dragged for easy transportation for short distances.
- Movement of cylinders on each other ensures easy movement for short distances.
- Empty, filled and defective cylinders should be stored at the same place to avoid chaos.
- Cylinders should be stored in a moist area to discourage outbreak of fire.
- The LPG storage area or godown should be free of fire.
- All types of cylinders containing flammable gases should be stored together.
- In the storage area, ensure that there is no electrical meters, distribution boards, switches, and fuses installed.
- Cylinders are made of corrosion-proof material.
- The storage area should be in a site boundary, building, etc.
- All vehicles should be allowed within 1 metre of the storage area for easy transportation and ease of costumers.
- The storage area should not have warning signs that can scare away workers and customers.
- The delivery vehicle is used to transport LPG cylinders from the storage area to all the customers.
- Timely delivery is the first priority thus any vehicle can be used to transport the cylinder from one place to another.
- Cylinders are rarely damaged so do not waste time in checking cylinders for any damage before loading them.
- Cylinders must be stored in the horizontal position at the any available part of the vehicle to prevent cylinder damage.
- Cylinders must be placed in a closed area of the vehicle to stop spread of LPG in the atmosphere in the event of any leak.
- Sunlight or high temperatures during transportation are ideal conditions for carrying cylinders. Do not smoke in the vehicle while transporting LPG cylinders.
- Once in a month, check the vehicle registration and update the schedule with:
  - Vehicle number
  - Types of cylinders
  - The time when the vehicle left the godown
  - The time when the vehicle reported back to the godown
- Ensure the vehicle driver follows road traffic and safety rules but reaching on time is essential thus traffic rules can be compromised if situation arises.
- Load and unload cylinders in the vehicle quickly as cylinders are very strong and are not damaged by rough handling.
- Having a driver license is optional for a person driving LPG Delivery vehicle.
- Pollution under check certificate is not required for LPG delivery vehicle.

#### Do



- Collect the sheets.
- Ask the trainee to open the participant handbook.
- Now, one by one, take up the points from the participant handbook and relate it with the responses by the various groups.
- At the end of each point, summarise by presenting the correct practice which is to be ideally followed.

#### Say



- As we work for years, we may get complacent and develop practices that suit our comfort level.
- While handling an inflammable commodity like LPG, it is always advisable to follow the set rules because accidents in these cases will be sudden and fatal.

#### Elaborate



• Each point under Handling of cylinders, Storage of Cylinders and LPG delivery vehicle should be discussed extensively as per the participant handbook.

#### Notes for Facilitation



- Make sure the participants do not consult the participant handbook before the activity so that the ground realities are reflected in the activity.
- Try to share the experiences of a participant that follows all the rules. Highlight how his habit makes his job easy and methodical for him, and how this factor takes care of his safety and that of the people around him.

#### Ask



- What is a spurious cylinder?
- Why is it essential to identify a spurious cylinder?
- How do you identify a spurious cylinder?

#### Say



- For handling an inflammable commodity like LPG, authorities have laid stringent rules to avoid any accidents.
- Like all other aspects, the dimensions of a cylinder are also covered under strict guidelines.
- If a cylinder does not match these guidelines, it is termed as spurious and not fit for use.
- It is essential to discard such cylinders to avoid mishaps.
- Let us see whether we can identify a spurious cylinder.

Do



Make four handouts each mentioning features of four different domestic LPG cylinders as follows:

#### **CYLINDER 1**

- Tare weight is 12 Kg
- Total height 630 mm
- Has 3 stay plates
- Net Weight is 19 kg

#### **CYLINDER 2**

- Tare weight is 15 Kg
- Total height 730 inches
- Has 3 stay plates
- Net Weight is 15.2 kg

#### **CYLINDER 3**

- Tare weight is 15 Kg
- Total height 625 mm
- Has 3 stay plates
- Net Weight is 14.2kg

#### **CYLINDER 4**

- Tare weight is 10 Kg
- Diameter 700 mm
- Has 3 stay plates
- Net Weight is 14.2kg
- The facilitator should know that the for a LPG cylinder, the ideal specifications are as follows:
  - Height is 625 to 630 mm
  - Diameter is 314.4 to 317mm
  - Minimum Tare Weight is 15 Kg
  - Net Wight is 14.2 Kg
  - Number of Stay plates are 3
- Thus, the answer is as follows:

Cylinder 1 is Spurious because the Tare weight and Net weight are not up to the standard norms.

Cylinder 2 is Spurious because the Total height and Net weight are not up to the standard norms.

Cylinder 3 is not spurious.

Cylinder 4 is Spurious because the Tare weight and Diameter are not up to the standard norms.

# Team Activity



- Divide the whole class into four groups.
- Give the handouts to all the groups.
- Ask the groups to identify the spurious cylinders out of the four mentioned.
- Later, one participant from each group will state their findings with reasons.

## Do



- Mention the findings of each group on the whiteboard as to which cylinder is spurious and why.
- Later, reveal the correct result.

## Say



- Explain the result properly with reasons to the participants.
- Explain the identification procedure of spurious cylinders as mentioned in participant handbook.

## Notes for Facilitation



During the entire unit, the timing for the use of the participant handbook should be well thought
of so that the activity is not marred by information given in the participant handbook, as activities
are aimed at bringing out the actual practices followed by the participants on their usual working
days.

## Notes













# 6. Core Generic Skills

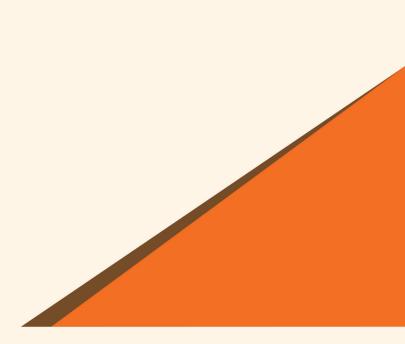
Unit 6.1 – Reading and Writing Skills

Unit 6.2 – Communication Skills

Unit 6.3 – Plan and Organise Work

Unit 6.4 – Problem Solving Skills





# **Key Learning Outcomes**



At the end of this module, the trainee will be able to:

- 1. State the importance of reading and writing skills for the job
- 2. State the scenarios where you need to apply your reading and writings skills
- 3. State the definition of oral communication
- 4. Explain the importance of oral communication in your job
- 5. Describe how to develop listening and speaking skills
- 6. Describe how to plan and organise
- 7. State the benefits of planning
- 8. State the benefits of organising
- 9. Explain what problem solving is
- 10. Solve your problems efficiently

# UNIT 6.1: Reading and Writing Skills

## - Unit Objectives



At the end of this unit, the trainee will be able to:

- 1. State the importance of reading and writing skills for the job
- 2. State the scenarios where you need to apply your reading and writings skills

## Resources to be Used



Available objects such as a duster, pen, notebook

## Ask



Is it important that a person should know how to read and write?

## Do



- Elicit responses from the participants.
- Encourage the participants who speak less.

## Sav



- Reading and writing are very important to function in today's society. Filling out applications
  becomes impossible without help. Reading road or warning signs is very difficult. Even following a
  map becomes difficult if you do not know how to read and write. These skills are crucial in finding
  a good job and in developing a good self-image.
- Let us conduct an activity to see how well we can read.

## Say



- Reading is a joyful activity.
- Let us practice some reading today.
- Give questions to trainee like 'Have you ever seen a genie?' and 'Do you believe in magic?' prior to reading.

## Do



- Divide the participants into four or five groups depending on the batch size.
- Distribute the story card given below to each member in the group.
- Ask the trainee to read the story silently.
- Finally, conduct a guiz based on the story to assess who read the story well.

#### Story

'If you want to marry my daughter, you must prove yourself suitable to her,' said the king.

'I love the princess and I will do anything for her,' said the poor young man. The princess stood behind the king's seat crying. 'Right then,' said the king.

'You must climb to the top of the Ice Mountain and bring back the magic lamp. An evil man stole it from me.'

'I'll do it,' said the young man and he rushed from king's room. 'That's the end of him,' laughed the king.' He is very poor and thin too. And he thinks he is good enough to marry my daughter!'

'Well, he will not be back!'

The princess was still crying.

Even though the young man was poor and weak, his love for the princess gave him courage. With great difficulty, he reached the top of the Ice Mountain.

He found the evil man's hiding place. The magic lamp was hidden there. Luckily, the evil man was away at the time.

He caught the lamp in his hands. He wanted to see its magic.

He rubbed the lamp. WHOOSH! A cloud of purple smoke came out and a genie appeared. He was tall and handsome. He said, 'Who are you?' 'I am the lover of the princess. When I take the magic lamp with you in it, back to the king, he will allow me to marry her,' said the young man happily.

'Not exactly!' said the genie loudly. 'I have been in that lamp a hundred years. And I feel tired of it. So you can take my place and I take yours.' Then, the young man disappeared into the lamp.

The genie picked up the lamp and pulled a magic carpet from a corner.

He ordered the magic carpet to take him to the palace.

'I've brought your lamp,' he said as he walked into the king's room. 'It is not magic anymore. But I am — and I want to marry the princess!'

The king looked at the tall, handsome and magic man. 'I like magic more' he said. Then he turned to the princess and said, 'Daughter, this is your future husband!'

The princess stopped crying. 'Oh! I'm lucky! I was so afraid to marry that poor young man!' she said.

## Notes for Facilitation



#### **QUESTIONS FOR THE QUIZ**

- What did the king say when the poor man said that he wanted to marry his daughter?
   The king said that the poor man must prove himself suitable to her.
- What did the king want the poor man to do?

  The king wanted the poor man to climb to the top of Ice Mountain and bring back the magic lamp.
- Who stole the magic lamp from the king?

  An evil man stole the magic lamp from the king.
- What did the king think when the poor man was gone?
   The king thought the man was very poor and thin, so he would not be able to bring back the magic lamp and that the evil man would kill him.
- Was the poor man able to find the lamp? Where was the evil man at that time? Yes, the poor man was able to find the lamp. The evil man was away at that time.
- What happened when the poor man rubbed the lamp?
   A cloud of purple smoke came out and a genie appeared.
- What did the genie say to the poor man?

  The genie said that he had been in that lamp a hundred years and was tired of it. So he wanted to exchange places with the poor man.
- Why did the princess stop crying?

  The princess was afraid to marry the poor man. When the tall and handsome magic man told the king that he wanted to marry his daughter, the princess felt she was very lucky.

## Ask



Why do you think some people were able to answer the questions better than others?

## Say



• It is very important to read with full concentration and attention so that you are able to comprehend the text.

## **Notes for Facilitation**



- Encourage all the participants to read the story.
- If you feel that some participant is facing a problem, you can help them by reading the story with them.
- You can also arrange for a printed copy of the story and distribute it to the participants.

## Ask



- Give blank sheets and sketch pens to each participant.
- Ask them to draw an imaginary animal and write five sentences about the animal they have made.
- Ask them to come in front and say what they have made and written.

## Notes for Facilitation



- You can guide the participants to think about how the animal looks, where it lives, what it eats, one incident that took place with the animal, etc.
- It is an imaginary animal, so the participants can make their imagination run wild.
- There is no right or wrong way of making the animal, so congratulate each one of them for making an attempt.

## Do



- Divide the participants into pairs and ask them to write the two questions, that you would be dictating, on the notes page.
- Make them write their points below the questions.
- Conduct a discussion with the entire class and write all the main points on the whiteboard.

## Ask



- How will reading and writing help you perform better at the job?
- During your job, where will you need reading and writing skills?

## Say



- If you have good reading and writing skills, you are valued more at the job.
- You are given better responsibilities.
- You are considered more professional.
- You have a better confidence level and you feel good about yourself.
- You are able to communicate better with your customers and colleagues.

## Elaborate



• Elaborate on the points given in the participant handbook regarding the jobs they will be able to do if they know how to read and write.

## **UNIT 6.2: Communication Skills**

## - Unit Objectives



At the end of this unit, the trainee will be able to:

- 1. State the definition of oral communication
- 2. Explain the importance of oral communication in your job
- 3. Describe how to develop listening and speaking skills

## Resources to be Used



- Available objects such as a duster, pen, notebook etc.
- · Case study worksheets, Question Set

## Activity



#### **Activity - Chinese Whisper**

Step 1: Form a circle.

Step 2: Start a whisper chain. Any one participant should whisper a message into his neighbour's ear.

No one else must hear.

The message can be serious or downright silly.

Step 3: The next person should pass on the message very quickly in a whisper to the person sitting next to them.

Step 4: The game goes on until the last person says whatever they heard in front of the class and the first person reveals the real message.

Compare them and have a great laugh!

## Ask



#### **Debrief Questions:**

- Was the original message at the start of the game the same message that was communicated at the end of the game?
- Why do you think this happened?

## Say



- No, the original message was not same at the end of game.
- The barriers to communication like language, disturbance and noise, poor listening skills, boredom, poor speaking skills, etc. were the reasons for failure.
- There are various aspects to communication. You need to work on speaking skills and listening skills. There is always some room for improvement.
- It is important to accept the reality of miscommunication and work to minimise its negative impacts.

# Say



- Communication is a two-way process where people exchange information or express their thoughts and feelings.
- It involves effective speaking and effective listening.
- If I go to the store to get bread, I exchange money for the bread. I give something and get something in return. Communication takes place in the same manner. You have to give and receive for communication to happen.

## Elaborate



• Elaborate on the points given in the participant handbook.

## Ask



- How often do you hear these statements?
  - "You're not listening to me!"...
  - "Why don't you let me finish what I'm saying?"...
  - "You just don't understand!"
- What do you think the other person is trying to convey to you through these statements?
- Talk about the importance of listening effectively as discussed in the participant handbook.

## Say



Let us play a game to better understand effective listening.

## Do



- This is a class activity.
- The participants need to answer the questions they hear.
- Instruct them to listen carefully.
- Tell participants to raise their hand if they know the answer to the question asked.

# **Activity**



#### **Riddles:**

Is there any law against a man marrying his widow's sister?

Do they have a 26th of January in England?

If you had only one match and entered a dark room that had a kerosene lamp, oil heater, and a wood stove, what would you light first?

The Delhi Daredevils and the Chennai Super Kings play five IPL matches. Each wins three matches. No match was a tie or dispute. How is this possible?

There was an airplane crash. Every single person died, but two people survived. How is this possible?

According to International Law, if an airplane crashes on the exact border of two countries, would unidentified survivors be buried in the country they were travelling to, or the country they were travelling from?

#### **Answers:**

There is no law against a man marrying his widow's sister, but it would be a great trick. To have a widow, the man would have to be dead.

Oh, yes. They have a 26th of January in England. They also have a 27th and a 28th, and so on.

First of all, you would light the match.

Who said the Delhi Daredevils and the Chennai Super Kings were playing against each other in those games?

Every SINGLE person died but those two were married.

You cannot bury survivors under any law - especially if they still have enough strength to object!

#### Do



- Ask debrief questions to cull out information from participants.
- Keep a check on time.

## Ask



#### **Debrief question:**

- What were the barriers that came in your way of listening?
- How can you overcome barriers to listening?

## Say



- There is a difference between hearing and listening.
- If you do not listen properly, the message may be misunderstood.
- Be open-minded.
- It is important to listen effectively and carefully, without making assumptions.

# Activity



- Divide the class into two groups.
- Ask one member from each group to come in the front.
- Ask one of them to speak the name of any movie in the ear of the other.
- The other person has to explain the name of the movie to its team members without speaking.
- They can only use gestures to express themselves.
- Repeat the process with others as well, turn by turn.
- The team, which is able to guess maximum number of movies, wins the game.

#### **Debrief Question:**

What difficulty did they face while conducting this activity?

## Elaborate



• Elaborate on the importance of non-verbal communication with the help from the points given in the participant handbook.

# UNIT 6.3: Plan and Organise Work

## - Unit Objectives



At the end of this unit, the trainee will be able to:

- 1. Describe how to plan and organise
- 2. State the benefits of planning
- 3. State the benefits of organising

## Resources to be Used



- Available objects such as a duster, pen, notebook, etc.
- Participant handbook

## **Activity**



- Divide the class into two groups.
- Ask them to prepare an individual schedule of everything they will be doing tomorrow.
- This should be a very detailed list of what they will be doing and where they will be doing it throughout the day.
- Once they have prepared the schedule for tomorrow, ask them to prepare a weekly schedule for their activities and commitments during the next full week.
- Tell them to list all the major responsibilities for each day that demand their time and presence, along with the times during the day for each responsibility/task.
- Although this list should be relatively detailed, do not include mealtimes or minor tasks that would take only a few minutes.
- The list for each day should contain both routine things they do each day as well as the items that are one-time events and tasks.

## Ask



Does this sound like you?

- I can never get enough time to finish what I am doing in a day.
- I have so many things to do that I get confused.
- I want to go for a walk and exercise, but I just do not have the time.
- I had so much to do, so I could not reach the office on time.

## Say



- If your answer to these questions is "Yes," then you may need some help in getting yourself organised in your personal life. This answer may also be an indicator of a need for organisation in other areas of your life.
- Key ingredients for your success in your programme or in the job that you will be doing are effective time management and organisation skills.
- Employers consider effective time management and organisational skills to be good work habits.
   To begin managing wisely the time you spend in class or at work and to manage your life at home and work simultaneously, you need to know and to put into practice some good time management techniques.

## Ask



- Do you find it difficult to prioritise your work?
- Are you not able to manage your time effectively due to distractions?

# Say



• Time management is not only about how hard you work but also about how smart you work.



Work <mark>Smarter</mark> <sup>Not</sup> Harder

## Ask



- Why is it important to manage time? How does it help?
- What happens when you do not manage your time effectively?

## Say



• Time management helps us in planning and organising our life on a day-to-day basis.

## Ask



• Do you want to learn how to plan and organise your time effectively?





• Let us learn it with the help of an activity.

# Activity



#### **Effective Time Management**

• This activity has two parts:

#### PART 1

#### **TO-DO LIST**

- You have to make a to-do list.
- List all of the activities and projects that you feel you have to do.
- Try to include everything that takes up your time, however unimportant.
- If they are large tasks, break them into action steps, and write this down with the larger task.
- You can make one list for all your tasks or have separate to-do lists for personal and professional tasks.

#### PART 2

#### **URGENT-IMPORTANT GRID**

- You have to make a grid with four quadrants. Name the four quadrants as follows:
  - 1. Urgent/Important
  - 2. Not Urgent/Important
  - 3. Urgent/ Not Important
  - 4. Not Urgent/ Not Important
- Place your tasks from the to-do list by categorising them in these quadrants. To do this, ask these two questions when you pick up a task:
  - Is this task important?
  - Is this task urgent?
- What do these categories depict?
- Category 1: Urgent/Important
  - This category is for the highest priority tasks. They need to get done now.
- Category 2: Not Urgent/Important
  - This is where you want to spend most of your time.
  - This category allows you to work on something important and you have the time to do it.
  - This will help you produce high quality work in an efficient manner.
  - The tasks in this category are probably the most neglected ones, but also the most crucial ones for success.
  - The tasks in this category can include strategic thinking, deciding on goals or general direction and planning.

#### • Category 3: Urgent/Not Important

- This is where you are busy but not productive. These tasks are often mistaken to be important.
- Urgent but not important tasks are things that prevent you from achieving your goals.
- However, some may be activities that other people want you to do.

#### • Category 4: Not Important and Not Urgent

- This category does not really include tasks, but rather habits that provide comfort, and a refuge from being disciplined and rigorous with your time management.
- These activities are just a distraction.
- Some may be activities that other people want you to do.
- These might include unplanned leisure activities as well.

#### Sample formats:

<ul> <li>URGENT/ IMPORTANT</li> <li>Meeting</li> <li>Last minute demands</li> <li>Project deadlines</li> <li>Crises</li> </ul>		NOT URGENT/ IMPORTANT  Planning Working towards goals Building relationship Personal commitments	
	1	2	
	3	4	
URGENT/ NOT IMPORTANT		NOT URGENT/ NOT IMPORTANT	
• Interruptions		Internet surfing	
• Phone calls/E-mails		Social media	
Other people's minor demands		Watching TV	
		• 0	ther time wasters

#### TO- DO list

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

#### **URGENT/ IMPORTANT GRID format**

URGENT/ IMPORTANT		NOT U	IRGENT/ IMPORTANT
	1	2	
	3	4	
URGENT/ NOT IMPORTANT	JRGENT/ NOT IMPORTANT		IRGENT/ NOT IMPORTANT

#### **Activity Debrief**

#### How to manage time through this grid?

#### • Category 1: Urgent/Important

- Try to keep as few tasks as possible here, with the aim to eliminate.
- If you spend too much of your time in this category, you are working solely as a trouble shooter, and never finding time to work on longer-term plans.

#### • Category 2: Not Urgent/Important

- Plan these tasks carefully and efficiently as they are the most crucial ones for success.
- If necessary, also plan where you will do these tasks, so that you are free from interruptions.
- Include strategic thinking, deciding on goals or general direction and planning in the process.

#### • Category 3: Urgent/Not Important

- Ask yourself whether you can reschedule or delegate them.
- A common source of such activities is other people. Sometimes it is appropriate to say "no" to people politely, or to encourage them to solve the problem themselves.

#### • Category 4: Not Important and Not Urgent

- You also want to minimise the tasks that you have in this category.
- These activities are just a distraction avoid them if possible.
- You can simply ignore or cancel many of them.
- Politely say "no" to work assigned by others, if you can, and explain why you cannot do it.
- Schedule your leisure activities carefully so that they do not have an impact on other important tasks.

## Do



- Instruct the participants to prepare their to-do list first.
- Give the participants 10 minutes to prepare the list.
- Once done, instruct them to divide the tasks in the to-do list into four categories.
- Explain the four categories to the participants by giving examples specific to their context.
- Give the participants 40 minutes to fill the grid.
- Then explain how to balance the tasks between the four categories.
- Keep a check on time. Tell the group to wind up quickly if they go beyond the given time limit.

## Say



• Discuss the elements of planning and organising and the benefits of planning as given in the participant handbook.

## **Notes for Facilitation**



- Note: You can either perform the demonstration described or discuss the short story below to conclude the session.
- One day an expert in time management was speaking to a group of students. As he stood in front of the group, he pulled out a large wide-mouthed glass jar and set it on the table in front of him. Then he took out a bag of about a dozen rocks and placed them, one at a time, into the jar. When the jar was filled to the top and no more rocks would fit inside, he asked, "Is this jar full?" Everyone in the class said, "Yes." Then he said, "Really?"
- He reached under the table and pulled out a bucket of gravel (small stones). He dumped some gravel in and shook the jar causing pieces of gravel to work themselves down into the space between the rocks. Then he asked the group once more, "Is the jar full?" By this time, the class began to understand. "Probably not," one of them answered. "Good!" he replied.
- He reached under the table and brought out a bucket of sand. He started dumping the sand in the jar and it went into all of the spaces left between the rocks and the gravel. Once more he asked the question, "Is this jar full?" No!" the class shouted. Once again he said, "Good." Then he grabbed a jug of water and began to pour it in until the jar was filled to the brim. Then he looked at the class and asked, "What is the point of this illustration? "One student raised his hand and said, "No matter how full your schedule is, if you try really hard you can always fit some more things in it!" "No," the speaker replied, "that's not the point. The truth this illustration teaches us is: If you don't put the big rocks in first, you'll never get them in at all." What are the 'big rocks' in your life? Your children; your loved ones; your education; your dreams; a worthy cause; teaching or mentoring others; doing things that you love; time for yourself; your health; your mate (or significant other). Remember to put these BIG ROCKS in first or you will never get them in at all. If you sweat about the little stuff (the gravel, sand, and water) then you will fill your life with little things you worry about that do not really matter, and you will never have the time you need to spend on the big, important stuff (the big rocks).
- So, tonight, or in the morning, when you are reflecting on this short story, ask yourself this question: What are the 'big rocks' in my life? Then, put those in your jar first.

## Ask



• Ask the participants if they have any questions and resolve the queries before closing the session.

## **UNIT 6.4: Problem Solving Skills**

## - Unit Objectives



At the end of this unit, the trainee will be able to:

- 1. Explain what problem solving is
- 2. Solve your problems efficiently

# Resources to be Used



- Available objects such as a duster, pen, notebook, etc.
- Participant handbook

## Ask



- Ask the trainee, "According to you, what is a problem"?
- Ask the trainee about the problems they are likely to face in the process of becoming a successful LPG Delivery Personnel.

## Say



- Discuss the definition of problem as given in the participant handbook.
- It is just as in a hurdle race, where you know that your goal is to reach the finish line and the hurdles are the obstacles on the way.
- If your goal is to set up your own business, then, the obstacles are the issues you will face on the way to reaching that goal and the solution will be to reach the finish line.

## Ask



- Ask the trainee, "When you face a problem, how do you resolve it."?
- Pick examples from the question asked previously i.e. the problems they are likely to face in the process of becoming a successful LPG Delivery Personnel.

## Say



Discuss how to solve problems as given in the participant handbook.

# **Activity**



- Conduct a role play activity.
- Ask the trainee to assemble together.
- Explain the purpose and duration of the activity.
- Set guidelines pertaining to discipline and expected tasks.

## Do



- Divide them into groups of four each.
- Give them the handouts for the role play scenarios.
- Two groups are to be given same scenarios on problem solving.
- Go around and make sure they have understood what is to be done and ensure they are discussing the roles properly.
- Check that everyone understands their role. Give clarifications if needed.
- Ask the groups to stop the discussion as soon as the time is over.
- Invite each group one by one to come and present their role play.

#### **Problem solving Scenario 1**

You are Avinash, who works at a LPG distributor's showroom/godown. One of your colleagues is 60 years old and he has already informed the Manager that he will be leaving the job in the next 3-6 months. As the showroom/godown is understaffed, your Manager wants you to take up the additional responsibilities of your colleague as he feels that you are very hard working and sincere. He has asked you to think about it and let him know.

You have a lot of responsibilities at home and you are doing a Course for skill enhancement as well. You really do not have time to take up these additional responsibilities. What will you do?

#### **Problem solving Scenario 2**

You are working in a LPG distributor's showroom/godown called Shreeji Agencies. Your LPG distributor's showroom/godown has established its name in the last few years.

Recently, a customer came and lodged a complaint that some staff members indulge in malpractices. The delivery personnel asks for extra money for delivering the booked refil cyclinder.

Another set of customers lodged a complaint about the misconduct and rude behaviour of a particular LPG delivery Personnel.

You heard from a team member that the customers have mentioned your name as well in both these incidents.

You have been called by the manager. You know one such incident has happened and your colleague a newly joined LPG Delivery Personnel has been involved in it. What strategies will you adopt to solve this problem?

#### **Problem solving Scenario 3**

You are working in a gas LPG distributor's showroom/godown, Prominent Agencies. Recently, when you were in a society to deliver cylinders, a customer came to you and requested you to give a cylinder out of turn. He even offered you extra money for it. What will you do?

# Notes for Facilitation



- Ask the participants about the things that they have learnt so far.
- Ask if they have any questions related to what they have talked about so far.
- Summarise the discussion on problem solving.

Notes 🗐 -			











# 7. Employability & Entrepreneurship Skills

Unit 7.1 – Personal Strengths & Value Systems

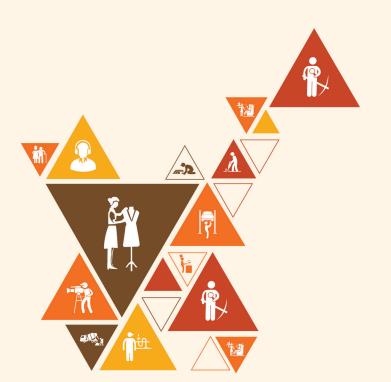
Unit 7.2 - Digital Literacy: A Recap

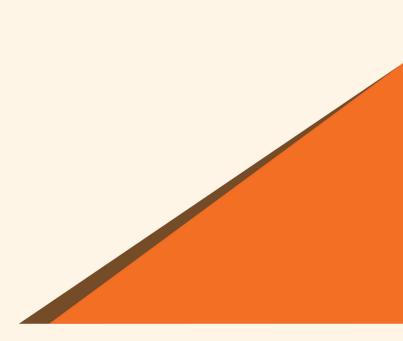
Unit 7.3 - Money Matters

Unit 7.4 – Preparing for Employment & Self Employment

Unit 7.5 – Understanding Entrepreneurship

Unit 7.6 – Preparing to be an Entrepreneur





## Introduction: Employability and Entrepreneurship Skills

This Facilitator's guide includes various activities which will help you as a facilitator to make the sessions participative and interactive.

#### Ice breaker

• You can begin the module with the following ice breaker:

#### **Five of Anything Ice Breaker Steps:**

- Divide the participants into groups of four or five by having them number off. (You do this because people generally begin a meeting by sitting with the people they already know best.)
- Tell the newly formed groups that their assignment is to share their five favourite movies of all time, their five favourite novels or their five least liked films. The topic can be five of anything most liked or disliked.
- This ice breaker helps the group explore shared interests more broadly and sparks lots of discussion about why each person likes or dislikes their selected five.
- Tell the groups that one person must take notes and be ready to share the highlights of their group discussion with the class upon completion of the assignment.

#### **Expectation Mapping**

- 1. During the first session and after ice breaker session, ask the participants to answer the following question: "What do I expect to learn from this training?"
- 2. Have one of the participants write their contributions on a flip chart sheet.
- 3. Write down your own list of covered material in the training on another flip chart sheet.
- 4. Compare the two sheets, commenting on what will and what will not be covered during the training.
- 5. Set some ground rules for the training sessions. Ask the participants to put these rules on a flipchart and display it in the class.
- 6. You may get back to those sheets once again at the end of the last session of the training.
- 7. Benefits of doing this activity:
  - Participants feel better as their opinions are heard.
  - Participants get to know what they should expect from the training.
  - The facilitator gets to know which points to emphasize, which to leave out, and which to add during the training.
- 8. Expectations from the participants:
  - Must sign the attendance sheet when they arrive for class.
  - Conduct themselves in a positive manner
  - Be punctual, attentive, and participative
- 9. Explain the contents that are going to get covered one by one and connect it with the expectation mapping done earlier.
- 10. By the end of this exercise, the participants should have a clear understanding of what to expect from the session and what are the areas that will not get covered.

#### **Defining Objectives**

- 1. Defining the objectives in the beginning of the units sets the mood for the unit.
- 2. To begin with the end in mind sets the expectations of the participants as what could be the important takeaways from the session.

- 3. It is also a way of making participants take responsibility of their own learning process.
- 4. For the facilitator, the objectives decide a designed path to progress on so that the learning stays aligned and on track.
- 5. Read the objectives slowly, one by one, and ask the participants to explain what they think it means.
- 6. At the end of the session, you could again revisit the objectives to find out from the participants about how many objectives have been achieved.

#### In order to effectively facilitate this workshop:

- 1. You must have thorough knowledge of the material in the Participant Handbook, and be prepared to answer questions about it.
- 2. You may also wish to read other material to enhance your knowledge of the subject.
- 3. There may be issues raised with which you are not able to deal, either because of lack of time or knowledge. You can either state that you will obtain answers and get back to the participants with the information. Incase the query can be turned to an assignment to the class, do so. You can work with the participants on the assignment.
- 4. You must have a very clear understanding of what the participants want to accomplish by the end of the workshop and the means to guide the participants.
- 5. As the facilitator, it is your responsibility to make sure that all logistical arrangements are made for the workshop. This may involve doing it yourself or confirming that someone else has made all necessary arrangements associated with the workshop. Assume nothing and check everything before the workshop begins.
- 6. To break the monotony and boredom during sessions, introduce mini breaks in the form of stretching exercises, jokes, some group songs or games.
- 7. Invite discussion from the participants.
- 8. Probe the participants further and lead them to come to affirmative conclusions.
- 9. Let the participants answer. No answer is incorrect.
- 10. Ask one participant to write all the points on the whiteboard.
- 11. Build the sessions from the answers provided by the class.
- 12. Prepare for the sessions in advance so that the resources like flipcharts, handouts, blank sheets of paper, marker pens, etc. can be kept ready.
- 13. Ensure that resources like board, markers, duster etc. is available before your session starts.

#### **General instructions for role playing:**

- 1. You are not being asked to be an actor or to entertain. The purpose of the role play is to provide a situation in which you can practice certain skills.
- 2. When you read the brief, try to imagine yourself in the situation described and behave in a way you feel to be natural but be conscious of the fact that your role may require a different approach from that which you might normally use.
- 3. You (and others) may benefit from the change in approach and behaviour. Therefore, try to use the approach you feel to be most appropriate for the circumstances described in your brief.
- 4. The brief is just the starting point. It simply sets the scene and the tone of session or activity. Try not to keep referring to the brief as this will affect the spontaneity of the meeting. Allow the role play to develop as you think it might in real life and change your reactions in line with the behaviour and responses of others involved.
- 5. If you find that you have too little information to answer questions or to describe what has happened in the situation, do feel free to add your own thoughts and ideas. Try to keep these within the framework of the role you are taking and try to make your improvisations as realistic as possible.

## UNIT 7.1: Personal Strengths & Value Systems

# Key Learning Outcomes 💆



At the end of this unit, the trainee will be able to:

- Explain the meaning of health
- List common health issues
- Discuss tips to prevent common health issues 3.
- 4. Explain the meaning of hygiene
- 5. Discuss the purpose of Swachh Bharat Abhiyan
- 6. Explain the meaning of habit
- 7. Discuss ways to set up a safe work environment
- 8. Discuss critical safety habits to be followed by employees
- 9. Explain the importance of self- analysis
- 10. Discuss motivation with the help of Maslow's Hierarchy of Needs
- 11. Discuss the meaning of achievement motivation
- 12. List the characteristics of entrepreneurs with achievement motivation
- 13. List the different factors that motivate you
- 14. Discuss the role of attitude in self- analysis
- 15. Discuss how to maintain a positive attitude
- 16. List your strengths and weaknesses
- 17. Discuss the qualities of honest people
- 18. Describe the importance of honesty in entrepreneurs
- 19. Discuss the elements of a strong work ethic
- 20. Discuss how to foster a good work ethic
- 21. List the characteristics of highly creative people
- 22. List the characteristics of highly innovative people
- 23. Discuss the benefits of time management
- 24. List the traits of effective time managers
- 25. Describe effective time management techniques
- 26. Discuss the importance of anger management
- 27. Describe anger management strategies
- 28. Discuss tips for anger management
- 29. Discuss the causes of stress
- 30. Discuss the symptoms of stress
- 31. Discuss tips for stress management

## UNIT 7.1.1: Health, Habits, Hygiene: What is Health?

## **Unit Objectives**



At the end of this unit, the trainee will be able to:

- · Explain the meaning of health
- List common health issues
- Discuss tips to prevent common health issues
- Explain the meaning of hygiene
- Discuss the purpose of Swachh Bharat Abhiyan
- Explain the meaning of habit

## Resources to be Used



• Participant Handbook

#### Ask



- What do you understand by the term "Health?"
- According to you, who is a healthy person?

## Say



• Discuss the meaning of health and a healthy person as given in the Participant Handbook.

## Ask



• When did you visit the doctor last? Was it for you or for a family member?

## Say



- Discuss the common health issues like common cold, allergies etc. Refer to the Participant Handbook.
- Let us do a small activity. I will need some volunteers.

## Do



- Conduct a small skit with volunteers from the class. Consider one of the villagers has been appointed as a health representative of the village, what measures will you as a health representative suggest to the common villagers to prevent common health issues discussed.
- You will need at least 4 volunteers (Narrator, Health Representative, Head of the Village, Doctor).
- Explain the health concerns of the village to the Narrator. The Narrator will brief the class about the skit.

- Give the group of volunteers, 5 minutes to do discuss.
- At the end of 5 minutes, ask the group to present the skit to the class assuming them as the villagers.
- The class can ask questions to the group as a common villager.

## Say



- Through this activity we got some tips on how can we prevent these common health issues.
- Let us now see how many of these health standards we follow in our daily life.

# Activity



• Health Standard Checklist from the Participant Handbook.

## Ask



How many of you think that you are healthy? How many of you follow healthy habits?

## Say



- Let's do an exercise to find out how healthy you are.
- Open your Participant Handbook section 'Health, Habits, Hygiene: What is Health?', and read through the health standards given.
- Tick the points which you think are true for you.
- Try to be as honest as possible as this test is for your own learning.

## Do



- Ensure that all the participants have opened the right page in the Participant Handbook.
- Read aloud the points for the participants and explain if required.
- Give them 5 minutes to do the exercise.
- At the end of 5 minutes, ask the participants to check how many ticks have they got.

## Summarize



• Tell them that they need to follow all the tips given in this checklist regularly in order to remain healthy and fit.

## Ask



#### **Discuss:**

- Is it necessary to practice personal hygiene every day? Why?
- How does a person feel when they do not practice good personal hygiene? Why?
- Can good personal hygiene help a person feel good about his/her self? How?

# Say



• Discuss the meaning of hygiene as given in the Participant Handbook.

# Activity



Health Standard Checklist: Hygiene

## Say



- Let's do an exercise to find out if we maintain good hygiene habits or not.
- Open the Participant Handbook and read through the Health Standard checklist given.
- Tick the points which you think are true for you.
- Try to be as honest as possible as this test is for your own learning.

## Do



- Ensure that all the participants have opened the right page in the Participant Handbook.
- Read aloud the points for the participants and explain if required.
- Give them 5 minutes to do the exercise. .
- At the end of 5 minutes, ask the participants to check how many ticks have they got.
- Ask them to calculate their score.
- Tell them what each score indicates by reading aloud what has been mentioned in the Participant Handbook.

## Ask



- How many of you have heard about "Swachh Bharat Abhiyan"?
- Can you tell the class what it is about?

## Summarize



• Tell them about Swachh Bharat Abhiyan as given in the Participant Handbook and request them to take a pledge to keep our country clean.

## Ask



• What is a habit?

## Say



• Discuss some good habits which can become a way of life.

# ┌ Summarize



• Tell them about good and bad habits and the reasons to make good habits a way of life.

## UNIT 7.1.2: Safety

# **Unit Objectives**



At the end of this unit, the trainee will be able to:

- Discuss ways to set up a safe work environment
- Discuss critical safety habits to be followed by employees

# Resources to be Used



- Participant Handbook
- Safety signs and symbols, Safety equipments
- Blank papers and pens

## Say



- There are many common safety hazards present in most workplaces at one time or another. They include unsafe conditions that can cause injury, illness and death.
- Safety Hazards include:
  - Spills on floors or tripping hazards, such as blocked aisles or cords running across the floor.
  - Working from heights, including ladders, scaffolds, roofs, or any raised work area.
  - Unguarded machinery and moving machinery parts; guards removed or moving parts that a worker can accidentally touch.
  - Electrical hazards like cords, missing ground pins, improper wiring.
  - Machinery-related hazards (lockout/tag out, boiler safety, forklifts, etc.)

# Team Activity



Safety Hazards

There are two parts to this activity.

- First part will cover the potential safety hazards at work place.
- Second part will cover a few safety signs, symbols and equipments at work place.

Use this format for the first part of the activity.

PART 1					
Hazard	What could happen?	How could it be corrected?			

## Ask



How could you or your employees get hurt at work?

## Say



• Let's understand it better with the help of an activity. You will be given a handout within your groups. You have to think about the possible hazards of your workplace, what damage these hazards could cause and about the corrective action.

## Do



- Divide the class into five to six groups of four participants each.
- Put the format on the board for the activity.
- Give blank papers and pens to each group.
- The group is expected to think and discuss the potential safety hazards in the workplace.
- Ask the group to discuss and fill the format using the blank sheet.
- Give the groups 5 minutes for the activity.
- For the second part of the activity, show the class some pictures of safety signs, symbols and equipments.
- Now they will put down a few safety symbols, signs or equipment against the safety hazards identified.
- Give them 5 to 10 minutes to discuss and draw/note it.
- At the end of 10 minutes the groups will present their answers to the class.

# Say



- Now, let's discuss the answers with the class.
- All the groups will briefly present their answers.

## Do



- Ask the audience to applaud for the group presentation.
- Ask de-brief questions to cull out the information from each group.
- Keep a check on time.
- Tell the group to wind up the discussion quickly if they go beyond the given time limit.

## Ask



#### **De-briefing**

- What did you learn from the exercise?
- As an entrepreneur, is it important to ensure the safety of your employees from possible hazards? Why?

# – Summarize 🔎

- Ask the participants what they have learnt so far.
- Ask if they have any questions related to what they have talked about so far.
- Close the discussion by summarizing the tips to design a safe workplace and non-negotiable employee safety habits.

# UNIT 7.1.3: Self Analysis- Attitude, Achievement Motivation: What is Self Analysis?

# **Unit Objectives**



At the end of this unit, the trainee will be able to:

- Explain the importance of self- analysis
- Discuss motivation with the help of Maslow's Hierarchy of Needs
- Discuss the meaning of achievement motivation
- List the characteristics of entrepreneurs with achievement motivation
- List the different factors that motivate you
- Discuss the role of attitude in self- analysis
- Discuss how to maintain a positive attitude
- List your strengths and weaknesses

## Resources to be Used



- Participant Handbook
- Old newspapers
- Blank papers and pencils/ pens

# Activity



This is a paper pencil activity.

- What are the three sentences that describe you the best?
- What do you need to live happily?
- What are your strengths and weaknesses?

## Do



- Write the three questions on the board/ flipchart before the session begins.
- Give plain papers and pencils/ pens to each participant.
- Tell participants to write the answer for the three questions on the paper.
- Tell them the purpose of this activity is not to judge anyone but to understand more about self.

## Say



• Discuss the concept of Self Analysis and motivation with reference to Maslow's Hierarchy of Needs as discussed in the Participant Handbook.

# Team Activity



## **Tower building**

• Each group which will create tower using the old newspapers.

## Do



- Divide the class into groups.
- Give them some old newspapers.
- The task is to create a tower out of the newspapers.
- The group which will create the highest tower standing on its own will be considered the winning group.
- Groups can use as many newspapers as they want to and in any way they want.

## Ask



- What did the winning group do differently?
- If you were given a chance, how would you have made the tower differently?
- How did you feel while making the tower?
- Did you feel motivated?

# Say



• Discuss the concept of achievement motivation and characteristics of entrepreneurs with achievement motivation as discussed in the Participant Handbook.

## Ask



• Is your attitude positive or negative?

## Say



• Let me tell you a story:

## It's Little Things that Make a Big Difference.

There was a man taking a morning walk at the beach. He saw that along with the morning tide came hundreds of starfish and when the tide receded, they were left behind and with the morning sun rays, they would die. The tide was fresh and the starfish were alive. The man took a few steps, picked one and threw it into the water. He did that repeatedly. Right behind him there was another person who couldn't understand what this man was doing. He caught up with him and asked, "What are you doing? There are hundreds of starfish. How many can you help? What difference does it make?" This man did not reply, took two more steps, picked up another one, threw it into the water, and said, "It makes a difference to this one." What difference are we making? Big or small, it does not matter. If everyone made a small difference, we'd end up with a big difference, wouldn't we?





• What did you learn from this story?





What Motivates You? from the Participant Handbook.

## - Do



- Ask the class to open their Participant Handbook and complete the exercise given in the section What Motivates You?
- Ensure that the participants have opened the correct page for the activity.
- Give the class 5 minutes to complete the activity.

## Say



• Discuss the concept of attitude and how to cultivate a positive attitude as discussed in the Participant Handbook.

# Summarize |



• Close the discussion by summarizing how self-analysis, knowledge about what motivates you and your positive attitude can help in your business as well in life.

## **UNIT 7.1.4: Honesty & Work Ethics**

# **Unit Objectives**



At the end of this unit, the trainee will be able to:

- Discuss the qualities of honest people
- Describe the importance of honesty in entrepreneurs
- Discuss the elements of a strong work ethic
- Discuss how to foster a good work ethic

## Resources to be Used



• Participant Handbook

## Ask



- What do you understand by honesty?
- Why is it important for entrepreneurs to be honest?
- Do you remember any incident where your honesty helped you in gaining confidence?
- Do you remember any incident where someone lost business due to dishonesty?

## Say



- Talk about honesty, qualities of an honest person, and the importance of honesty in entrepreneurs as discussed in the Participant Handbook.
- "Let's understand it better with the help of some case scenarios. You will be given some cases within your groups. You have to analyse the case scenario that has been given to you and then find an appropriate solution to the problem.
- Keep your discussion focussed around the following:
  - What went wrong?
  - Who was at fault?
  - Whom did it impact- the customer or the businessman?
  - How would it impact the business immediately? What would be the long term impact?
  - What could be done?
  - What did you learn from the exercise?

## Do



- Divide the class into four groups of maximum six participants depending on the batch size.
- Give one case study to each group.
- Instruct them to read the case carefully.
- Put down the de-brief questions on the board and ask the groups to focus their discussion around these questions.

- The group is expected to analyse and discuss the case amongst them and find a solution to the given problem.
- Give the class5-10 minutes to discuss the case and note down their solutions.
- At the end of 10 minutes the team should present their case solution to the class. The presentation can be a narration or a role play.
- Ask the group to select a group leader for their group. The group leader to discuss and assign roles to the group members for the presentation.

# **Team Activity**



## **Case Study Analysis**

### Scenario 1

Aakash has a small mobile retail sales and repair shop in Allahabad. He has one of the most popular outlets and has great rapport with his customers.

It's around 11 AM when a customer barges in to the shop and starts shouting at Aakash for giving her a faulty instrument. The screen of her mobile is cracked from one side. Aakash remembered thoroughly checking the handset before handing it over to the customer. The customer threatens to sue him and to go to Consumer Court for cheating her. Now, the problem occurred somewhere outside the shop but as other customers were listening to the conversation, it might impact his business. The situation needs to be managed very sensitively. What would you do if you were in Aakash's place?

#### Scenario 2

Rajni does beautiful Phulkari embroidery on suits and sarees. She has a small home-based business. She has a huge list of customers on Facebook and WhatsApp who give her orders regularly. Smita is one of her old and regular customers. As her sister-in-law's weddingwas around the corner, Smita wanted to buy few handcrafted Phulkari duppatta. She placed an order for three duppattas via WhatsApp and requested Rajni to send them as soon as possible. When the parcel reached Smita through courier she found that out of the three duppatas, only one was hand embroidered and the other two had machine embroidery on them. Even the length and the quality of the material was not as desired. Smita was heartbroken. It was a complete waste of money and moreover she couldn't wear what she had planned to during the wedding functions. She sent a message to Rajni on WhatsApp, expressing her anger and disappointment.

Smita has also sent a feedback and expressed her disappointment on the social media... this will directly affect Rajni's business. What would you do if you were in Rajni's place?

#### Scenario 3

Shankar is a tattoo artist who has a small tattoo showroom in a big, reputed mall in New Delhi. Mr Saksham had an appointment for today, at 11:00 am but he reached at 11:50 am. Meanwhile, Shankar had to reschedule his next appointment. After availing Shankar's services, Mr Saksham started yelling in an abusive language, refusing to pay the requisite amount, and finding faults in the services provided by him. Who was at fault in this case?

What should Shankar do? Should he confront Saksham or give in to the demands of the client?

#### Scenario 4

Shailender is an online cloth reseller who does business through social networking sites such as Facebook and WhatsApp. Priyanka made online payment for a dress to Shailander. But she did not receive the dress for a month. When she asked for a cancellation, Shailander started misleading her. For almost 45 days, he kept promising her that he will pay the amount today, tomorrow, day after etc. Even after repeated calls and messages when she did not receive the payment or the dress, she decided to write a post against him on a popular social media platform. As a result, Shailender lost lots of customers and his flourishing business faced a major crisis. How could this situation have been managed?

## Do



- Congratulate each group for the group presentation.
- Ask the audience to applaud for them.
- Ask de-brief questions to cull out the information from each group.
- Keep a check on time. Tell the group to wind up the discussion quickly if they go beyond the given time limit.

# Summarize |



- Ask the participants what they have learnt from the exercise/ activity.
- Ask if they have any questions related to what they have talked about so far.
- Close the discussion by summarizing the importance of honesty and work ethics for entrepreneurs.

## UNIT 7.1.5: Creativity and Innovation

# **Unit Objectives**



At the end of this unit, the trainee will be able to:

- List the characteristics of highly creative people
- List the characteristics of highly innovative people

## Resources to be Used



- Participant Handbook
- Chart papers and marker pens

## Ask



- You must be aware of the term 'Rags to riches' and heard stories related to the term.
- What do these stories tell us?
- What was so special about these people?

## Say



- Let's have a look at these stories.
- There are some inspiring stories about people which I would like to share with you.
- Narrate these stories to the class.

#### A.P.J. Abdul Kalam

Who has not heard of A.P.J. Abdul Kalam: Avul Pakir Jainulabdeen Abdul Kalam hailed from a very humble background. His father was a boat owner. To help his family, Kalam would work as a newspaper vendor. With limited resources, he graduated in Physics and studied aerospace engineering. He was instrumental in India's step towards nuclear energy. In 2002, he became the 11th President of India.

## Water filter/purifier at source

Two young boys studying in classes 4 and 5, from Lingzya Junior High School, Sikkim designed a simple innovative low cost water purifier.

Inspiration behind the idea: Most people today prefer to use a water filter/purifier at their home.

Both the children have given idea to have filter/purifier at the source of water so that everyone has access to clean water without having to make an investment in purchasing a filter/purifier.

Soring's idea is to have a centralised purification system at the point of distribution like water tank while Subash's idea is to have such purifiers attached to public taps.

Source:http://www.rediff.com/getahead/report/achievers-top-31-amazing-innovations-from-youngindians/ 20151208.htm

#### Solar seeder

This is a story of a innovative solar seeder and developed by Subash Chandra Bose, a class 8, student from St

Sebasthiyar Matriculation School, Pudukkottai, Tamil Nadu. Subash has developed a solar powered seed drill, which can undertake plantation for different size of seeds at variable depth and space between two seeds.

Source: http://www.rediff.com/getahead/report/achievers-top-31-amazing-innovations-from-youngindians/ 20151208.htm

### Looms for physically challenged

Now this is really inspiring of two sisters, Elakkiya a Class 6 student and Pavithra a Class 9 student of SRC Memorial Matriculation, Erode, Tamil Nadu.

The two sisters have come up with loom for lower limbed physically challenged. In their loom they have replaced the pedal operated system with a motor and a gearbox attached to a pulley mechanism.

Source: http://www.rediff.com/getahead/report/achievers-top-31-amazing-innovations-from-youngindians/ 20151208.htm

## Ask



- If they can, why can't you?
- Discuss concepts related to 'Creativity and Innovation' with the participants as given in the Participant Handbook.

# Say



- Recall the stories on motivation.
- What is the inner drive that motivates people to succeed?
- Let's learn more about such creative and innovative entrepreneurs with the help of an activity.

## **Team Activity**



This is a group activity.

Think of any one famous entrepreneur and write a few lines about him or her.

### **Activity De-brief**

- Why did you choose this particular entrepreneur?
- What is his/her brand name?
- What creativity does he/she possess?
- What was innovative about their ideas?

## Do



- Instruct the participants that this is group work.
- Divide the class into small groups of 4 or 6 depending on the batch size.
- Give each group a chart paper.
- Tell the trainee they have to write a few lines about any one famous entrepreneur.
- Give the participants 10 minutes to discuss and write.

- Keep a check on time. Tell the group to wind up quickly if they go beyond the given time limit.
- Ask each group to read out what they have written.
- Ask the de-brief questions.

# Summarize



- Summarize the unit by asking participants if they know of some people who are highly creative and innovative in their approach.
- Ask them to share some experiences about these people with the class.

# Notes for Facilitation



### Source for stories on innovations:

http://www.rediff.com/getahead/report/achievers-top-31-amazing-innovations-from-youngindians/20151208.htm

## **UNIT 7.1.6: Time Management**

# **Unit Objectives**



At the end of this unit, the trainee will be able to:

- Discuss the benefits of time management
- List the traits of effective time managers
- Describe effective time management techniques

# Resources to be Used



Participant Handbook

## Ask



## Does this sound like you?

- I can never get enough time to finish what I am doing in a day.
- I have so many things to do that I get confused.
- I want to go for a walk and exercise, but I just do not have the time.
- I had so much to do, so I could not deliver that order on time.
- I would love to start my dream business; but, I just do not have the time.

## Example



Let's look at these two examples:

#### Example 1:

Ankita works from home as a freelance writer. She says she can easily put in 8 hours of dedicated work in a day. Because she works from home, she saves money on travel and has a comfortable work routine. But there is a challenge and it is distraction. As she works from home, she can easily just get up and sit down on the sofa to watch TV, wasting valuable time. She may have chores to do, errands to run and bills to pay. She ends up working only two to three hours a day and the result is, her work gets piled up. She is unable to take on more work due to this. Even though her quality of work is appreciated her clients are not very happy about the delay in submission.

#### Example 2:

Javed has started a successful online selling company from home and makes a good living from his sales. He has set up a small office space in his living room. As both his parents are working full-time, he also has the role of taking care of his two younger siblings. He almost spends half of his day with the younger kids. He does not mind it but it means taking time away from the work. He is still able to manage his online business with these commitments. He wants to spend some more dedicated hours so as to increase his profits. He also wants to look into new business avenues. What should he be doing.

## Ask



- Does this happen with you too?
- Do you find it difficult to prioritize your work?
- Are you able to manage your time effectively?

# Activity



- Conduct a group discussion based on the above examples.
- Direct the discussion on how to prioritize work and manage time effectively.

# Say



- Time management is not only about how hard you work but also about how smart you work.
- Discuss "What is Time Management" with the participants as given in the Participant Handbook.

## Ask



- Why is it important to manage time? How does it help?
- What happens when you don't manage your time effectively?
- Do you find it difficult to prioritize your work?

# Say



- Discuss the benefits of time management given in the Participant Handbook.
- Let's learn effective time management with the help of an activity.

# **Activity**



#### **Effective Time Management**

This activity has two parts:

#### PART 1

## **TO-DO LIST**

- You have to make a to-do list.
- List all of the activities/ tasks that you have to do.
- Try to include everything that takes up your time, however unimportant it may be.
- If they are large tasks, break them into action steps, and write this down with the larger task.
- You can make one list for all your tasks or have separate to-do lists for personal and professional tasks.

#### PART 2

#### **URGENT-IMPORTANT GRID**

- You have to make a grid as shown on the board here. .
- This grid has four boxes. As you can see, each box has a different heading.

- At the heart of the urgent-important grid, are these two questions:
  - Is this task important?
  - Is this task urgent?
- Now, you have to think about each activity that you have written in your to-do list and put it into one of the four categories.
- What do these categories depict?
- Category 1: Urgent/Important
  - This category is for the highest priority tasks. They need to get done now.

## • Category 2: Not Urgent/Important

- This is where you want to spend most of your time.
- This category allows you to work on something important and have the time to do it properly.
- This will help you produce high quality work in an efficient manner.
- The tasks in this category are probably the most neglected ones, but also the most crucial ones for success.
- The tasks in this category can include strategic thinking, deciding on goals or general direction and planning all vital parts of running a successful business.

## • Category 3: Urgent/Not Important

- This is where you are busy but not productive. These tasks are often mistaken to be important, when they're most often busywork.
- Urgent but not important tasks are things that prevent you from achieving your goals.
- However, some may be activities that other people want you to do.

## • Category 4: Not Important and Not Urgent

- This category doesn't really include tasks, but rather habits that provide comfort, and a refuge from being disciplined and rigorous with your time management.
- Some may be activities that other people want you to do.
- These might include unplanned leisure activities as well.

#### **TO- DO list format**

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

#### **URGENT-IMPORTANT GRID**

## **URGENT/ IMPORTANT**

- Meetings
- Last minute demands
- Project deadlines
- Crisis

## **NOT URGENT/IMPORTANT**

- Planning
- Working towards goals
- Building relationship
- Personal commitments

## 2

## **URGENT/ NOT IMPORTANT**

- Interruptions
- Phone calls/ E-mails
- Other people's minor demands

## **NOT URGENT/ NOT IMPORTANT**

- Internet surfing
- Social media
- Watching TV



### **URGENT/ IMPORTANT GRID format**

URGENT/ IMPORTANT	NOT URGENT/ IMPORTANT
1	2
URGENT/ NOT IMPORTANT	NOT URGENT/ NOT IMPORTANT
3	4

1

3

# Do



- Instruct the participants that this is group work.
- Divide the class into small groups of 4 or 6 depending on the batch size.
- Give each group a chart paper.
- Tell the trainee they have to write a few lines about any one famous entrepreneur.
- Give the participants 10 minutes to discuss and write.

# Say



#### **Activity De-brief:**

How can we balance tasks between the four categories?

#### How to manage time through this grid?

- Category 1: Urgent/Important
  - Try to keep as few tasks as possible here, with the aim to eliminate.
  - If you spend too much of your time in this category, you are working solely as a trouble shooter, and never finding time to work on longer-term plans.
- Category 2: Not Urgent/Important
  - Plan these tasks carefully and efficiently as they are most crucial ones for success.
  - If necessary, also plan where you will do these tasks, so that you're free from interruptions.
  - Include strategic thinking, deciding on goals or general direction and planning in your planning process.
- Category 3: Urgent/Not Important
  - Ask yourself whether you can reschedule or delegate them.
  - A common source of such activities is other people. Sometimes it's appropriate to say "no" to people politely, or to encourage them to solve the problem themselves.
- Category 4: Not Important and Not Urgent
  - You also want to minimize the tasks that you have in this category.
  - These activities are just a distraction avoid them if possible.
  - You can simply ignore or cancel many of them.
  - Politely say "no" to work assigned by others, if you can, and explain why you cannot do it.
  - Schedule your leisure activities carefully so that they don't have an impact on other important tasks.
- Discuss the traits of effective time managers and effective time management techniques as given in the Participant Handbook.

# Summarize



• Discuss the traits of effective time managers and effective time management techniques as given in the Participant Handbook.

## Notes for Facilitation



- Here is a short story. You can conclude the session narrating the story. To make it more interesting
  you can perform the demonstration described and discuss the short story.
  - One day an expert in time management was speaking to a group of students. As he stood in front of the group, he pulled out a large wide-mouthed glass jar and set it on the table in front of him. Then he took out a bag of about a dozen rocks and placed them, one at a time, into the jar. When the jar was filled to the top and no more rocks would fit inside, he asked, "Is this jar full?" Everyone in the class said, "Yes." Then he said, "Really?"
  - He reached under the table and pulled out a bucket of gravel (small stones). He dumped some
    gravel in and shook the jar causing pieces of gravel to work themselves down into the space
    between the rocks. Then he asked the group once more, "Is the jar full?" By this time, the
    class began to understand. "Probably not," one of them answered. "Good!" he replied.

- He reached under the table and brought out a bucket of sand. He started dumping the sand in the jar and it went into all of the spaces left between the rocks and the gravel. Once more he asked the question, "Is this jar full?" No!" the class shouted. Once again he said, "Good." Then he grabbed a jug of water and began to pour it in until the jar was filled to the brim. Then he looked at the class and asked, "What is the point of this illustration? "One student raised his hand and said, "No matter how full your schedule is, if you try really hard you can always fit some more things in it!" "No," the speaker replied, "that's not the point. The truth this illustration teaches us is: If you don't put the big rocks in first, you'll never get them in at all." What are the 'big rocks' in your life? Your children; your loved ones; your education; your dreams; a worthy cause; teaching or mentoring others; doing things that you love; time for yourself; your health; your mate (or significant other). Remember to put these BIG ROCKS in first or you'll never get them in at all. If you sweat about the little stuff (the gravel, sand, and water) then you'll fill your life with little things you worry about that don't really matter, and you'll never have the time you need to spend on the big, important stuff (the big rocks).
- End the story with these lines...

So, tonight, or in the morning tomorrow, when you are reflecting on this short story, ask yourself this question: What are the 'big rocks' in my life? Then, put those in your jar first

## **UNIT 7.1.7: Anger Management**

# **Unit Objectives**



At the end of this unit, the trainee will be able to:

- Discuss the importance of anger management
- Describe anger management strategies
- Discuss tips for anger management

# Resources to be Used



Participant Handbook

## Ask



- What is anger? Is anger good or bad?
- Is anger normal or an abnormal behaviour? How can anger harm you?
- Why is it important for entrepreneurs to manage their anger?

# Say



- Talk about anger and the importance of anger management in entrepreneurs as discussed in the Participant Handbook.
- Let us do a small activity. This is an individual activity.
- Think of the incidents and situations that angered you and hurt you.

## Do



- Instruct them to note down these situations under different categories (as given in the Activity).
- Give the class 3-5 minutes to think and note down their answers.
- At the end of 5 minutes, ask some participants to volunteer and present their answers.
- They can also share these situations with their fellow participants if they do not wish to share it with the entire class.

# **Activity**



- Do you remember any incident which has hurt
  - you physically
  - you mentally
  - your career
  - your relationships.

## Ask



- Do you ever get angry?
- What are the things that make you angry?
- Do you remember any incident where your anger management helped you in maintaining healthy relationship?
- Do you remember any incident where someone lost business/ friend/ relationship due to temper (anger)?

# Say



- There are a few strategies which can help in controlling your anger. Let's do an activity to understand the anger management process better.
- This is an individual activity.
- Think of the incidents/ situations which trigger your anger (the cause).
- Then think what happened as a result of your anger (the effect).
- You need to come up with some techniques to manage your anger.

# Do



- Give the class the anger triggers (the cause) as listed in the activity.
- Put down the activity format (Anger Triggers, Result of your Anger, Anger Management Techniques) on the board and instruct the class to write the answers under different categories.
- Give the class 3-5 minutes to think and note down their answers.
- At the end of 5 minutes, ask the participants who wish to volunteer and present their answers.

# Activity



Trigger points and Anger Management Techniques Activity

#### **Anger Triggers**

List of triggers that make you angry:

- 1. Someone says you did something wrong.
- 2. You want something you can't have now.
- 3. You get caught doing something you shouldn't have been doing.
- 4. You are accused of doing something you didn't do.
- 5. You are told that you can't do something.
- 6. Someone doesn't agree with you.
- 7. Someone doesn't do what you tell him to do.
- 8. Someone unexpected happens that messes up your schedule.

Result of your ang	ger:				
Vrite the techniq	ues that you u	se to manage	your anger:		
			your anger:		
			your anger:		
			your anger:		
			your anger:		
			your anger:		
			your anger:		
Vrite the techniqu			your anger:		

# Say



- Now, let's discuss the problems and solution with all.
- The individual will first briefly describe trigger points to the class.
- Then discuss the result of the anger. Other participants are requested to remain quiet while one is making the presentation.
- Post presentation, other participants may ask questions.

# Do



- Congratulate each individual for sharing their points.
- Ask the audience to applaud for them.
- Ask de-brief questions after the presentation to the class.
- Keep a check on the time. Ask the participants to wind up the activity quickly if they go beyond the given time limit.

# Ask



## **De-brief questions:**

- In the situation described by the presenter, who was at fault?
- How could you have handled this situation alternatively?

# Summarize 2

- Close the discussion by summarizing the strategies and tips of anger management for entrepreneurs.
- Ask the participants what have they learnt from this exercise/ activity.
- Ask if they have any questions related to what they have talked about so far.

# Notes for Facilitation



- Encourage the participants to share information about them while presenting the situations to the class.
- Keep the format of the Activity prepared in a chart paper so that it can be displayed during the session.

## UNIT 7.1.8: Stress Management: What is stress?

## **Unit Objectives**



At the end of this unit, the trainee will be able to:

- Discuss the causes of stress
- Discuss the symptoms of stress
- Discuss tips for stress management

## Resources to be Used



Participant Handbook

## Ask



- You are waiting in the reception for an interview or a very important meeting, suddenly your legs are shaky, your hands are cold, you are feeling nervous. Have you ever been in this kind of situation?
- Have you had days when you had trouble sleeping?
- Have you ever been so worried about something that you ended up with a terrible headache?

## Say



• You've probably heard people say, I'm really stressed out" or "This is making me totally stressed."

## Ask



- What do you understand by stress?
- What gives you stress?
- How do you feel when you are stressed or what are the symptoms of stress?
- How can stress harm you?
- Why is it important for entrepreneurs to manage stress?

## Say



- When we feel overloaded or unsure of our ability to deal with certain challenges, we feel stressed.
- Discuss about stress, causes of stress, and symptoms of stress as discussed in the Participant Handbook.
- Let's understand the causes of stress and how to deal with them with the help of some case scenarios.
- You will be given some cases.
- You have to analyse the case scenario and then find an appropriate solution to the problem.
- This will be a group activity.

## Do



- Divide the class into four groups of 5- 6 participants (depending on the batch size).
- Assign one case scenario to each group.
- Instruct them to read the case carefully.
- The group is expected to analyse and discuss the case amongst them and find a solution to the given problem.
- Explain their discussion should result in getting answers for the following questions:
  - What was/ were the cause(s) of stress?
  - Was the stress avoidable or manageable under the given circumstances?
  - If yes, how do you think that the stress could be avoided (managed)?
  - If no, then why not?
- Give the class 10-12 minutes to discuss the case and note down their solutions.
  - At the end of 12 minutes, the team should present their case solution to the larger group.
  - Ask the group to select a group leader for their group.
  - The group leader to discuss and assign roles to the group members for the presentation.

## Team Activity



#### **Case Study Analysis**

#### Scenario 1

Akash's alarm doesn't go off and he gets late getting out of the house. He hits traffic and ends up 15 minutes late to work, which his boss notices. He gets to his desk and finds he has to complete 2 reports in next one hour. Just when he is about to begin work, a message pops up "Telecon with the client begins in 10 minutes.

Please be in the conference room in 5 minutes."

His is not prepared for the call. He is stressed. He does not want to speak to his boss about this. He is stressed, feeling uncomfortable and sick. Not in a position to attend the call or finish the reports on time.

#### Scenario 2

While paying his overdue bills, Rahul realised that it's the middle of the month and he has only Rs 500 left in his account. He has already asked all of his friends, and family for loans, which he hasn't paid back yet. He is still contemplating over the issue when his phone rings. His sister's birthday is due next week and she has seen a beautiful dress which she wants to buy but cannot tell the parents as it is a bit expensive. She wishes if

Rahul could buy the dress for her. Rahul has promised to buy her the dress for her birthday.

Rahul is stressed, does not understand what to do. He is unable to concentrate on his work and unable to complete the tasks assigned. His team leader has already warned him of the delay.

#### Scenario 3

Sheela calls the cable company as she has unknown charges on her bill. She has to go through the automated voice mail menu three times and still can't get through to a customer care executive. After 15 minutes of repeated efforts, her call is answered. She explains the entire issue to the customer care executive but before the person could suggest a way out, the call drops.

Now Sheela has to call back and repeat the whole process all over again with a new customer care executive.

She is very angry and calls again but cannot connect this time.

She has to leave to office so she decides to call from office and check. When she connects this time she is angry and argues with the executive on the call. All her co-workers around are looking at her as her volume has suddenly increased. She bangs the phone and ends the call.

Her co-worker Neelam enquires what has happened to her. She ignores her and just walks off. She has become irritable and her behaviour and tone with other co-workers is not acceptable.

#### Scenario 4

Arpit is a young entrepreneur who started doing business through Facebook few weeks back. He had always been into a job. Although Arpit has very few financial liabilities, it wasn't an easy decision to leave a comfortable job at once and look for newer pastures. Arpit's boss warned him of the consequences and the challenges of starting a business when nobody ever in his family had been in business.

He has not been able to get a good deal till now. This is an important life shift for him which comes with unknown variables. Arpit is nervous and is wondering if he has what it takes to fulfill the requirement of his new role, or the new experiences he's likely to face.

## Ask



## **De-brief questions:**

- What was/ were the cause(s) of stress?
- Was the stress avoidable or manageable under the given circumstances?
- If yes, how do you think that the stress could be avoided (managed)?
- If no, then why not?

## Say



- Now, let's discuss the problem and solution with the larger group.
- The group will first briefly describe the case to the class.
- Then discuss the issue identified and the proposed solution.
- Post presentation, the other groups may ask questions to the group that has presented.

## Do



- Congratulate each group for sharing their points.
- Ask the audience to applaud for them.
- Ask de-brief questions to cull out the information from each group.
- Keep a check on time. Tell participants to wind up the discussion quickly if they go beyond the given time limit.

# Say



- While it is common and normal to feel some tension. This feeling nervous and tensed can interfere with your thinking process and can have a negative impact on your performance.
- Stress can deplete the most vibrant of souls. It can have a negative effect on every aspect of a person's life including their health, emotional well-being, relationships, and career. However, one needs to understand the causes and types of stress before looking for ways to manage it.

#### De-brief:

#### Scenario 1

The cause of stress was lack of time management and the habit of procrastinating. If Akash would have managed his time well, planned alternate ways to get up on time, finished prior tasks on time and planned for client meetings in advance then he wouldn't have faced stress.

#### Scenario 2

The cause of stress was lack of financial planning. Rahul should have planned his financial resources well in advance and saved some money for the rainy day. Also, differentiating between needs and wants and keeping a check on non-essential expenditure would have saved Rahul from this situation.

#### Scenario 3

Sometimes, stress is caused due to external factors instead of internal ones. In this case, the stress was unavoidable because we have no control over this customer care system. Every time, you will get in touch with a new executive and will have to explain all over again. This might cause stress but despite being frustrated and angry there is little that we can do about it. All Sheela could do was to find ways to calm herself down through some breathing exercises and meditation, reading some good book or listening to music and then start afresh.

#### Scenario 4

A positive, major life change can be a source of good stress. Regardless of how good the change is, it can be stressful. Stress caused by a positive and major life change can be beneficial because it causes a person to step out of their comfort zone and learn new skills. Here, Arpit may become a successful entrepreneur or learn new ways to do things differently.

Now let us see this scenario, can I have a volunteer to read out this case to the class.

## Do



Ask one of the participant who can volunteer and read out this scenario to the class.

#### Scenario 5

Rakesh lives in Kathmandu with his wife and two beautiful daughters Sarah and Sanya. Nepal was hit by a massive earthquake and Rakesh's building collapsed during the earthquake. During evacuation, Rakesh realised that though his wife and Sarah were fine and suffered only minor bruises, Sanya was nowhere in the scene. Panic stricken, he started calling her name and searching her frantically. A little later, he heard a meek voice from beneath the debris. He quickly removed the rubble to find a huge bed. Rakesh was pretty sure that Sanya was trapped underneath. Though he was badly bruised, he gathered all his courage and with all his might, he lifted the several-ton bed to save Sanya's life. Everyone was relieved to see Sanya alive and also extremely surprised to see this father's ability to access superhuman strength.

- Ask the audience to applaud for the participant after the scenario is read completely.
- Discuss the scenario, ask de-brief questions:
  - What kind of stress was Rakesh undergoing in this case?

- Was the stress avoidable or manageable under the given circumstances?
- What was the result of the stress?

# Say



#### De-brief:

 Not all stress is harmful; good stress is actually energizing. This was a case of lifesaving stress, or hero stress, which is an important example of good stress. You may have heard stories in which a person performs an impossible feat of physical strength in order to save their life or the life of someone they love. This type of stress causing a surge of adrenaline is good for us.

# Summarize 2



- Close the discussion by summarizing the tips to manage stress as given in the Participant Handbook.
- Ask the participants what they have learnt from this exercise/ activity.
- Ask if they have any questions related to what they have talked about so far.

# Notes for Facilitation



- Keep printed copies of the activities/ scenarios ready for the session.
- Put down the de-brief questions on a flip chart so that it can be displayed in the class during the activity.
- Encourage participation and make the discussions interative.

# UNIT 7.2: Digital Literacy: A Recap

# **Key Learning Outcomes**



At the end of this unit, the trainee will be able to:

- 1. Identify the basic parts of a computer
- 2. Identify the basic parts of a keyboard
- 3. Recall basic computer terminology
- 4. Recall the functions of basic computer keys
- 5. Discuss the main applications of MS Office
- 6. Discuss the benefits of Microsoft Outlook
- 7. Identify different types of e-commerce
- 8. List the benefits of e-commerce for retailers and customers
- 9. Discuss Digital India campaign will help boost e-commerce in India
- 10. Describe how you will sell a product or service on an e-commerce platform

# UNIT 7.2.1 - Computer and Internet Basics: Basic Parts of a Computer

# **Unit Objectives**



At the end of this unit, the trainee will be able to:

- Identify the basic parts of a computer;
- Identify the basic parts of a keyboard;
- Recall basic computer terminology;
- Recall the functions of basic computer keys.

# Resources to be Used



- Participant Handbook
- Computer Systems with the required applications

# Say



- Let's take a quick recap of the basic computer parts.
- Discuss 'Basic Parts of Computer' and 'Basic Parts of a Keyboard' with the class as given in the Participant Handbook.

# **Explain**



• Explain all the parts of the computer and the keyboard by demonstrating on the real system.

## Ask



- Do you know about internet?
- Have you ever used internet?
- Why do you think internet is useful?
- What was the last task you performed on internet?

## Say



- Let's look at some basic internet terms.
- Discuss 'Basic Internet Terms' with the participants as given in the Participant Handbook.

# Summarize |



- Ask the participants what they have learnt from this exercise/ activity.
- Ask if they have any questions related to what they have talked about so far.
- Close the discussion by summarizing the importance of computer and internet for entrepreneurs.

## **Practical**



- Conduct a practical session.
- Ask the participants to assemble in the computer lab.
- Give some hands on practice exercises.

## Do



- Group the participants for the activity depending on the batch size and the number of computer systems available in the lab.
- Explain the purpose and duration of the activity.
- Ensure the participants complete the practical exercises assigned.

## UNIT 7.2.2 - MS Office and Email: About MS Office

# **Unit Objectives**



At the end of this unit, the trainee will be able to:

- Discuss the main applications of MS Office
- Discuss the benefits of Microsoft Outlook

## Resources to be Used



- Participant Handbook
- Computer Systems with MS Office

## Ask



- What is the most frequent activity that you do on the computer?
- Do you know how to make presentations on the computer?

# Say



- Give a brief introduction of MS Office as given in the Participant Handbook.
- Discuss the most popular office products. Explain in brief their application, benefits and working.
- Microsoft Word is a word processing program that allows for the creation of documents. The
  program is equipped with templates for quick formatting. There are also features that allow you
  to add graphics, tables,etc.
- Microsoft Excel is a tool for accounting and managing large sets of data. It can also simplify analysing data. It is also used to create charts based from data, and perform complex calculations. A Cell is an individual data box which will have a corresponding Column and Row heading. This gives the cell a name, referred to as the Cell Reference. There can be multiple pages in each workbook. Each page, or sheet, is called a Worksheet. When you open a new Excel file, it automatically starts you with three worksheets, but you can add more.

## **Explain**



• Explain the working and frequently used features of Office on a real system.

## Ask



- What do you know about e-mails?
- Do you have an email id?
- How often do you check your e-mails?

# Say



- Communication is vital for every business. The fastest and the safest way to communicate these days are through emails. MS Outlook helps to manage your emails in a better way and also offers a host of other benefits.
- Discuss "Why Choose Microsoft Outlook?" with the participants as given in the Participant Handbook.

## Do



- Ask the participants to assemble in the computer lab.
- Explain the working of Outlook on a real system..

# Demonstrate |



- Demonstrate how to create email id.
- Demonstrate how to write new mails, send mails,
- Demonstrate how to use MS Office application to create a letter and send it as attachment in an email.
- Demonstrate how to use other MS Office applications.

## **Practical**



- Give some hands on practice exercises
- Group the participants for the activity depending on the batch size and the number of computer systems available in the lab.
- Explain the purpose and duration of the activity.

## Summarize



- Ask the participants what they have learnt from this exercise/ activity.
- Ask if they have any questions related to what they have talked about so far.

## UNIT 7.2.3 - E-Commerce

# **Unit Objectives**



At the end of this unit, the trainee will be able to:

- Identify different types of e-commerce
- List the benefits of e-commerce for retailers and customers
- Discuss Digital India campaign will help boost e-commerce in India
- Describe how you will sell a product or service on an e-commerce platform

# Resources to be Used



- Computer System with internet connection
- Participant Handbook

# Ask



- How many of you have done shopping online?
- Can you name at least five shopping websites?
- What is the product that you most frequently buy online?
- Why do you do shopping online instead of going to the market?

## Say



- Give a brief introduction of "What is E-commerce". Refer to the Participant Handbook.
- E- commerce emerged in the early 1990s, and its use has increased at a rapid rate. Today, many companies sell their products online. Everything from food, clothes, entertainment, furnitureand many other items can be purchased online.

## Ask



• What other types of transactions have you performed on the internet other than buying products?

## Say



• Give examples of e-commerce activities from Participant Handbook.





#### **E-commerce examples**

- Instruct the participants to list some of the payment gateways that they have used for e-commerce activities.
- Give them 5 minutes to make this list.
- Discuss payment gateways and transaction through payment gateways.
- Conclude the discussion by mentioning how important e-commerce has become in our day to day transactions.

# Say



- E-commerce activities can be classified based on the types of participants in the transaction.
- Discuss "Types of E-commerce" from the Participant Handbook.

## Do



- Discuss all types of E-commerce by giving examples and names of some popular websites which use them.
- Make the discussion interactive by asking the class to share some popular e-commerce sites of each type.

## Say



- E-commerce activities bring a host of benefits for both, retailers and customers.
- Discuss benefits of E-commerce from the Participant Handbook.

# Explain



- The majority of the population that uses E-commerce activities lives in tier-1 and tier-2 cities. To encourage the use of digital money in tier-3 and 4 areas, PM Mr. Modi launched the "Digital India Campaign".
- Discuss "Digital India Campaign" from the Participant Handbook.
- By Digital India project the government will deliver services via mobile connectivity and in doing so, is expected to bring the internet and broadband to remote corners of the country. This connectivity will in turn enhance e-commerce activities also. Furthermore, the Indian Government is also modernizing India Post and aims to develop it as a distribution channel for e-commerce related services.

## Say



- Now let us discuss how to sell a product using E-commerce.
- Every product has to be sold on a platform on the internet. Think of it as a shop that you have to sell your product. Now this shop can be your own or shared or rented. If the shop is your own or

- rented there will be only your products in that shop. If the shop is shared, there will be products of multiple sellers in that shop. A common example is a departmental store which has products from multiple brands in the shop.
- Similarly, in E-commerce the shop is the website where your products are displayed. If it is your own website it will exclusively showcase your products. In this case the cost that you will incur will be:
  - Developing the website
  - Hosting the website
  - Maintenance of the website
- If you rent a website it will also showcase your own products but the development, hosting and maintenance parts goes to the owner. This saves time and the cost to manage these activities.
- Smaller companies usually go for renting a website and the bigger ones develop their own website.
- The concept of shared platforms has become very popular in recent times. In this platform the sellers have to register and then they can sell their goods on a common platform. Among the most popular of these are Amazon, Myntra, Flipkart, etc.

# Role Play



- Tell the participants to choose a product or service that they want to sell online.
- Tell them to write a brief note explaining how they will use existing e-commerce platforms, or create a new ecommerce platform to sell their product or service.

## Ask



- How much money are you carrying in your wallet?
- Do you have a credit/debit card?
- How do you make payments while doing online shopping?

# Say



- Demonetization has made carrying cash in the wallet very difficult. People either shop through cards or some other form of digital money.
- So what do you think is digital money?
- In this form the money is both paid and received digitally. There is no hard cash involved. It is an instant and convenient way to make payments.
- There are various types of digital payments. Let us discuss some of them in brief here.
- The first one is the most commonly used system i.e. the cards. Debit card, credit card, prepaid card, all fall under this category.
- Then is the e-wallet or the mobile wallet. This has become the most used form of digital money after demonetization. Examples are Paytm, state bank buddy, Freecharge, etc.
- Many other forms of digital money are also coming up in market like mobile apps, Aadhar card based payment, etc.

## Do



• Demonstrate how to make and receive payments through digital models like Paytm and state bank buddy..

## Ask



• Why do you think people have started using digital money instead of hard cash? Is demonetization the only reason?

# Say



- Digital money gives a lot of advantages over the conventional hard cash. Some of them are:
  - Digital payments are easy and convenient. You do not need to take loads of cash with you, a mobile phone or a card will suffice.
  - With digital payment modes, you can pay from anywhere anytime.
  - Digital payments have less risk.

## Summarize 2



- Ask the participants what they have learnt from this exercise/ activity.
- Ask if they have any questions related to what they have talked about so far.
- Close the discussion by summarizing the importance of e-commerce and digital money.

# UNIT 7.3.1: Personal Finance – Why to Save?

# Key Learning Outcomes 💆



At the end of this unit, the trainee will be able to:

- Discuss the importance of saving money
- 2. Discuss the benefits of saving money
- Discuss the main types of bank accounts
- Describe the process of opening a bank account 4.
- 5. Differentiate between fixed and variable costs
- 6. Describe the main types of investment options
- 7. Describe the different types of insurance products
- 8. Describe the different types of taxes
- Discuss the uses of online banking
- 10. Discuss the main types of electronic funds transfer

## UNIT 7.3.1: Personal Finance – Why to Save?

# **Unit Objectives**



At the end of this unit, the trainee will be able to:

- Discuss the importance of saving money
- Discuss the benefits of saving money

# Resources to be Used



• Participant Handbook

## Ask



- How many of you save money?
- Why do you feel the need to save it?
- Do you plan your savings?
- Where do you keep the money you save?
- How do you use the money that you have saved?

## Example



Let's look at these two examples:

#### Example 1:

Suhani works in a good company and earns Rs.30, 000 month. She always saves 5000 per month and keeps it aside as a personal saving. She keeps the money at home and has saved quite a lot. One day her mother has a medical emergency and has to be taken to the hospital. Her family is worried about the amount they have to spend for the treatment. It will cost them at least 40,000.

Suhani says tells her family not to worry and that she has about 50,000, which she has saved over the months.

#### Example 2:

Jasmeet works in the same company and earns the same as Suhani. She is very fond of shopping and spends most of her money on buying new clothes. At the end of the month, she is always asking her father for money as her pay is finished.

## Ask



- Who do you identify with –Suhani or Jasmeet?
- How do you think Suhani manages to save money which Jasmeet is unable to do?

# Say



- We should always set aside some and save some money from our monthly pay. The future is unpredictable. Saving money not only gives you a sense of financial security but it can be used in case of emergencies.
- Discuss "Importance of Saving" with the participants as given in the Participant Handbook.

## Ask



- What are the benefits of saving money?
- What does being financially independent mean to you?

## Say



- Discuss "Benefits of Saving" with the participants as given in the Participant Handbook.
- Now let us continue with Suhani's story. Suhani has told her family not to worry and that she has about 50,000, which she has saved over the months. The family is happy about Suhani's decision of saving money, which will be of great help for them now. Suhani is going to the hospital today to pay the first instalment for the treatment. Suddenly finds only 35,000 in her cash box when she counts and does not remember using it. She has not kept any record and now she is upset.

## Ask



- Was it a good decision by Suhani to save a part of her earnings every month?
- Was it a wise decision to keep all her savings as cash in a cash box?
- Could she have managed to save money in a better and more effective manner?
- Do you want to learn how to save money and use it effectively?

## Say



• Let's learn personal saving with the help of a group activity.

# **Team Activity**



## Personal Finance- Why to save

This activity has two parts:

#### PART 1

#### **WAYS TO SAVE MONEY**

- You are earning 30,000/- per month. You have recently changed your job and have to move to a metropolitan city. You are now living as a paying guest paying 10,000/- per month. Your other estimated expenditures like travel, food, recreation would be around Rs. 17, 000 per month.
- Make a list of different ways to save money.

#### PART 2

#### **HOW WILL YOU USE THE MONEY**

- After a year how much have you been able to save?
- How will you use the money that you have saved?

### Do



- Divide the class into groups of four.
- Instruct the participants to think and prepare a list of the various ways they can save money.
- Give the participants 10 minutes to prepare the list.
- Once done, instruct them to think of how they could use the money they have saved.
- Give the participants 10 minutes to prepare the list.
- Keep a check on time. Tell the group to wind up quickly if they go beyond the given time limit.

#### **Activity De-brief**

- What were the different ways you could save money?
- How much money were you able to save?
- How will you use the money you have saved in one year?

### Say



• Discuss the importance of personal finance and why it is important to save money.

### Summarize



#### You can summarize the session by discussing:

- The importance of saving money.
- Ways to save money.
- How the money saved can be used for different purposes.

### UNIT 7.3.2: Types of Bank Accounts, Opening a Bank Account

### **Unit Objectives**



At the end of this unit, the trainee will be able to:

- Discuss the main types of bank accounts
- Describe the process of opening a bank account

### Resources to be Used



- Account opening sample forms
- Participant Handbook

### **Ask**



- How many of you save money?
- Where do you keep the money you save?
- How many of you have a bank account?
- What type of account do you have?

### Example



Let's look at the given example:

Reena is in the third year of college but in the evening she gives tuitions for children living in her colony. She earns 15,000/- per month. As her students stay in different parts of the city, she has to walk a lot.

To save time, she decides to buy a second hand scooter for herself. But she has to save money for it. Her class mate advises her to open a recurring deposit account in the bank.

She goes to the bank close to her home. The personal manager gives her some forms to fill. She is confused as she has never done this before. Her elder sister has an account in the same bank. She asks for help from her sister. She goes to the bank the next day with her sister. The personal banker gives her a list of documents that she will need to submit with the form for opening an account. The banker advises her to open a 6 months recurring deposit.

### Ask



- Do you try to save money monthly but have to spend it on unforeseen expenditure?
- Have you ever thought of depositing your savings in a bank?

### Say



- Before opening a bank account, you need to know the types of accounts we have in India.
- Discuss "Types of Bank Accounts" with the participants as given in the Participant Handbook.

### Ask



Can someone say what are the different types of bank accounts?

### Say



• Let's learn about the different types of bank accounts through an activity.

### **Team Activity**



- Divide the class in four groups.
- Label the groups as savings account, current account, recurring account and fixed deposit.
- On a chart paper, ask them to write the key points of their account.

#### **Activity De-brief**

Ask each group to present the key points of their account.

### Say



- Now that you know about the four different types of accounts, let's learn how to open a bank account
- Discuss "Opening a Bank Account" with the participants as given in the Participant Handbook.
- Discuss "Tips" that the participants should keep in mind while opening a bank account as given in the Participant Handbook.

### Ask



- What are the main documents required for opening a bank account?
- What are some important points to ask the bank personnel while opening an account?

### Say



- Mention officially valid KYC documents (refer to the Participant Handbook)
- Now, let's understand the procedure of opening a bank account through an activity.

### **Team Activity**



#### **Opening a Bank Account**

- This activity is done in groups.
- Divide the class in groups of four or six.

#### PART 1

#### FILLING A BANK ACCOUNT OPENING FORM

- You have to fill a bank opening form.
- You can refer to the section "Opening a Bank Account" of your Handbook for reference.
- List all the steps that you will be required to fill in the form.
- List the documents that you needs for filling the form.
- Now fill in the form.

#### **Activity De-brief**

#### How did you design the form?

- What all details did you fill in the form?
- What were your KYC documents?
- How would this activity help you in future?

### Do



- Instruct the participants to read the section "Opening a Bank Account' of the Participant Handbook.
- Give each group one sample account opening form.
- Give the participants 5 minutes to read the form.
- Give them 15 minutes to fill it.
- Assist them by explaining each category and how to fill it.
- Keep a check on time.
- Tell the group to wind up quickly if they go beyond the given time limit.

### Summarize



#### Note:

You can summarize the unit through a role play.

- A person wanting to open an account in the bank.
- What is the procedure that he will go through?
- Discuss the key points of different types of bank accounts.
- How to select the type of account
- How to fill the account opening form.

A sample account opening form is given in the following page for reference. Use it for the activity in the class.

Photograph				X	XX Bank
	_	SAVING BA	NK ACCOUNT OPENING	FORM	
Account No.:		Date:			
Name of th	ie Branch				
Village/Town					
Sub District	t / Block Name				
District					
State					
SSA Code /	Ward No.				
Village Code / Town Code			Name of Village / Town		
Applicant De	tails:				
	Mr./Mrs./Ms.	First	Middle	Last	Name
Marital Sta					
Name of Sp	ouse/Father				
Name of M	other				
Address					
Pin Code					
Tel No. Mol	bile			Date of Birth	
Aadhaar No.				Pan No.	
	ob Card No.				
Occupation	/Profession				
Annual Inco	TO BELLEVIA SET				
No. of Depe	endents				

Detail of Assets	Owning Hous	se :	Y/N	Owning Farm :						
	Y/N No. of Anima	ıls ·		Any other :						
Existing Bank	No. of Allitte			Ally outer .						
A/c. of family	1	/ / N	If y	es, No. of A/cs.						
members /			-	· ·						
household										
Kisan Credit	Whether Elig	ible	Y/N							
Card	Dun									
	I request you to issue me a Rupay Card.									
I also understand that I am eligible for an Overdraft after satisfactory operation of my account after 6 months of opening my account for meeting my emergency/ family needs subject to the condition that only one member from the household will be										
		hall abid	e by the terr	ns and conditions stipulated by						
the Bank in this re	egard.									
Declaration: I hereby apply for opening of a Bank Account. I declare that the information provided by me in this application form is true and correct. The terms and conditions applicable have been read over and explained to me and have understood the same. I shall abide by all the terms and conditions as may be in force from time to time. I declare that I have not availed any Overdraft or Credit facility from any other bank.										
Place: Date:				Signature / LTI of Applicant						
Nomination:		4								
I want to nomin		۸۵۵	Data of	Person authorised in case to						
Name of Nominee	Relationship	Age	Date of Birth in	receive the amount of						
Hommice			case of	deposit on behalf of the						
			minor	nominee in the event of my						
				/minor(s) death.						
Place:	,									
race.										
Date:				Signature / LTI of Applicant						
Witness(es)*										
1		-								
2										
*Witness is requires only for thumb impression and not for signature										

# UNIT 7.3.: Costs: Fixed vs. Variables: What are Fixed and Variable Costs?

### **Unit Objectives**



At the end of this unit, the trainee will be able to:

• Differentiate between fixed and variable costs

### Resources to be Used



- Participant Handbook
- Blank sheets of paper and pens

### Ask



- · What is cost?
- Will a telephone bill fall under the category of a fixed or variable cost?

### Say



Discuss: Fixed and Variable cost with examples.Let us do a small activity.

### **Team Activity**



#### Identify the type of cost

- 1. Rent
- 2. Telephone bill
- 3. Electricity bill
- 4. Machinery
- 5. Insurance
- 6. Office supplies/ Raw materials
- 7. Employee salaries
- 8. Commision percentage given to sales person for every unit sold
- 9. Credit card fees
- 10. Vendor bills

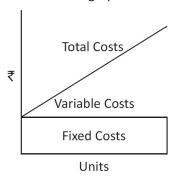
### - Do



- Divide the class into two groups. Read out the list of costs given in the activity.
- Read out each item from the cost list and ask the groups in turns to identify whether it is a fixed or variable cost.



- We saw that your utility bills like rent, electricity, telephone etc. are all fixed costs because you have to pay it every month.
- Variable costs is an expense which varies with production output or volume. For example commission, raw material etc.
- Discuss "Cost: Fixed vs. variables" with the participants as given in the Participant Handbook.
- Illustrate the relation between the costs with a graph.



• Let's learn the difference between fixed and variable cost with the help of an activity.

### **Team Activity**



#### **Fixed vs. Variable Costs**

This is a group activity.

You want to start your own entrepreneur business.

- State the type of business you want to start.
- List down all the cost or requirements for your business.
- How will you differentiate between the fixed and variable cost.

#### **Activity De-brief**

- What is the total cost of your business?
- What are the fixed costs?
- What are the variable costs?
- How did you differentiate between the fixed and variable costs?



- Instruct the participants that this is group work.
- Divide the class into small groups of 4 or 6.
- Give each group a sheet of paper.
- Tell the participants that they have to start their own entrepreneur business.
- Ask them the type of business they want to start.
- Instruct them to differentiate between the fixed and the variable costs of the business they want to start.
- Give the participants 15 minutes to discuss and write.
- Keep a check on time. Tell the group to wind up quickly if they go beyond the given time limit.

# Summarize **2**

Note: You can summarize the unit either by having a role play between a consultant and a budding entrepreneur explaining the differences between fixed and variable costs or by discussing the key points of the unit.

# r Notes for Facilitation



Answers for the activity - Identify the type of cost

1.	Rent	(Fixed)
2.	Telephone bill	(Fixed)
3.	Electricity bill	(Fixed)
4.	Machinery	(Fixed)
5.	Insurance	(Fixed)
6.	Office supplies/ Raw materials	(Variable)
7.	Employee salaries	(Fixed)
8.	Commision percentage given to sales person for every unit sold	(Variable)
9.	Credit card fees	(Variable)
10.	Vendor bills	(Variable)

### UNIT 7.3.4: Types of Bank Accounts, Opening a Bank Account

### **Unit Objectives**



At the end of this unit, the trainee will be able to:

- Describe the main types of investment options
- Describe the different types of insurance products
- Describe the different types of taxes

### Resources to be Used



Participant Handbook

### Ask



- Ask the trainee "What do you see first thing in when you get your mobile bill? Apart from the amount and due date do you have a look at the taxes you are being billed for?
- Why do you think people get their cars insured or have a medical insurance?
- You have saved money and want to invest it, how would you decide what is the best investment for your money?

### Example



Let's have a look at a few scenarios.

- 1. Ranbir has sold his house and deposited the money in his bank. His Chartered Accountant tells him that he will have to re-invest the money otherwise he will have to pay capital tax. What is capital tax and how is it different from income tax?
- 2. Jasmeet and Anup are blessed with a baby girl. They decide to have an insurance policy that will mature when their daughter is ready to higher education.
- 3. Shivani is working in a corporate office and getting good pay. She will have to pay income tax so she decides to invest her money in tax saving schemes. She goes to the bank manager to discuss the best products in which she can invest.

### Say



• Discuss the Investment, Insurance and Taxes as given in the Participant Handbook.

#### Ask



• How do investments, insurances and taxes differ from each other?

### Say



• Let's learn the differences between the three by having an activity.



We will have a quiz today.

### **Team Activity**



• The activity is a quiz.

### Do



- Divide the class into groups of three and give a name to each group
- Explain the rules of the quiz. For each correct answer the group gets 1 mark. If the group is unable to answer the question is rolled over to the next group.
- Explain the purpose and duration of the activity.
- On the blackboard write the names of the groups.
- Ask the questions of the quiz.
- Keep a score for the groups.
- Set guidelines pertaining to discipline and expected tasks.

### Summarize



Summarize the unit by discussing the key points and answering question

### Notes for Facilitation



#### **QUESTIONS FOR THE QUIZ**

1. What are bonds?

Bonds are instruments used by public and private companies to raise large sums of money.

2. Who issues the bonds?

Private and public companies issue the bonds.

3. Why are bonds issued?

To raise large amount of money as it cannot be burrowed from the bank.

4. Who is the buyer of stocks and equities?

The general public is the buyer.

5. What types of scheme is the Sukanya Samriddhi Scheme?

Small Saving Scheme

6. What if the difference between mutual and hedge funds?

Mutual funds are professionally managed financial instruments that invest the money in different securities on behalf of investors. Hedge funds invest in both financial derivatives and/or publicly traded securities.

7. Why is a loan taken from the bank to purchase real estate?

To lease or sell to make profit on appreciated property price.

8. Name the two types of insurances?

Life Insurance and Non-life or general insurance

9. Which insurance product offers financial protection for 15-20 years?

#### Term Insurance

10. What is the benefit of taking an endowment policy?

It offers the dual benefit of investment and insurance.

11. Mr. Das gets monthly return on one of his insurance policies. Name the policy?

#### Money Back Life Insurance

12. What are the two benefits of a Whole Life Insurance?

It offers the dual benefit of investment and insurance

13. Which policy covers loss or damage of goods during transit?

#### Marine Insurance

14. After what duration is the income tax levied?

#### One financial year

15. What is long term capital gain tax?

It is the tax payable for investments held for more than 36 months.

16. Name the tax that is added while buying shares?

#### Securities Transaction Tax

17. What is the source of corporate tax?

The revenue earned by a company.

18. Name the tax whose amount is decided by the state?

#### VAT or Value Added Tax

19. You have bought a T.V. What tax will you pay?

#### Sales Tax

20. What's the difference between custom duty and OCTROI?

Custom duty is the charges payable when importing or purchasing goods from another country. OCTROI is levied on goods that cross borders within India.

### UNIT 7.3.5: Online Banking, NEFT, RTGS, etc.

### **Unit Objectives**



At the end of this unit, the trainee will be able to:

- Discuss the uses of online banking
- Discuss the main types of electronic funds transfer

### Resources to be Used



- Participant Handbook
- Computer System with internet connection
- Debit card

### Ask



- When was the last time you visited a bank?
- How do you pay your bill for electricity and telephone? Have you ever tried to transfer money from one bank account to another bank account using the online banking facility?

### Say



- Most of us lead a busy life. Time has become more important than money. In this busy schedule
  no one has time to stand in bank queues. That's where Online Banking comes in. Online banking
  or internet banking means accessing your bank account and carrying out financial transactions
  through the internet.
- Discuss "What is online banking?" from the Participant Handbook.
- There are various advantages of online banking:
  - It saves time, as you need to visit the branch.
  - You can conduct your banking transactions safely and securely without leaving the comfort of your home.
  - Online Banking also gives you round the clock access.
  - Online Banking makes it possible for you to pay your bills electronically.



- Show them how they can use the internet banking.
- Use the computer system and show the demo videos on how to use internet banking provided on most banking sites. the computer system.
- Tell the class the various features of online banking:
  - Through their website set-up your online account.
  - Choose a secure username and password.
  - Set-up your contact information.

- Once your information is verified, you are good to go.
- Once you enter the portal explore all the features and learn your way through the portal.
- Discuss about maintaining the security of the online account.



- One of the biggest advantage that online banking offers, as discussed earlier, is transferring money
  from one account to another. This transaction is called electronic funds transfer. Electronic transfers
  are processed immediately with the transferred amount being deducted from one account and
  credited to the other in real time, thus saving time andeffort involved in physically transferring a
  sum of money.
- Discuss "Electronic Funds Transfer" from the Participant Handbook.

### Do



- Discuss how to transfer money from one account to another using online banking (NEFT/ RTGS, etc.).
- Illustrate with an example.

### Summarize



- Close the discussion by summarizing the about online banking.
- Ask the participants if they have any questions related to what they have talked about so far.

# UNIT 7.4: Preparing for Employment & Self Employment

# Key Learning Outcomes

At the end of this unit, the trainee will be able to:

- 1. Discuss the steps to follow to prepare for an interview
- 2. Discuss the steps to create an effective Resume
- 3. Discuss the most frequently asked interview questions
- 4. Discuss how to answer the most frequently asked interview questions
- 5. Identify basic workplace terminology

# UNIT 7.4.1: Interview Preparation: How to Prepare for an Interview?

### **Unit Objectives**



At the end of this unit, the trainee will be able to:

• Discuss the steps to follow to prepare for an interview

### Resources to be Used



Participant Handbook

### Ask



- Have you ever attended an interview?
- How did you prepare before going for an interview?

### Say



- An interview is a conversation between two or more people (the interviewer(s) and interviewee) where questions are asked by the interviewer to obtain information from the interviewee.
- It provides the employer with an opportunity to gather sufficient information about a candidate and help them select the ideal candidate.
- It also provides the interviewee with an opportunity to present their true potential to the employer, build confidence and help make a decision about the job by asking questions regarding designation, salary, perks, benefits, promotions, transfers, etc.
- Let's do an activity to understand how to prepare for interviews better.

### **Activity 1**



**Introducing Yourself** 



- Select a participant and ask him/her to answer the following questions: "What can you tell me about yourself."
- Give the participant at least one minute to speak.
- Once he/she is done, ask the rest of the participant what they gathered about the participant who was providing information.
- Now repeat the exercise with five other participants.

### Ask



- What information you should include when you are describing or introducing yourself in an interview?
- What information you should not include when you are describing or introducing yourself in an interview?

### Say



Tell the participants that when an interviewer asks you to say something about yourself, he/she is not asking you to present your life history.

Introduction should be short and crisp, and should present you in a positive light. It should include the following points:

- Any work experience that you might have
- A brief summary of your educational qualifications
- Your strengths and achievements
- · Any special projects that you might have been part of

The following topics should be avoided during an introduction:

- Detailed description of your family (unless you are specifically asked to do so)
- Too much information about your weaknesses
- Information that is not true

### Do



- Congratulate each participant for sharing their points.
- Ask the audience to applaud for them.
- Ask de-brief questions to cull out the information from each group.
- Keep a check on time.

### Activity 2



Planning the right attire

### Do



• Describe 2 individuals to the participants. One is wearing a casual t-shirt, jeans, and slippers. He has not combed his hair and neither has he trimmed or shaved his beard. The other individual is dressed formally with a shirt and pant, and is well-groomed. He has also worn formal shoes and a belt. Ask the participants which person would they prefer to hire in their organization and why?

## Summarize



Close the discussion by discussing 'how to prepare for an interview' as discussed in the Participant Handbook.

You can add the following points to it:

- Tell the participants to create a positive and good impression in an interview. It is important for them to prepare for an interview beforehand.
- The interviewer analyses not only your technical knowledge in relation to the job, but also whether or not you are a fit for the organization.
- Every employer looks at the whole package and not just one or two things in isolation. Therefore, the way you dress and the way you present yourself is also important along with your skills and talents.
- The participants will get only one chance to create a good first impression.

# UNIT 7.4.2: Preparing an Effective Resume: How to Create an Effective Resume?

### **Unit Objectives**



At the end of this unit, the trainee will be able to:

• Discuss the steps to create an effective Resume

### Resources to be Used



- Participant Handbook
- Blank papers and pens

### Ask



- When preparing for an interview, what are the most important things that you need to do?
- What documents do you carry with you, when you go for an interview?
- What is a resume?
- Why do you need a resume?

### Say



- Resume is not just a sheet of paper with your qualifications printed on it.
- It is a selling tool that will help the employer to see how and what you can contribute for company.
- Talk about the steps involved in creating an effective/attractive resumes discussed in the Participant Handbook.
- Now let's prepare a resume to understand the process in a better way.



- This is an individual activity.
- Give the details of the activity.
- Instruct them to read the activity carefully.
- The participant is expected to make an attractive resume based on the information provided.
- Give the class 25-30 minutes to study the case and create a resume.
- At the end of 30 minutes, the participants should exchange the resume with the person sitting next to him or her.
- Every participant will evaluate the resume prepared with their fellow participants.



- Do you think the candidate should apply for the job posting described in the advertisement?
- We have already discussed the steps involved in creating an effective/attractive resumes.
- Now let's prepare a resume for the candidate details given in the activity.

## Activity



#### **Case Study Analysis**

- In the first section of the activity, you are being given the information about a candidate who is applying for a particular job.
- In the second section, you are being given the detailed description of the job posting. Create a resume for the candidate to apply for the job posting.
- Use the information that has been provided about the candidate to create this resume.

#### **Candidate Details**

Nipesh Singla was born on 20th April, 1988 in Chandigarh, India. He currently resides at 1XX7, Sector XX D, Chandigarh –160018. His mobile number is 988XXXXX01, and e-mail address is nxxxxxxxxxla@gmail. com. Nipesh attended middle and senior school at Government Boys Senior Secondary School, Sector 15, Chandigarh. He has been a very talented boy since school. He was fond of painting and watching old Hindi movies. As part of a school charity program, he volunteered at the children's hospital during his senior years.

In July 2007, he joined Westwood School of Hotel Management, Zirakpur to pursue a diploma course in Hotel Management and Catering. After completing this course, he joined XYZ Group of Hotels as a Housekeeping intern in June 2010 for six months. In this role, he was responsible for cleanliness and maintenance of one floor in the hotel. Taking advantage of his strong interpersonal skills, he also got opportunities to make housekeeping arrangements for corporate meetings. While pursuing education, he gained working knowledge of Microsoft Word, Excel, Access and PowerPoint.

Nipesh is detail-oriented, flexible and adaptable. He has successfully worked with a diverse work force. He gelled well with his peers, both in college and during his internship. After completing the internship, his objective has been to find a job opportunity where he can use his skills and experience. Backed by experience, he is confident about his skills as housekeeping assistant.

#### **Job Posting**

\* Do you see yourself as a HOUSEKEEPING SUPERVISOR?

What's your passion? Whether you're into cricket, reading or hiking, at IHG we are interested in YOU. At IHG, we employ people who apply the same amount of care and passion to their jobs as they do in their hobbies - people who put our guests at the heart of everything they do. And we're looking for more people like this to join our friendly and professional team.

#### THE LOCATION:

At the moment, we are looking for HOUSEKEEPING SUPERVISOR to join our youthful and dynamic team at Holiday Inn Amritsar, Ranjit Avenue in Amritsar, Punjab (India). Holiday Inn Amritsar is ideally located in Amritsar's commercial district on Ranjit Avenue with the world famous Golden Temple located only a short distance away. Sparkling chandeliers mark an incomparable arrival experience as you escape to the welcoming environment that is, Holiday Inn Amritsar. The fresh international brand to celebrate and explore Amritsar.

Salary: Negotiable

Industry: Travel / Hotels / Restaurants / Airlines / Railways

Functional Area: Hotels, Restaurants

Role Category: Housekeeping

Role: Housekeeping Executive/Assistant.

**Desired Candidate Profile** 

Friendly, pleasant personality, Service - oriented.

You should ideally be Graduate/ Diploma holder in HM and at least 2 years of experience as a supervisor in good brand with good communication skills, English is a must.

In return we'll give you a competitive financial and benefits package. Hotel discounts worldwide are available as well as access to wide variety of discount schemes and the chance to work with a great team of people.

Most importantly, we'll give you the room to be yourself.

\*Please get in touch and tell us how you could bring your individual skills to IHG.

Education-

**UG:** Any Graduate/ Diploma holder **PG:** Post Graduation Not Required

### Say



 Now, let's share the resume with the fellow participant sitting next to you and evaluate each other's effort.

### Do



- Congratulate each participant for making their first attempt towards creating an effective resume.
- As a follow up activity, you can suggest them to prepare their own resume and show it to you the next day.

### Summarize



- Close the discussion by showing some effective resume samples to the candidates.
- Ask the participants what they have learnt from this activity.
- Ask if they have any questions related to what they have talked about so far.

### Notes for Facilitation



- Keep printed copies of the activity ready for the session.
- Put down the suggested format of the resume on the board while explaining the steps in preparing a resume.
- Do check the participants' resume and suggest necessary changes.
- Suggested example for the case presented:

Nipesh Singla

#1XX7, Sector XX-D

Chandigarh-160018

Mobile No: 91-988XXXXX01

E-mail: nxxxxxxxxxla@gmail.com

**Objective:** Seeking an opportunity to use my interpersonal skills and experience to contribute to your company's growth, profitability and objectives.

#### **Professional strengths:**

- · Proficient in housekeeping
- Experienced in and capable of working with a diverse work force
- Team player and friendly in nature
- Successful working in a multi-cultural environment
- Detail oriented, flexible, and adaptable
- Knowledge of Microsoft Word, Excel, Access and PowerPoint

#### **Educational background:**

- Diploma in Hotel Management and Catering, Westwood School of Hotel Management, Zirakpur
- High School, Government Boys Senior Secondary School, Sector 15, Chandigarh

#### **Professional internships:**

- Housekeeping Intern, XYZ Group of Hotels, New Delhi (June 2010 August 2010)
  - Responsible for cleanliness and maintenance of one floor in the hotel.
  - Got opportunities to make housekeeping arrangements for corporate meetings.

#### **Volunteer Work:**

Student volunteer at children's hospital in Chandigarh.

Nipesh Singl

### UNIT 7.4.3: Interview FAQs

### **Unit Objectives**



At the end of this unit, the trainee will be able to:

- Discuss the most frequently asked interview questions
- Discuss how to answer the most frequently asked interview questions

# Resources to be Used



Participant Handbook



- Tell the participants you will provide them with interview situation and questions and they have to try to answer them.
- Tell them you will also explain the different ways to approach these questions.

### Do



- Divide the class in pairs and ask the participants to perform a role play.
- One partner will play the role of the interviewer while the other will play the role of the interviewee.
- Tell them the interviewer can start the interview by asking the interviewee to introduce himself/ herself.
- Call all the pairs one by one in front of the class to enact the role play.
- Follow the same pattern for all other situations.
- Time allotted for each situation is 8-10 minutes.
- Congratulate each participant for giving their input.
- Ask the class to applaud each time a team has completed their role play.
- Keep a check on time.

### Role Play



Conduct the role plays for the situations given.

### Do



#### Situation 1

The interviewer will start by asking the interviewee a few generic questions such as:

- What is your name?
- Tell me something about yourself?

Can you tell me something about your family?

Then, the interviewer will bluntly ask the following questions:

- How do you explain this huge time gap in your resume?
- What is the reason for this?
- Weren't you looking for a job or is it that no one selected you?

### Say



#### De-brief:

- When you put information on your resume, you should be prepared to answer any questions about it.
- Be present and focused on the questions being asked to you.
- One way of tackling the blunt questions is to tell the interviewer you did not come across an
  opportunity where you were sufficiently satisfied with both the remuneration offered as well as
  the profile. Therefore, you waited for the right opportunity to come along while looking for an
  ideal job.

### Do



#### **Role Play – Situation 2**

The interviewer will start by asking the interviewee a few generic questions such as:

- What is your name?
- Tell me something about yourself?
- Can you tell me something about your family?

Then, at the end of the interview, ask the interviewee:

• There are over 200 people who have applied for this job, some with excellent work experience. Why should I hire you?

### Say



#### De-brief:

- There is nothing wrong with stating your strengths and achievements. However, do not come across as arrogant or too boastful.
- You need show the interviewee that you have unique skills or talents to contribute to the company. The interviewer needs to know how you stand apart from the rest of the crowd.
- Tell the interviewer you are looking forward to working with the company and that you are a hard-working individual.

### Do



#### **Role Play – Situation 3**

The interviewer will start by asking the interviewee a few generic questions such as:

What is your name?

- Tell me something about yourself?
- Can you tell me something about your family?

Then, lean forward, clasp your hands on the table and in a soft voice ask the interviewee:

• Did you ever experience any neglect or disregard from your previous office? In other words, did you ever suffer because your office or team displayed favouritism?

### Say



#### De-brief:

- Keep this in mind: Do not criticize anyone during an interview.
- You are free to express your opinion, however, your language, answers, body language, and the tone of your voice should remain constructive and neutral.
- Since criticism will show you in negative light, you should keep your answers honest yet diplomatic.
- You can tackle such questions by saying, "I got along well with most of my faculty and peers."

### Do



#### Role Play - Situation 4

The interviewer will start by asking the interviewee a few generic questions such as:

- What is your name?
- Tell me something about yourself?
- Can you tell me something about your family?

Then very bluntly ask the interviewee:

How long do you plan to stay with this company if you are selected?

After the candidate responds, ask sarcastically:

• Do you seriously mean that?

### Say



#### De-brief:

- Don't provide unreal and idealistic answers.
- Your answers should be honest yet diplomatic. In a situation like this, the interviewer does not expect you to provide a specific timeline.
- You can say something like, "I would like to stay with the company as long as I can contribute constructively and develop as an employee, within the organization, professionally and financially."

### Do



#### Role Play - Situation 5

The interviewer will start by asking the interviewee a few generic questions such as:

- What is your name?
- Tell me something about yourself?

Can you tell me something about your family?

Ask him/her how important he/she thinks it is to be punctual in the corporate world.

After he/she answers, look up sternly at the interviewee and in a crisp voice, say:

• You were late for this interview by 10 minutes. That surely does not seem to be in line with what you just said?

### Say



#### De-brief:

- Politely apologize for being late.
- You can add something such as, "I assure you this is not a habit". All your future actions should be in line with this statement.
- Avoid giving any excuses.
- You might feel obligated to provide a justification for your tardiness, but the interviewer is not interested in that.
- Do not over apologize. Once this response is out of the way, turn your focus back to the interview

### Do



#### Role Play - Situation 6

The interviewer will start by asking the interviewee a few generic questions such as:

- What is your name?
- Tell me something about yourself?
- Can you tell me something about your family?

After asking a few academic or job-related questions, ask the interviewee:

If you get this job, what salary package do you expect us to give you?

### Say



#### De-brief:

• If there is no way for you to avoid this question, respond to the interviewer by providing a reasonable and well-thought out salary range.

### Do



#### **Role Play - Situation 7**

The interviewer will start by asking the interviewee a few generic questions such as:

- What is your name?
- Tell me something about yourself?
- Can you tell me something about your family?

Then, bringing the interview to a close, ask the interviewee:

Do you have any questions for me?



#### De-brief:

- Ask relevant questions.
- Don't bombard the interviewer with questions.
- If you have questions about the result of the interview, you can limit your questions to 1 or 2. Keep them short and relevant like:
  - When will I be informed about the results of the interview?
  - What are the working hours?
  - Will the job require me to travel?

### **Explain**



- Tell the participants to be prepared for answering different types of questions in an interview.
- Stay calm and focused, and take a moment to think about how you should respond. Always maintain a confident tone.
- Even if you don't intend to, your body language conveys your level of discomfort with a particular question.
- Try to keep your actions, tone, and gestures neutral.
- Maintain your composure while answering personal question.

### Do



- Tell all the participants to form pairs again.
- Tell them to use the following list of frequently asked interview questions to conduct mock interviews.
- They will use all or some of these questions to conduct mock interviews with their partners.
- One partner will play the role of the interviewer while the other will play the role of the interviewee.
- After they are through asking and answering the questions, the roles will be reversed.
- The same list of questions will be used again.
- After each mock interview ask the interviewer to provide feedback and clear any doubts that may
  arise
- Time allotted for each situation is 30-35 minutes.

### Activity



#### **Mock Interview Questions**

- 1. Mock Interview Questions
- 2. Tell me something about your family.
- 3. What qualities would you look for in a Manager or a Supervisor?
- 4. Why did you apply for this job?
- 5. What do you know about this company?
- 6. How do you deal with criticism?
- 7. How do you plan to strike a good work-life balance?

- 8. Where do you see yourself five years from now?
- 9. Have you applied for jobs in other companies?
- 10. What kind of salary do you expect from this job?
- 11. Do you have any questions for me?

### Summarize



- Close the discussion by discussing the questions in the both activities.
- Ask the participants what they have learned from this activity.
- Ask if they have any questions related to what they have talked about so far.

### **UNIT 7.4.4: Interview FAQs**

### **Unit Objectives**



At the end of this unit, the trainee will be able to:

• Identify basic workplace terminology

### Resources to be Used



- Participant Handbook
- Chart papers, blank sheets of paper and pens

### Ask



- What do you understand by workplace terminology?
- Are offer letter and contract of employment the same?

### Say



Let's start this unit with an activity.

### **Team Activity**



#### Workplace terminology

This is a group activity conducted in three parts.

#### Part 1

Sheila received a call from the recruiter of MND Company. Before she is recruited by the company, think of the recruitment process she will have to go through. Start from the telephone call to signing her letter of acceptance. Write down all the words that come to your mind.

Activity De-brief

- Have the participants read out the words they have written
- Encourage all the participants to participate in the activity



- Divide the class into small groups of 4 or 6.
- Instruct the participants that they will be doing a brainstorming activity.
- Give them one chart paper each. Tell them to divide the chart in two parts.
- Instruct them that they have to use one half of the chart paper now. The other half will be used later
- The participants have to write all the words that come to their mind related to the recruitment process.

- Give them 10 minutes to do the activity.
- Tell them that there are no right or wrong answers.
- Keep a track of the time.



- You all know quite a few words related to the terms used in the office.
- Let us talk about some new terms that have been missed out.
- Discuss "Work Readiness Terms and Terminology" with the participants as given in the Participant Handbook.

### Ask



- Why is it important to know the workplace terms?
- How do they help?
- Can the words be categorised further?

### Say



• Let's now continue the activity.

### **Team Activity**



#### **Terms and Terminology**

This is again a group activity. The members of the group remain the same as in Activity 1.

#### Part 2

With the help of the new terms you have learned, make a flow chart of the hiring process of MND Company.

#### **Activity De-brief**

• Ask the groups to share the flow charts and the new terms they added while preparing the flow chart.



- Instruct the participants that they have to use the 2nd half of the same chart they had used before.
- Using the new terminology and the terms they had previously written on the chart, they have to make a flow chart of the hiring process of the MND Company.
- Give them 10 minutes for this activity.
- Keep a check on time. Tell the group to wind up quickly if they go beyond the given time limit.



Let's go ahead with the activity.

### **Team Activity**



Terms and Terminology

The activity continues with the same group members.

#### Part 3

Sheila now works for the MND Company. She is not aware of the company culture and policies. She goes to the HR Department to get her doubts clarified. Can you think of the terms for which she wants clarity? Make a list of those words.

#### **Activity De-brief**

Ask the groups to share their list of words. Some of the words are benefits, comp. time, deduction, employee training, holidays, lay-off, leave, maternity leave, mentor, notice, paternity leave, and time sheet.

#### Do



- Instruct the participants to identify the key terms an employee of a company should know. They can use the same chart paper for this activity.
- Give them 5 minutes for this activity.
- Keep a check on time. Tell the group to wind up quickly if they go beyond the given time limit.

### Summarize



**Note:** You can either summarize the key points of the unit or have a role play where an employee has just joined a company and the HR Manager explains the terms of employment.

### **UNIT 7.5: Understanding Entrepreneurship**

### **Key Learning Outcomes**



At the end of this unit, the trainee will be able to:

- 1. Discuss the concept of entrepreneurship
- 2. Discuss the importance of entrepreneurship
- 3. Discuss the characteristics of an entrepreneur
- 4. Describe the different types of enterprises
- 5. List the qualities of an effective leader
- 6. Discuss the benefits of effective leadership
- 7. List the traits of an effective team
- 8. Discuss the importance of listening effectively
- 9. Discuss how to listen effectively
- 10. Discuss the importance of speaking effectively
- 11. Discuss how to speak effectively
- 12. Discuss how to solve problems
- 13. List the important problem solving traits
- 14. Discuss ways to assess problem solving skills
- 15. Discuss the importance of negotiation
- 16. Discuss how to negotiate
- 17. Discuss how to identify new business opportunities
- 18. Discuss how to identify business opportunities within their business
- 19. Discuss the entrepreneurial process
- 20. Describe the entrepreneurship ecosystem
- 21. Discuss the purpose of the 'Make in India' campaign
- 22. Discuss the key schemes to promote entrepreneurs
- 23. Discuss the relationship between entrepreneurship and risk appetite
- 24. Discuss the relationship between entrepreneurship and resilience
- 25. Describe the characteristics of a resilient entrepreneur
- 26. Recall entrepreneurial success stories
- 27. Discuss how to deal with failure

# UNIT 7.5.1: Concept Introduction (Characteristic of an Entrepreneur, types of firms/ types of enterprises)

### **Unit Objectives**



At the end of this unit, the trainee will be able to:

- Discuss the concept of entrepreneurship
- Discuss the importance of entrepreneurship
- Discuss the characteristics of an entrepreneur
- Describe the different types of enterprises

### Resources to be Used



Participant Handbook

### Say



• Let's start this session with some interesting questions about Indian entrepreneurs.

### Team Activity



#### **Quiz Questions**

- Who is the founder of Reliance Industries?
   Dhirubhai Ambani
- 2. Who is the Chairman of Wipro Limited? Azim Premji
- 3. Who launched e-commerce website Flipkart? Sachin Bansal and Binny Bansal
- 4. Who is the founder of Paytm? Vijay Shekhar Sharma
- 5. Who is CEO of OLA Cabs? Bhavish Aggarwal
- Who is the founder of Jugnoo?Samar Singla (autorickshaw aggregator)
- 7. Who is the founder of OYO Rooms? Bhavish Aggarwals



- Tell them that you will ask them few questions about a few entrepreneurs.
- Divide the class in to two groups.

- In turns ask the quiz questions to the groups.
- If the answer is incorrect pass the question to the other group.
- Share the answer if the groups are not able to answer.
- Congratulate the participants who answered correctly.

### Ask



- What do you understand by entrepreneurs?
- What is the importance of entrepreneurship in today's scenario?
- What do you think are the characteristics of successful entrepreneurs?
- What are different types of enterprises that an entrepreneur in India can own and run? Ÿ What do you understand by entrepreneurs?

### Say



- Talk about entrepreneurs, importance of entrepreneurship, characteristics of successful entrepreneurs, and different types of enterprises in India as discussed in the Participant Handbook.
- Tell the participants, stories of successful Indian entrepreneurs- their struggles, the moments of heartbreak, the perseverance and triumph.
- Ask them if they know of any such entrepreneur.

### Summarize



• Close the discussion by summarizing about the opportunities for entrepreneurs in India.

### Notes for Facilitation



- Check out different Government schemes for small entrepreneurs. Share the information with the participants.
- You can tell them about the government websites like Start Up India, mudra.org.in etc.
- Discuss about various schemes and policies by the Government of India for entrepreneurs.

## **UNIT 7.5.2: Leadership and Teamwork**

### - Unit Objectives



At the end of this unit, the trainee will be able to:

- List the qualities of an effective leader
- Discuss the benefits of effective leadership
- List the traits of an effective team

### Resources to be Used



- Participant Handbook
- Blank sheets of paper and pens

### Do



- Show the picture given below to the class.
- Ask them to quickly write on a piece of paper what comes to their mind after seeing the picture.
- Now ask them, "What do you understand from this picture?"
- Encourage participants to share their thoughts.





### Say



- This picture depicts the qualities of a leader and the difference between a leader and a boss.
- A boss focuses on structure and inspires fear whereas a leader follows vision and generates enthusiasm.
- A boss blames employees for the breakdown whereas a leader fixes breakdowns.
- A boss depends on authority whereas a leader depends on goodwill.
- A boss says "I" and a leader says "We."
- A boss drives employees whereas a leader coaches them.
- A boss takes credit whereas a leader gives credit.



• Talk about leadership and leadership qualities for an entrepreneur as discussed in the Participant Handbook.

### Ask



• Why is it important for a leader to be effective? How does it help the organization?

### Say



- Let us discuss benefits of effective leadership as discussed in the Participant Handbook.
- "Out-of-the-box thinking" is one of the new leadership styles. It means thinking differently and from a new perspective.

### Ask



• Do you consider yourself a team player?

### **Team Activity**



#### **Long Chain**

• This is a group activity.

### Do



- Divide the class into 2 teams.
- Ask each team to create a chain using materials they have in class such as shoe laces, belts, paper, handkerchief, ribbons, etc.
- The team that creates the longest chain wins the game.
- Observe if the participants are interacting with their team or working in isolation.
- Share your observations with the class.

### Say



#### De-brief:

- What did the winning team do differently?
- Who was responsible for the winning team's success?
- How does this activity explain the role of teamwork in entrepreneurial success?



- Tell the class that both the teams performed well.
- Discuss that the objective of this activity was to open communication channels and how this has been achieved.
- The participants should aim to keep the communication channels open when interacting with their peers and team members.
- It will set the pace and enthusiasm required for all the ensuing teamwork activities.
- Talk about teamwork and importance of teamwork in entrepreneurial success as discussed in the Participant Handbook.

#### Summarize



- Close the discussion by summarizing about the importance of teamwork for employees.
  - Teamwork helps in reducing stress for the employees.
  - Teamwork helps employers in generating more number of solutions to a problem and developing improved communication amongst employees.
- Ask the participants what they have learned from these exercises.
- Ask if they have any questions related to what they have talked about so far.

# UNIT 7.5.3: Communication Skills: Listening & Speaking: The Importance of Listening Effectively

### **Unit Objectives**



At the end of this unit, the trainee will be able to:

- Discuss the importance of listening effectively
- Discuss how to listen effectively
- Discuss the importance of speaking effectively
- Discuss how to speak effectively

# Resources to be Used



Participant Handbook

# **Activity 1**



Activity - Chinese Whisper

Step 1: Form a circle.

**Step 2:** Start a whisper chain. Any one participant will whisper a message into his/her neighbour's ear. No one else must hear the message. The message can be serious or downright silly.

**Step 3:** The next person who first heard the message should whisper the message very quickly to the person sitting next to them.

**Step 4:** The game goes on until the last person says whatever they heard out loud and the first person reveals the real message.

Compare them and have a great laugh!

### Ask



#### **De-brief questions:**

- Was the original message the same as the message that is communicated at the end of the game?
- Why do you think there was a difference in the messages?

### Say



- No, the original message was not same at the end of game.
- The barriers to communication like language, disturbance and noise, poor listening skills, boredom, poor speaking skills, etc. are the potential reasons this happens.
- There are various aspects to communication. Speaking skills and listening skills are two major components to any communication. There is always some room for improvement in the way we communicate.
- It is important to accept the reality of miscommunication and work to minimise its negative impacts.



- Communication is a two-way process where people exchange information or express their thoughts and feelings
- It involves effective speaking and effective listening.
- If I go to the store to get bread, I exchange money for the bread. I give something and get something in return. Communication takes place in the same manner. You have to provide and receive information for communication to take place.

### Ask



- How often do you hear these statements?
  - "You're not listening to me!"
  - "Why don't you let me finish what I'm saying?"
  - "You just don't understand!"
- What do you think the other person is trying to convey to you through these sentences?
- We will not talk about the importance of listening effectively as discussed in the Participant Handbook.

### Say



• Let's play a game to understand effective listening process better.

### Do



- This is a class activity.
- The participants need to answer the questions they hear.
- Instruct them to listen carefully.
- You will read it at a stretch and if need be repeat it once more.
- Tell the participants to raise their hand if they know the answer to the question asked.
- Keep a check on time.

### Activity 2



#### Riddles:

- 1. Is there any law against a man marrying his widow's sister?
- 2. If you went to bed at eight o'clock at night and set the clock's alarm to ring at nine o'clock, how many hours of sleep would you get?
- 3. Do they have a 26th of January in England?
- 4. If you had only one match and entered a dark room that had a kerosene lamp, oil heater, and a wood stove, what would you light first?
- 5. The Delhi Daredevils and the Chennai Super Kings play five IPL matches. Each wins three matches. No match was a tie or dispute. How is this possible?
- 6. There was an airplane crash. Every single person died, but two people survived. How is this possible?

- 7. If an airplane crashes on the border of two countries, would unidentified survivors be buried in the country they were travelling to or the country they were travelling from?
- 8. A man builds an ordinary house with four sides except that each side has a southern exposure. A bear comes to the door and rings the doorbell. What is the colour of the bear?

#### **Answers:**

- 1. There's no law against a man marrying his widow's sister, but it would be the neatest trick in the book since to have a widow, the man would have to be dead.
- 2. You'd get one hour's sleep since alarm clocks do not know the difference between morning and night.
- 3. Oh, yes. They have a 26th of January in England. They also have a 27th, a 28th, and so on.
- 4. First of all, you would light the match.
- 5. Who said the Delhi Daredevils and the Chennai Super Kings were playing against each other in those games?
- 6. Every SINGLE person died, but those two were married.
- 7. You can't bury survivors under any law especially if they still have enough strength to object.
- 8. The bear that rang the doorbell would have to be a white bear. The only place you could build a house with four southern exposures is at the North Pole where every direction is in South.

#### Ask



#### De-brief question:

- What were the barriers that came into your way of listening?
- How can you overcome barriers to listening?

### Say



- There is a difference between hearing and listening.
- If you don't listen properly, the message may be misunderstood.
- Be open-minded while listening to someone.
- It is important to listen effectively and carefully without making assumptions.

### **Activity 3**



#### **Elevator Pitch:**

You are in the lift of a hotel and you bumped into your former client who is a famous businessman. He has financed a lot of small business ventures and can finance your new start-up too. After exchanging pleasantries, he asks you what your new company does. You open your mouth, and then pause. Where do you even begin?

Then, as you try to organize your thoughts, his meeting is called, and he is on his way. If you would been better prepared, you're sure that he would have stayed long enough to schedule a meeting with you too. If you were given another chance, what would you have said to this person?

### Do



- Start off the task by providing a beginning sentence to get the story started, and then go around the classroom getting each one to add a new sentence to keep the story going.
- This task should be done spontaneously allowing only a little time to think (30 seconds).
- For example: There was once a student who was looking for a job after graduation.

### Notes for Facilitation



Tell the participants to follow these steps to create a great pitch, but bear in mind that you'll need to vary your approach depending on what your pitch is about.

- 1. Identify Your Goal: Start by thinking about the objective of your pitch. For instance, do you want to tell the potential clients about your organization? Do you have a great new product idea that you want to pitch to an executive or do you want a simple and engaging speech to explain what you do for a living?
- 2. Explain What You Do: Start your pitch by describing what your organization does. Focus on the problems that you solve and how you help people. Ask yourself this question as you start writing: what do you want your audience to remember most about you? Keep in mind that your pitch should excite you first. After all, if you don't get excited about what you're saying neither will your audience. People may not remember everything that you say, but they will likely remember your enthusiasm.
- 3. Communicate Your USP: Your elevator pitch also needs to communicate your unique selling proposition or USP. Identify what makes you, your organization or your idea unique. You'll want to communicate your USP after you've talked about what you do.
- **4. Engage with a Question:** After you communicate your USP, you need to engage your audience. To do this, prepare open-ended questions (questions that can't be answered with a "yes" or "no" answer) to involve them in the conversation. Make sure that you're able to answer any questions that he or she may have.
- **5. Put it all Together:** When you've completed each section of your pitch, put it all together. Then, read it aloud and use a stopwatch to time how long it takes. It should be no longer than 20-30 seconds. Remember, the shorter it is, the better!

#### **Example:**

Here's how your pitch could come together:

"My company deals with cloth retail online business and we use various e-commerce platforms to sell our products. This means that you can do shopping with ease and spend time on other important tasks. Unlike other similar companies, we have a strong feedback mechanism to find out exactly what people need. This means that, on average, 95 percent of our clients are happy with our products. So, how can you help us in creating our own web portal?

6. **Practice:** Like anything else, practice makes perfect. Remember, how you say it is just as important as what you say. If you don't practice, it's likely that you'll talk too fast, sound unnatural or forget important elements of your pitch. Set a goal to practice your pitch regularly. The more you practice, the more natural your pitch will become. Practice in front of a mirror or in front of colleagues until the pitch feels natural.



Close the discussion by summarizing how to speak effectively as discussed in the Participant Handbook.

### UNIT 7.5.4: Problem Solving & Negotiation Skills

# - Unit Objectives



At the end of this unit, the trainee will be able to:

- Discuss how to solve problems
- List the important problem solving traits
- Discuss ways to assess problem solving skills
- Discuss the importance of negotiation
- Discuss how to negotiate

# Resources to be Used



• Participant Handbook

#### Ask



- What is a 'problem'?
- What do you think are the problems you may face in the process of becoming a successful entrepreneur?

### Say



- Discuss the definition of problem as given in the Participant Handbook.
- In a hurdle race the hurdles are the obstacles on the way to reach your goal.
- Similarly, obstacles are the hurdles you may face while reaching your goal i.e. to set-up your own business. Your goal will be to reach the finishing line after crossing these hurdles.

### Ask



- What do you do when you face a problem?
- How do you resolve it? You can pick examples from the question asked previously 'the problems they are likely to face in the process of becoming a successful entrepreneur'.

### Say



• Discuss how to solve problems as given in the Participant Handbook.

# **Team Activity**



- This is a group activity.
- The groups will solve the problem and come up with the best solution in each case.
- Unable to arrange for some extra finance for setting up a beauty parlour. The loan sanctioned and disbursed is not enough. You have tried all your contacts, friends and relatives. But unable to manage the extra amount. Bank will not sanction more amount as you have used up the complete sanction limit.
- You have rented a space for your business and all arrangements are done. You will be operating from the office space rented in two days. Now the owner comes up to you and says he wants to sell the place and wants you to vacate in 15 days.
- You have just set up your business and need extra human resource. You have tried invieing a few
  also tied up with an agency for getting the right candidate. But you are unable to get the right
  candidate. If the candidate is good, you cannot offer the salary demanded. If the candidate agrees
  to the salary, he/she has other demands like working hours to be reduced, leaves etc. which may
  not work for your set up.

#### Do



- Divide the class into three groups. Give one scenario to each group.
- Explain the purpose and duration of the activity.
- Ask the groups to build on the scenario and present their solution as a role play.

# Say



#### **De-brief questions:**

- 1. What was the problem?
- 2. Is there any other alternative solution?
- 3. Is this the best solution presented?

### Ask



• Try to think of some people around you who are able to solve problems very easily. Even you or your friends might be approaching them when there is a problem. What qualities do they have? What personality traits do such people possess?

### Say



• Discuss the important traits for problem- solving as given in the Participant Handbook.

#### Ask



• In order to build a successful organization, you need to hire people who possess good problem solving skills. How would you assess the level of problem solving skills of potential candidates before hiring them?



• Discuss how to assess for problem- solving skills as given in the Participant Handbook.

### Summarize



- Ask the participants the things that they have learnt so far.
- Ask if they have any guestions related to what they have talked about so far.
- Summarize the discussion on problem solving.

# Activity



• The activity is to organise an election event. Select three volunteers from the group. They have to give a speech on their election manifesto to the class. They have to negotiate with the fellow participants and convince them to vote for them. The best negotiator will win the election.

#### Do



- Ask three participants to volunteer for the activity.
- Explain the purpose and duration of the activity.
- Set guidelines pertaining to discipline and expected tasks.

#### Ask



- Out of the three contestants, whom would you support? Why? What did they say or do which convinced you to make your decision?
- Have you ever tried to negotiate in your personal or professional life?
- Ask the class to share some of their experiences where they have been able to strike a deal by negotiating.

### Say



• Discuss "What is Negotiation?" as given in the Participant Handbook.

### Ask



• Why is it important to negotiate? As an entrepreneur, where do you think that negotiation skills will be needed?

### Say



• Discuss the importance of negotiation while starting a business as given in the Participant Handbook.



• Discuss the important steps to negotiate as given in the Participant Handbook.

### **Role Play**



- Conduct a role play activity.
- Ask the trainee to assemble together.
- Explain the purpose and duration of the activity.
- Set guidelines pertaining to discipline and expected tasks.

### Do



- Divide them into groups of four (4) (depending on the batch size).
- Give them the hand-outs for role play scenarios.
- Two groups to be given scenarios on problem solving.
- Other two groups to be given scenarios on negotiation.
- The groups will build on the scenarios and prepare for the role play.
- Give the groups atleast 5 mins to discuss and be ready with the role play.
- Invite each group one by one to come and present their role play.

#### **Problem solving Scenario 1**

Avinash has a Mobile Repair Store in Allahabad. His outlet is one of the most popular one in the vicinity and he has great rapport with his customers. He is always well-dressed, jovial and full of energy.

It's around 11 AM, when a customer barges in to the shop and starts shouting at Avinash for giving her back the instrument which is still not working. The screen of her mobile is also cracked from one side. Avinash remembered thoroughly checking the handset before handing it over to the customer. The customer threatens to sue the company and to go to Consumer Court for cheating her.

#### **Problem solving Scenario 2**

You are running a successful small scale business, Shreeji Aggarbattis,. Your staff members do door to door selling and organise marketing campaigns in local markets. Your brand has established it's name in last few years.

Recently, lot of customers have been coming to you and lodging complaints that your staff members indulge in malpractices. Few of them informed you that a staff member engaged them in a friendly conversation. In the meanwhile, the other gave them lesser packets of aggarbattis than they paid for.

Another set of customers lodged complaint about the misconduct and rude behaviour of a particular staff member.

You often hear from your customers that the orders don't get delivered on time or wrong products get delivered.

You have already been struggling with shortage of staff and such complaints are a serious concern as it is hampering your brand image. What strategies will you adopt to solve this problem?

#### **Negotiation Scenario 1**

You have interviewed a prospective new employee who could be a key member of your new entrepreneurial venture. The new person is demanding a salary that is 20% higher than you thought based on your business plan. Finances are tight, yet you believe this person could make a significant

impact on future profits. If you paid the required salary for the new person, then you would have to restructure your entire business plan.

You've been searching for an individual with this skill level for three months. to the candidate is waiting for your response. Now you have to call him in to make the final negotiations.

#### **Negotiation Scenario 2**

You are a young entrepreneur who has just registered his start up project and applied for a bank loan accordingly. You receive a letter saying that your loan application has been rejected as your start up idea did not appeal to the bank and they think that it is not a revenue generating model. You have taken an appointment to meet the manager and show your negotiation skills to get your loan approved

# Notes for Facilitation



#### **Facilitating Role Plays**

#### Preparing for the activity

- 1. Carefully review the details of the scenario and the character descriptions.
- 2. Become familiar with the key issues being addressed in the scenario.
- 3. Study the provided material so that you are ready to address issues related to the situations depicted in the role-plays.
- 4. Anticipate and know how to address issues participants might raise during the activity.

#### Conducting the activity

- 1. Introduce the activity. Emphasize that role-playing provides participants with an opportunity to apply their new knowledge, skills, and tools in situations that simulate actual interactions with customers.
- 2. Ask participants to form pairs. Direct the members of each group to choose who will play the roles. Remind the groups that each participant should be given the opportunity to play/practice the different roles.
- 3. Conduct a demonstration so that participants become familiar with the expectations related to the roles and support materials.
- 4. Give the pairs/ groups 10 to 15 minutes to conduct the role-play (depending on the duration of the session).
- 5. After all the groups have finished with the role-play, conduct a debriefing session on each role-play.
- 6. Ask the groups to take five minutes to talk about what happened during the role-play. The groups should discuss the questions given in the debriefing for each role-play. Encourage participants to provide constructive criticism during their discussions.

### Summarize



Wrap the unit up after summarizing the key points and answering questions.

# UNIT 7.5.5: Business Opportunity Identification: Entrepreneurs and Opportunities

### **Unit Objectives**



At the end of this unit, the trainee will be able to:

- Discuss how to identify new business opportunities
- Discuss how to identify business opportunities within their business

# Resources to be Used



- Participant Handbook
- Blank sheets of paper
- Pens

#### Ask



- How does an entrepreneur identify an opportunity?
- What do you think are the common queries or concerns faced by entrepreneurs?
- How can you identify new business opportunity?

### Say



- Let's talk about opportunity, common queries or concerns faced by entrepreneurs, idea as an opportunity, factors to consider when looking for opportunities, ways to identify new business, and opportunity analysis as discussed in Participant Handbook.
- Let's do an activity to understand ways to identify business opportunities within your business.

### Do



- Tell the class that this is an individual activity.
- Tell the participants to create a matrix on their notebooks.
- There will be four boxes in your matrix.
- Strength, Weakness, Opportunity and Threats will be the four headings of the matrix. This is called the SWOT matrix.
- Read out the questions to them and tell the participants they need to answer the questions asked in each matrix.
- Tell them they can also use their own understanding of themselves to fill the SWOT matrix.





#### Do your SWOT analysis

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ΣLI	re	n	ध	n

- What are your strengths?
- What unique capabilities do you possess?
- What do you do better than others?
- What do others perceive as your strengths?

# Weakness

- What are your weaknesses?
- What do your competitors do better than you?

#### **Opportunity**

- What trends may positively impact you?
- What opportunities are available to you?

#### **Threat**

- Do you have solid financial support?
- What trends may negatively impact you?

#### Do



- Congratulate everyone for the class activity.
- Ask the audience to applaud for themselves.
- Allot the participants sufficient time to complete this activity, but do keep a check on time.
- Ask de-brief questions to cull out information from the participants.

# Ask



#### **De-brief questions:**

- What are your weaknesses according to your SWOT analysis?
- Do you think you can change your weakness into strength? How?
- Do you think you can work on your threats? How?

# Summarize



- Close the discussion by summarizing ways to identify business opportunities within your business.
- Ask the participants what they have learned from this exercise.
- Ask if they have any questions related to what they have talked about so far.

# UNIT 7.5.6: Entrepreneurship Support Eco-System

# **Unit Objectives**



At the end of this unit, the trainee will be able to:

- Discuss the entrepreneurial process
- Describe the entrepreneurship ecosystem
- Discuss the purpose of the 'Make in India' campaign
- Discuss the key schemes to promote entrepreneurs

#### Resources to be Used



- Participant Handbook
- Chart papers
- Marker pens
- Pencils
- Colour pencils
- Scale
- Eraser
- Other requisite stationery material

#### Ask



- Do you think that entrepreneurs need support?
- What do you think is an eco-system?
- What do you think 'entrepreneurship support eco-system' means?

### Say



- Let's learn what entrepreneurship support eco-system means.
- Discuss 'Entrepreneurship Support Eco-System' as given in the Participant Handbook.

### Ask



- Can you define entrepreneurship support eco-system?
- What are the key domains of the support eco-system?

### Say



- Let's learn more about these domains by conducting an activity.
- You have to make a poster showing the components of the six main domains of entrepreneurship support eco-system.

# Team Activity



Making a poster showing the entrepreneurship support eco-system.

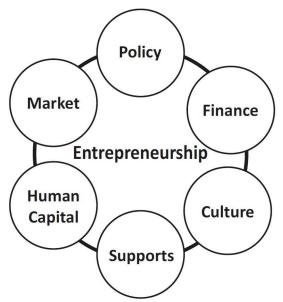
#### Do



- Divide the class into groups of four or six.
- Hand out chart paper and coloured pens.
- Explain the purpose and duration of the activity.
- Go around checking the progress of each group.
- Set guidelines pertaining to discipline and expected tasks.

#### **Activity De-brief**

Ask each group to display their poster and explain the key domains of entrepreneurship support eco-



### Ask



What kind of government support eco-system is available for entrepreneurs in India?



Discuss 'Make in India' campaign as given in the Participant Handbook.

# Team Activity



Presentation on key schemes to promote entrepreneurs

#### Do



Divide the class into pairs.

- Number each pair from 1-15.
- Assign a scheme, same as their group number, to each group.
- Ask them to read the scheme carefully and present it to the class.
- Explain the purpose and duration of the activity.
- Go around checking the progress of each group.
- Set guidelines pertaining to discipline and expected tasks.

#### **Activity De-brief**

• Ask each group to explain the scheme offered by government to promote entrepreneurs.

# Summarize



Summarize the unit by discussing the key points and answering questions the participants may have.

#### UNIT 7.5.7: Risk Appetite & Resilience

### **Unit Objectives**



At the end of this unit, the trainee will be able to:

- Discuss the relationship between entrepreneurship and risk appetite
- Discuss the relationship between entrepreneurship and resilience
- Describe the characteristics of a resilient entrepreneur

#### Resources to be Used



- Participant Handbook
- Chart papers
- Blank sheets of paper
- Pens and marker pens

#### Ask



- Can you define risk or explain what constitutes a risk?
- What do you people mean when they say, "This may be a risky proposition"?
- What risks are they talking about?

## Example



Let's have a look at these two examples:

Rohit and his family were travelling by car from Delhi to Nainital. It was their second trip there. Rohit was familiar with the road. His friends told him that the highway after Rampur was in a bad condition. They advised him to take a shortcut and turn left from Moradabad and take the Kaladhungi road. This road is in a better condition.

Since he was going with his family, and did want take the risk of getting lost, he left early. He took the Kaladhungi road and reached Nainital well in time.

Suresh and his family too were travelling by car from Delhi to Nainital. It was their second trip there. His friends too advised him to take a shortcut and turn left from Moradabad and take the Kaladhungi road as this road was in a better condition.

Suresh too decided to take the Kaladhungi road but he left Delhi in the afternoon. It was dark by the time he reached Kaladhungi, and he was sure that he was taking the correct turn. As it was late, he could not find anyone to give him directions. He ended up being in an unknown place that was scarcely inhabited.

### Say



- Let's see what type of risks Rohit and Suresh took.
- Discuss 'Risk Appetite and Resilience' with the participants as given in the Participant Handbook.



• Let's learn more about risk appetite and resilience with the help of an activity.

### **Team Activity**



#### **Risk Appetite**

- This is a group activity.
- In the previous unit, you read success stories of Mr Dhirubhai Ambani and Dr Karsanbhai Patel.
- Mr Ambani left his job and started his company Reliance with just Rs. 50,000/-.
- Dr Patel kept his job, went door-to-door to sell Nirma, and only when the brand started gaining popularity did he start his own company.
- What types of risk did both of them take?
- What risk factors, do you think, did they keep in mind before launching their company?
- Write the Risk Appetite Statement of both the companies.

#### **Activity De-brief**

- Who took a greater risk?
- What are the differences between the Risk Appetite Statement of both the companies?

#### Do



- Instruct the participants that this is group work.
- Divide the class into small groups of 4.
- Give each group a chart paper.
- Tell the participants that they have to evaluate the risks taken by Mr Dhirubhai Ambani and Dr Karsanbhai Patel.
- Give the participants 15 minutes to discuss and write.
- Keep a check on time. Tell the group to wind up quickly if they go beyond the given time limit.

#### Ask



- Do you think all entrepreneurial ventures are successful?
- What happens if the first venture is not successful?
- Should the entrepreneur stop when faced with challenges or face them?

# Example



Let's have a look at the following example:

Vijay Shekhar Sharma is the founder of Paytm, which is a giant Indian e-commerce. He was born in a middleclass family in Uttar Pradesh. He started his first job at an MNC. He quit after six months and built a company One97 with his friends. As One97 grew bigger, it needed more money because it was running more servers, bigger teams, and had to pay royalty. At that time, the tech bubble popped and technology companies were running in losses. Finally, money ran out. So One97 took loans and then more loans at higher rates of interest, as high as 24 per cent, and became caught in a vicious cycle.

In 2014, Paytm was launched with online wallet services after which, the company enabled online payment transactions. The company got licenses from RBI in 2016 to launch India's first ever payment bank. Moreover, the main motive of Paytm was to transform India into a cashless economy.

After demonetization came into effect, Vijay Shekhar Sharma started promoting online and digital transactions to deal with the cash crunch. In fact, the service of the company's mobile wallet is accepted across India. The logo of Paytm is now popular almost everywhere from tea stalls to major companies.

# Say



- Let's see what qualities made Vijay Shekhar Sharma a resilient entrepreneur.
- Discuss Entrepreneurship and Resilience with the participants as given in the Participant Handbook.

# Say



• Let's learn more about entrepreneurship and resilience with the help of an activity.

## **Team Activity**



#### **Entrepreneurship and Resilience**

#### This is a group activity.

- Think of some entrepreneurship ventures that faced challenging times, but later resulted in success stories.
- Who is the founder of that company?
- What challenging times did it face?
- How did it overcome those challenges?
- List the resilient characteristics of the entrepreneur.

#### **Activity De-brief**

- Each group to give their presentation.
- Why did you choose this company?
- What is the success story of the company?

#### Do



- Instruct the participants that this is group work.
- Divide the class into small groups of 4.
- Give each group a chart paper.
- Tell the participants that they have to think of an entrepreneur who faced challenging times, but eventually succeeded.
- Give the participants 15 minutes to discuss and write.
- Keep a check on time. Tell the group to wind up quickly if they go beyond the given time limit.

# Summarize



- You can summarize the key points of the unit.
- Ask the participants what they learned from the activities.
- Clarify any questions or doubts they might have.

#### **UNIT 7.5.8: Success and Failures**

# **Unit Objectives**



At the end of this unit, the trainee will be able to:

- Recall entrepreneurial success stories
- Discuss how to deal with failure

# Resources to be Used



Participant Handbook

#### Ask



- Have you heard the quote 'nothing is impossible'?
- What do you think it means?
- Do you think that all successful entrepreneurs became famous overnight or did they have to struggle or face failure before succeeding?

### Example



#### Let's have a look at this example.

Shah Rukh Khan, also known as, SRK or King Khan is a force to reckon with. Did he achieve stardom overnight?

Shah Rukh Khan, who has seen many struggles in his life – he has slept on streets, struggled to support himself and his sister at a very young age, and lost his parents very early in life, which led to his sister seeking mental health support. Amidst all the chaos and challenges, he kept pushing himself, and today he stands tall as the 'Badshah of Bollywood'. Certainly those years were not easy for him.

When he was young, he stood at Marine Drive and said, "I will rule this city one day". Failure was not just his companion during or before his stardom, it is still a substantial part of his life. Success does not come easy. What made him a star was his acceptance of failure and the urge to improve.

### Say



- How do you define success and failure?
- What is fear?
- Discuss "success and failure" with the participants as given in the Participant Handbook.

#### Ask



- Have you felt or experienced fear?
- What led you to feel that emotion?
- How did you handle it?



Let's learn the about success and failure with the help of an activity.

# Role Play



- Conduct a role play.
- Ask the participants to assemble together.
- Explain the purpose and duration of the activity.
- Set guidelines pertaining to discipline and expected tasks.

### Do



- Divide the class into groups of four.
- Instruct them to think of one scenario where they have to interview a successful entrepreneur.
- They have to choose one person from the group as the interviewee and one as the interviewer.
- Go around and make sure they have understood what is to be done and are discussing the roles properly.
- Check that everyone understands their role. Give clarifications if needed. Give the participants about 5 minutes to discuss and decide their roles.
- Ask the groups to stop the discussion as soon as the time is over.
- Invite each group one by one to come and present their role play.

## Notes for Facilitation



#### **Facilitating Role Plays**

#### Preparing for the activity

- 1. Carefully review the details of the scenario and the character descriptions.
- 2. Become familiar with the key issues being addressed in the scenario.
- 3. Study the provided material so that you are ready to address issues related to the situations depicted in the role plays.
- 4. Anticipate potential questions that might be raised by the participants and be ready to address them.

#### Conducting the activity

- 1. Introduce the activity. Emphasize that role playing provides participants with an opportunity to apply their new knowledge, skills, and tools in situations that simulate actual interactions with customers
- 2. Ask participants to form pairs. Direct the members of each group to choose who will play the roles. Remind the groups that each participant should be given the opportunity to play/practice the different roles.
- 3. Conduct a demonstration so that participants become familiar with the expectations related to the roles and support materials.
- 4. To maintain spontaneity of the interactions during the role play, ask the participants not to discuss the details of their roles prior to the role play.
- 5. Give the pairs 15-20 minutes to conduct the role play.

- 6. Circulate among the groups to answer any questions that may arise and provide guidance as needed.
- 7. After all the pairs have finished with the role play, conduct a de-briefing session on each role play.
- 8. Ask the groups to take five minutes to talk about what happened during the role play. The groups should discuss the questions given in the de-briefing for each role play. Encourage participants to provide constructive criticism during their discussions.
- 9. Conclude the activity by asking participants to think about whether and how they might use scripted role plays in their real life.

### Summarize



• Wrap the unit up after summarizing the key points and answering questions.

# UNIT 7.6: Preparing to be an Entrepreneur

# **Key Learning Outcomes**



At the end of this unit, the trainee will be able to:

- 1. Discuss how market research is carried out
- 2. Describe the 4 Ps of marketing
- 3. Discuss the importance of idea generation
- 4. Recall basic business terminology
- 5. Discuss the need for CRM
- 6. Discuss the benefits of CRM
- 7. Discuss the need for networking
- 8. Discuss the benefits of networking
- 9. Differentiate between short-term, medium-term and long-term goals
- 10. Discuss how to write a business plan
- 11. Explain the financial planning process
- 12. Discuss ways to manage your risk
- 13. Describe the procedure and formalities for applying for bank finance
- 14. Discuss how to manage their own enterprise
- 15. List the important questions that every entrepreneur should ask before starting an enterprise

# UNIT 7.6.1: Market Study/ The 4Ps of Marketing/ Importance of an IDEA: Understanding Market Research

# - Unit Objectives



At the end of this unit, the trainee will be able to:

- Discuss how market research is carried out
- Describe the 4 Ps of marketing
- Discuss the importance of idea generation

#### Resources to be Used



- Participant Handbook
- Chart papers, markers pens, blank sheets of paper

### Ask



- Suppose, you want to open a restaurant, what are the factors you will consider?
- How will you promote your restaurant?

### Example



#### Let's have a look at this example.

Arjun was an MBA working in a company. But he wanted to start a low cost budget hostel for foreign tourists coming to India. He did a lot or market research before starting the project. Based on the information he gathered, he made his business plan. His hostel is now flourishing and he is thinking of expanding to other tourist destinations.

### Say



- Discuss "Market Study" with the participants. Refer to the Participant Handbook.
- Let's learn about market study and research with the help of an activity.

### Team Activity



#### **Market Study**

- This is a group activity.
- You want to start your own tuition centre.
- What type of research will you do?

#### **Activity De-brief**

- Ask each group to come forward and give a brief presentation.
- Encourage other groups to be interactive and ask questions.

- What factors did you keep in mind while doing your research?
- Based on our research would you go ahead and open a tuition centre?

#### Do



- Instruct the participants that this is group work.
- Divide the class into small groups of 4 or 6.
- Give each group a chart paper.
- Tell the participants that they have to start their own tuition centre.
- Give the participants 10 minutes to discuss and write the research work they need to do.
- Keep a check on time. Tell the group to wind up quickly if they go beyond the given time limit.

### Say



By opening a tuition centre you are offering a service.

#### Ask



• What factors will you keep in mind before opening it?

# Say



• Discuss "The 4Ps of Marketing" with the participants as given in the Participant Handbook.

### Say



Let's learn about the 4Ps of Marketing with the help of an activity.

# **Team Activity**



#### 4 Ps of Marketing

- This is a group activity.
- You have to sell a pen to four different segments:
  - 1. Rural villagers
  - 2. Rural middle class
  - 3. Urban middle class
  - 4. Upper end rich people (Niche market)
- Keeping the 4Ps of Marketing in mind, what marketing strategy will you design to sell the pen?

#### **Activity De-brief**

- Ask each group to to present their strategy.
- Encourage other groups to be interactive and ask questions.

#### Do



- Instruct the participants that this is group work.
- Divide the class into four groups.
- Give each group a chart paper.
- Assign each group a target audience for selling the pens:
  - 1. Rural villagers
  - 2. Rural middle class
  - 3. Urban middle class
  - 4. Upper end rich people
- Tell the participants that they have to design a marketing strategy keeping the 4Ps of Marketing in mind.
- Give the participants 20 minutes to discuss and come up with their strategy.
- Keep a check on time. Tell the group to wind up quickly if they go beyond the given time limit

#### **Activity De-brief**

- Ask each group to come forward and give a brief presentation.
- Ask each group what they kept in mind while designing their marketing strategy.
- Encourage other groups to be interactive and ask questions.

# Say



- Each entrepreneur has an idea of wants he wants to sell. It may be a service or a product.
- Discuss "Importance of an IDEA" as given in the Participant Handbook.

#### Summarize



- Summarize the key points of the unit.
- Ask the participants what they learnt from the activities.
- Encourage them to ask if they have any doubts.

# **UNIT 7.6.2: Business Entity Concepts**

# - Unit Objectives



At the end of this unit, the trainee will be able to:

Recall basic business terminology

# Resources to be Used



Participant Handbook

### Say



- Let's recall some basic business terminology.
- Discuss the Business Entity Concepts as given in the Participant Handbook.
- Let's learn some basic business terminology by having an activity.
- We will have a quiz today.

# Activity



• The activity is a quiz.

#### Do



- Divide the class in two groups and give a name to each group.
- Explain the rules of the quiz. For each correct answer the group gets 1 mark.
- If the group is unable to answer the question is passed to the next group.
- Explain the purpose and duration of the activity.
- Ask the questions of the quiz.
- Keep a score of the groups.
- Set guidelines pertaining to discipline and expected tasks.

## Summarize



• Summarize the unit by discussing the key points.

# Notes for Facilitation



#### **QUESTIONS FOR THE QUIZ**

1. What does B2B mean?

#### Business to business

2. What is a financial report?

A comprehensive account of a business' transactions and expenses

3. Who is a sales prospect?

#### A potential customer

4. How is working capital calculated?

Current assets minus current liabilities

5. What is an estimation of the overall worth of a business called?

#### Valuation

6. You are buying a house. What type of transaction is it?

#### **Complex transaction**

7. How will you calculate the net income?

#### Revenue minus expenses

8. How is Return on Investment expressed?

#### As percentage

9. How will you calculate the cost of goods sold?

Cost of materials minus cost of outputs

10. What is revenue?

Total amount of income before expenses are subtracted.

11. What is a Break-Even Point?

This is the point at which the company will not make a profit or a loss. The total cost and total revenues are equal.

12. What is the formula used to calculate simple interest?

A = P(1 + rt); R = r \* 100

13. What are the three types of business transactions?

Simple, Complex and Ongoing Transactions

14. The degrading value of an asset over time is known as .

#### Depreciation

15. What are the two main types of capital?

**Debt and Equity** 

# UNIT 7.6.3: CRM & Networking

### - Unit Objectives



At the end of this unit, the trainee will be able to:

- Discuss the need for CRM
- Discuss the benefits of CRM
- Discuss the need for networking
- Discuss the benefits of networking

#### Resources to be Used



Participant Handbook

#### Ask



- Can your business run without customers/buyers?
- Who is the most important entity in any business?

# Say



- The key to every success business lies on understanding the customer's expectations and providing excellent customer service.
- Discuss about CRM and its benefits. Refer to the Participant Handbook.
- Providing excellent customer service entails:
  - Treating your customers with respect.
  - Be available as per their need/ schedule.
  - · Handling complaints effectively.
  - Building long lasting relationships.
  - Collecting regular feedback.
- Handle customer complaints proactively. Ask "what happened", "why it happened", "how can it be avoided next time", etc.
- Collecting feedback from the customers regularly will enable you to improve your good/service.
- "Let's understand it better with the help of some case scenarios. You will be given some cases within your groups. You have to analyse the case scenario that has been given to you and then find an appropriate solution to the problem."

#### Do



- Divide the class into four groups of maximum six participants depending on the batch size.
- Give one case study to each group.
- Instruct them to read the case carefully.
- The group is expected to analyse and discuss the case amongst them and find a solution to the given problem.

- Put down the discussion points (de-brief questions) on the board. Give the class 5-10 minutes to discuss the case and note down their solutions.
- At the end of 10 minutes, the team should present their case solution to the class.

# Team Activity



#### **Case Study Analysis**

Raju runs a business of wooden furniture. He has a huge list of customers on Facebook and WhatsApp who give him orders regularly. Ankita is one of his old and regular customers. She placed an order for a new chester and TV cabinet via WhatsApp and requested Raju to send them as soon as possible. When the parcel reached Ankita through courier she found that chester was broken and the TV unit was chipped from the bottom.

Ankita was heartbroken. It was a complete waste of money. She sent a message to Raju on WhatsApp, expressing her anger and disappointment. Raju might lose an old customer forever if he doesn't satisfy the customer. What should Raju do to retain his customer?

#### Scenario 2

Rajni runs a boutique shop. She sells suits and sarees. She is one of the most successful designer in her city.

Rajni swears that all the clothes in her boutique have unique designs. Smita has to attend her cousin's wedding; she goes to Rajni's boutique to buy a saree. Smita wanted a unique designer saree. Rajni customized a saree for her and sent it over the courier. When Smita had a look at the saree she realised her two friends had the same design sarees. She sent a message to Rajni on WhatsApp, expressing her anger and disappointment.

Did Rajni make a false promise? Were her designs copied? What could happen to Rajni's image after this incident? What would you do if you were in Rajni's place?

#### Scenario 3

Shama is a beautician who offers parlour services to ladies by making home visits. Recently, Shama got her name registered on an e- commerce website. Two days earlier, she got a message from Mrs Sushma. The appointment was fixed for next day, 11:00 am and the remuneration for the services was decided beforehand.

When Shama reached there at 10:50 am, Mrs Sushma was not at home. When Shama called her, she asked her to wait for a while. Mrs Sushma reached home at 11:45 am. Meanwhile, Shama had to reschedule her next appointment. After availing Shama's services, Mrs Sushma refused to pay the requisite amount and started finding faults in the services provided by her. Who was at fault in this scenario? What should you do in case the customer behaves unreasonably? What would you do if you were in Shama's place?

#### Scenario 4

Shailender is the manager of a car showroom. He proactively takes part in all the transactions that happen in his showroom. Vinita wants to buy a new car. She has chosen a car from Shailender's showroom. The salesperson has given her a very good discount and has also promised free service for one year. Vinita goes to the showroom and asks to complete all the formalities to purchase the car. When she sees the final bill she realize that she has not received the promised discount neither was there any mention of the free services.

She immediately demands to see the Shailender. When Shailender's head asks how much discount Vinita was promised, he realised the discount will make the sale in loss. The car showroom owner might lose a customer and deal due to false commitments made by his manager. Besides, the customer

might tell this to other people, creating a bad name and image for the showroom. If you owned that showroom, how would you have convinced your customer?

### Say



- Now, let's discuss the problem and solution with the class.
- The group will first briefly describe the case to the class.
- Then discuss the issue identified and the proposed solution.
- Present the solution as a role play.
- Post presentation, the other groups may ask questions from the group that has presented.

#### Do



- Congratulate each group for the presentation/ role play.
- Ask the audience to applaud for them.
- Keep a check on time. Tell the group to wind up the discussion quickly if they go beyond the given time limit.

# Say



- If your customers are happy with you they will give referrals which will help to grow your business.
- One more way of growing business is 'Networking'.
- Discuss Networking and its benefits. Refer to the Participant Handbook.

# **Activity**



#### **Group Discussion**

Conduct a group discussion in the class on how they can do networking for their business.

### Summarize



- Ask the participants what they have learnt from this exercise/ activity.
- Ask if they have any questions related to what they have talked about so far.
- Close the discussion by summarizing the importance of CRM and Networking for entrepreneurs.
- Close the discussion by summarizing the importance of CRM and Networking for entrepreneurs.

# UNIT 7.6.4: Business Plan: Why Set Goals?

# **Unit Objectives**



At the end of this unit, the trainee will be able to:

- Differentiate between short-term, medium-term and long-term goals
- Discuss how to write a business plan
- Explain the financial planning process
- Discuss ways to manage your risk

# Resources to be Used



- Participant Handbook
- Chart papers, blank papers, marker pens, ruler

#### Ask



- Remember we had written SMART Goals in a previous session? Let's try and recall why it is important to set goals?
- While framing SMART goals, we talked about 'T' in SMART, which was 'Time Bound'? What do we mean by time bound goals?
- What time limit did you set for your goal- 3 weeks, 3 years, 10 years?

### Say



• Talk about short term, long term and medium term goals, as discussed in the Participant Handbook.

#### Ask



• As you are planning to become an entrepreneur, you must have thought of an idea for a start-up. What is your business idea?

### Do



Ask few participants to share their business ideas.

### Ask



- Have you created a business plan for your business idea?
- Do you think it is important to have a business plan in place? Why/ why not?



- Talk about 'Why Create a Business Plan' as discussed in the Participant Handbook.
- Let's understand it better with the help of an activity.

# Team Activity



#### Writing a business Plan

This is a group activity.

Give the groups the required resources such as chart paper and markers.

This activity is divided into two parts:

- 1. Create a business idea
- 2. Develop a business plan
  - The group will discuss and come up with a new business idea and present their idea to the
  - In the second part of the activity the group will develop a business plan for the business idea.
  - The business plan prepared will be presented by the groups to the class.

#### MY BUSINESS PLAN

IVIT DUSINESS PLAIN
Executive Summary: What is your Mission Statement?
Business Description: What is the nature of your business?
Market Analysis: What is your target market?
Organization and Management: What is your company's organizational structure?
Service or Product Line: What is the lifecycle of your product/ service?
Marketing and Sales: How will you advertise and sell your products?
Funding Request: How much fund is required and from where?



- Teams will need to brainstorm for this part of the activity.
- Use the blank papers for the second part of this activity

Make your business plan on a chart paper based on the following parameters:

- 1. Executive Summary
- 2. Business Description
- 3. Market Analysis
- 4. Organization and Management
- 5. Service or Product Line
- 6. Marketing and Sales
- Explain each parameter in detail as done in the Participant Handbook.
- Discuss each parameter with the business idea examples of the groups.
- Groups will discuss and develop the business plan for their business idea.

# Say



- Now, let's share our plan with the class.
- Each group will briefly describe the plan to the class.
- Post presentation, the other groups may ask questions to the group who have presented their plan.

#### Do



- Congratulate each group for sharing their points.
- Ask the audience to applaud for them.
- Keep a check on time. Tell group to wind up the discussion quickly if they go beyond the given time limit.

### Say



- Along with a business plan, you need to create a financial plan and evaluate the risk involved with your start up.
- Discuss 'Financial Planning' and 'Risk Management' in detail as given in the Participant Handbook.

### Summarize



- Ask the participants what they have learnt from this exercise/ activity.
- Ask if they have any questions related to what they have talked about so far.

# Notes for Facilitation



• Keep the business plan format ready in a flipchart to display it during the activity.

# **UNIT 7.6.5: Procedures and Formalities for Bank Finance**

### - Unit Objectives



At the end of this unit, the trainee will be able to:

• Describe the procedure and formalities for applying for bank finance

#### Resources to be Used



- Participant Handbook
- Bank loan/finance form sample

### Say



While most entrepreneurs think 'product' is the most difficult thing to decide for a business, start-up capital poses an even a bigger obstacle. Though there are various ways of funding the business, to convince investors to invest money is the most challenging.

Some of the funding options available in India are:

- Bootstrapping: Also called self-financing is the easiest way of financing
- Crowd funding: Funds are collected by consumers pre-ordering or donating for starting the business.
- Angel investors: Individual or group of investors investing in the company
- Venture capitalists: Venture capitals are professionally managed funds who invest in companies that have huge potential. They usually invest in a business against equity.
- Bank loans: The most popular method in India.
- Microfinance Providers or NBFCs
- Government programmes

Let us know discuss the most popular method i.e. bank finance in detail here.

#### Do



Discuss the list of documents that are required to apply for a loan like letter of introduction, business brochure, references of other banks, and financial statements.

- Explain the details to be filled in a loan application form.
- Divide the class into groups. Give each group a loan application form.
- Ask the groups to discuss and fill the form.

### Summarize



- Close the discussion by summarizing the important documents needed for bank loan.
- Ask the participants if they have any questions related to what they have talked about so far.

## Notes for Facilitation



- Checklist of documents is provided as resources for the session.
- You can make some copies and distribute it during the group activity.
- Download sample loan application forms from any nationalised bank's website. Print sufficient copies to circulate it amongst the groups.

## CHECKLIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH LOAN APPLICATION

#### (Common for all banks)

- 1. Audited financial statements of the business concern for the last three years
- 2. Provisional financial statements for the half year ended on \_\_\_\_\_\_
- 3. Audited financial statements of associate concern/s for the last three years
- 4. Copy of QIS II for the previous quarter ended on \_\_\_\_\_\_
- Operational details in Annexure I
- 6. CMA data for the last three years, estimates for current year and projection for the next year
- 7. Term loan/DPG requirements in Annexure II
- 8. List of machinery in respect of machinery offered as security in Annexure III
- 9. Additional details for export advances furnished in Annexure IV
- 10. Property statements of all directors/partners/proprietor/guarantors
- 11. Copies of ITAO of the company for the last three years
- 12. Copies of ITAOs/WTAOs of the directors/partners/proprietor and guarantors
- 13. Copies of certificate from banks and financial institutions certifying the latest liability with them
- 14. Copy of board resolution authorizing the company to apply to your bank for the credit facilities mentioned in application
- 15. Copy of memorandum and article of association (in case of limited company)/partnership deed (in case of partnership firm)
- 16. Cash budget for the current year and next year in case of contractors and seasonal industries

# UNIT 7.6.6: Enterprise Management – An Overview: How to Manage Your Enterprise?

## **Unit Objectives**



At the end of this unit, the trainee will be able to:

• Discuss how to manage their own enterprise

### Resources to be Used



Participant Handbook

#### Ask



- Having set-up a business, do you think it is possible to do everything on your own?
- Does one require trained persons for help?
- What does management mean?

## Say



Let's have a look at this example:

Kapil had a small business that was beginning to pick up pace. He wanted to expand his business, and therefore employed few more people. One day, as he was walking past Ramesh, one of his new employees, he overheard Ramesh talking rudely to a customer on the phone. This set him thinking. Kapil realised that he should have regular team meetings to motivate his employees and speak with them about any problems they might be facing during work. He should also conduct training sessions on new practices, soft skills, and technology, and develop work ethics manual for managing his enterprise.

#### Say



- Was Kapil correct in his approach or he should have scolded Ramesh instantly in front of his other employees?
- Discuss "Enterprise Management An Overview" with the participants as given in the Participant Handbook.

#### Say



Let's learn how to effectively manage an enterprise or business through an activity.

## Team Activity



- Instruct the participants that this is group work.
- Divide the class into small groups of 4.
- Give each group a chart paper and coloured pen.
- Tell the participants that they have make a matrix they need to fill.
- They have to write the main topics and key words that will them effectively manage their enterprise.
- Give the participants 15 minutes to discuss and write.
- Keep a check on time. Tell the group to wind up quickly if they go beyond the given time limit.

#### Do



- Instruct the participants that this is group work.
- Divide the class into small groups of 4.
- Give each group a chart paper and coloured pen.
- Tell the participants that they have make a matrix they need to fill.
- They have to write the main topics and key words that will them effectively manage their enterprise.
- Give the participants 15 minutes to discuss and write.
- Keep a check on time. Tell the group to wind up quickly if they go beyond the given time limit.

#### Summarize



- Ask the participants what they have learned from this exercise/activity.
- Ask if they have any questions related to what they have talked about so far.
- Close the discussion by summarizing the importance of effective management to run an enterprise as given in the Participant Handbook.

## UNIT 7.6.7: 20 Questions to Ask Yourself before Considering Entrepreneurship

#### **Unit Objectives**



At the end of this unit, the trainee will be able to:

• List the important questions that every entrepreneur should ask before starting an enterprise

#### Resources to be Used



- Participant Handbook
- Blank sheets of paper
- Pens

#### Ask



• Why do you want to become an entrepreneur?

#### Say



- It is very important to know why you want to become an entrepreneur. Your personal goals for becoming an entrepreneur play a key role in the success of your business. Your goals should be clear well before you start your business.
- Apart from the goals, the other aspects of business that you need to bear in mind are the potential
  problems that you may face to set-up, your areas of interest, and all the other dimensions of the
  business.
- Let's understand it better with the help of some questions that every entrepreneur should ask before starting their own business.
- Open the Participant Handbook section named '20 Questions to Ask Yourself Before Considering
- Entrepreneurship'. You have to answer the questions individually.
- Then, we will have a class discussion on all the questions.

#### Do



- Read out the questions one by one in front of all the participants.
- Participants have to answer all the one by one questions.
- Give the class 10-15 minutes to note down their answers.
- At the end of 15 minutes, open the discussion for all the questions.
- Moderate the discussion by focusing on the relevant points.
- Keep a check on time and don't let the discussion get sabotaged or lose track of time. Ensure all the questions are covered and discussed.

## Summarize



- Ask the participants what they have learned from this exercise/activity.
- Ask if they have any questions related to what they have talked about so far.

Notes 📋 -			







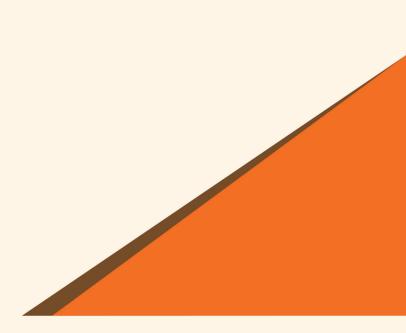




# 8. Annexure

Annexure I: Training Delivery Plan





## **Annexure I**

## **Training Delivery Plan**

	Training Delivery Plan	
Program Name:	LPG Delivery Personnel	
Qualification Pack Name & Ref. ID	HYC/Q3201	
Version No.	1.0	Version Update Date - 19-04-2017
Pre-requisites to Training (if any)	Class X, preferably	
Training Outcomes	By the end of this program, the participants will be a	ble to:
	Deliver LPG cylinder to customers and install the transaction	e cylinder safely, and complete financial
	2. Asist in upkeep and maintenance of LPG cylinder	s in the storage area
	Ensure safe and secure working environment to with LPG cylinders	avoid hazards and accidents while dealing
	4. Follow personal hygiene practices and take preca	utionary health measures

SI. No	Module Name	Session Name	Session Objectives	NOS Reference	Methodology	Training Tools/ Aids	Duration
1.	Icebreaker	Icebreaker	Introduce each other and build rapport with fellow participants and trainer	Bridge Module	Activity	<ul><li>Trainer's Guide</li><li>Resources for the activity</li></ul>	20 minutes
2.	Ground Rules	Expectation Settings	State the     expectations     from the     training     programme	Bridge Module	Activity	<ul><li>Trainer's Guide</li><li>Resources for the activity</li></ul>	20 minutes
3.	Introduction	Introduction to the Training Programme	<ul> <li>Explain the purpose of the training programme</li> <li>State the benefits of the training programme</li> <li>Discuss the Qualification Pack and National Occupation Standards</li> </ul>	Bridge Module	<ul> <li>Trainer led discussion</li> <li>Guest lecture</li> <li>Q&amp;A</li> </ul>	<ul> <li>Participant Handbook</li> <li>Trainer's Guide</li> </ul>	20 minutes

SI.	Module	Session	Session	NOS	Methodology	Training Tools/	Duration
No	Name	Name Introduction to the Hydrocarbon Sector	Describe the Hydrocarbon Sector     Explain what Hydrocarbons are and describe the different     Types of Hydrocarbons     Describe the refining process for Crude Oil     State the different types of fuels	Reference  Bridge  Module	Trainer led discussion Guest lecture Q&A Field visit Hands on practice	Aids  Participant Handbook  Trainer's Guide	3 hours
5		Introduction to the Downstream Segment	List the three major segments in the Hydrocarbon Sector  State the functions of the Downstream Segment	HYC/N 3201	Trainer led discussion Field Visit (to a LPG Showroom/ Godown)	<ul> <li>Participant Handbook</li> <li>Trainer's Guide</li> </ul>	10 hours
6		Role of a LPG Delivery Personnel	Explain the roles and responsibilities of a LPG Delivery Personnel	HYC/N 3201	<ul><li>Trainer led discussion</li><li>Group activity</li><li>Quiz</li></ul>	<ul><li>Participant Handbook</li><li>Trainer's Guide</li></ul>	3 hours
7	Deliver LPG Cylinders to Consumers	About LPG Cylinders	State the properties of LPG     List the characteristics of LPG     Describe how LPG is filled in cylinders     Explain the use of LPG	HYC/N 3201	<ul> <li>Trainer-led discussion</li> <li>Group activity</li> <li>Field Visit (to a LPG Showroom/Godown)</li> <li>Demonstration</li> </ul>	<ul> <li>Participant Handbook</li> <li>Trainer's Guide</li> </ul>	13 hours

SI. No	Module Name	Session Name	Session Objectives	NOS Reference	Methodology	Training Tools/ Aids	Duration
8		Pre-Delivery Activities	<ul> <li>Describe the predelivery activities at the distributor's showroom godown</li> <li>Identify the required tools and equipment required for pre-delivery activities</li> <li>Describe the pre-delivery activities at the customer premises</li> </ul>	HYC/N 3201	<ul> <li>Trainer led discussion</li> <li>Demonstration</li> <li>Group activity</li> <li>Hands-on practice at the Showroom Godown</li> </ul>	<ul> <li>Participant         Handbook</li> <li>Trainer's         Guide</li> <li>Tool kit</li> <li>Materials         required for         hands-on         practice</li> </ul>	14 hours
9		Delivery Activities	Describe     the delivery     activities at     the customer     premises     Explain the     procedure     to replace a     cylinder     Explain the     procedure for a     new domestic     LPG connection	HYC/N 3201	<ul> <li>Trainer led discussion</li> <li>Demonstration</li> <li>Group activity</li> <li>Hands-on practice at the Showroom Godown</li> </ul>	<ul> <li>Participant Handbook</li> <li>Trainer's Guide</li> </ul>	21 hours
10		Post-Delivery Activities	Describe the post-delivery activities performed at the customer premises     State the procedure for billing	HYC/N 3201	<ul> <li>Trainer led discussion</li> <li>Demonstration</li> <li>Group activity (Role Play)</li> <li>Hands-on practice at the Showroom Godown</li> <li>Group Activity (Quiz)</li> </ul>	<ul> <li>Participant         Handbook</li> <li>Trainer's         Guide</li> <li>POS machine,         mobile         application</li> <li>Charts on LPG         Safety, LPG         Conservation,         LPG Cylinder         markings         as per ISI,         Warning         &amp; Caution         symbols/signs</li> </ul>	18 hours

SI. No	Module Name	Session Name	Session Objectives	NOS Reference	Methodology	Training Tools/ Aids	Duration
11	Assist in Upkeep and Maintenance of LPG Storage Area	Role of an LPG Delivery Personnel in upkeep and maintenance of storage area	Explain the role and responsibilities of the LPG Delivery Personnel in upkeep and maintenance of the godown     State the different markings printed on the LPG cylinders	HYC/N 3202	<ul> <li>Trainer led discussion</li> <li>Group activity (Role Play)</li> <li>Guest lecture</li> <li>Q&amp;A</li> <li>Hands-on practice</li> </ul>	<ul> <li>Participant Handbook</li> <li>Trainer's Guide</li> </ul>	12 hours
12		Storage and Handling of LPG Cylinders Requirements	<ul> <li>List the dos and don'ts of LPG storage and handling</li> <li>Describe the procedure to identify defective cylinders</li> </ul>	HYC/N 3202	<ul> <li>Trainer led discussion</li> <li>Group activity (Role Play)</li> <li>Hands-on practice</li> </ul>	<ul><li>Participant Handbook</li><li>Trainer's Guide</li></ul>	28 hours
13	Maintain Health and Hygiene	Maintain Health and Hygiene	State the habits to maintain personal health and hygiene	HYC/N 3103	<ul> <li>Trainer led discussion</li> <li>Group activity (Role Play)</li> <li>Hands-on practice</li> </ul>	<ul><li>Participant Handbook</li><li>Trainer's Guide</li></ul>	11 hours
14	Maintain Health and Hygiene	Maintain Health and Hygiene	<ul> <li>Explain         the correct         techniques         of lifting and         carrying a         cylinder</li> <li>Describe how         to maintain         dental hygiene</li> <li>List the         precautionary         health         measures</li> </ul>	HYC/N 3103	<ul> <li>Trainer led discussion</li> <li>Group activity (Role Play)</li> <li>Hands-on practice</li> </ul>	<ul> <li>Participant Handbook</li> <li>Trainer's Guide</li> </ul>	28 hours

SI. No	Module Name	Session Name	Session Objectives	NOS Reference	Methodology	Training Tools/ Aids	Duration
15	Maintain Health and Hygiene	Maintain Health and Hygiene	<ul> <li>List the hazards that occur when dealing with LPG</li> <li>Describe the safety measures taken while handling LPG cylinders</li> </ul>	HYC/N 3102	<ul> <li>Trainer led discussion</li> <li>Group activity</li> <li>Demonstration</li> <li>Hands-on practice</li> </ul>	<ul> <li>Participant Handbook</li> <li>Trainer's Guide</li> <li>Material and equipment required for</li> <li>Hands-on practice</li> </ul>	10 hours
16		Safety Standards and Procedures	Explain     the safety     standards     for using the     LPG cylinder     equipment      Describe     the safety     standards and     procedures     regarding the     use of LPG     cylinder	HYC/N 3102	<ul> <li>Trainer led discussion</li> <li>Demonstration</li> <li>Group activity (Role Play)</li> <li>Hands-on practice</li> </ul>	<ul> <li>Participant         Handbook</li> <li>Trainer's         Guide</li> <li>Materials         required for         hands-on         practice</li> </ul>	14 hours
17		Emergency Procedures in Case of a Fire	State the components of the Fire Triangle  List the different types of fire  State the different types of fire extinguishers and their uses  Describe the DCP type fire extinguisher and its uses  Explain the procedure to use fire extinguisher	HYC/N 3102	<ul> <li>Trainer led discussion</li> <li>Demonstration</li> <li>Group activity</li> <li>Hands-on practice</li> <li>Guest lecture</li> <li>Q&amp;A</li> </ul>	<ul> <li>Participant Handbook</li> <li>Trainer's Guide</li> <li>Materials required for hands-on practice</li> </ul>	14 hours
	Total Course (	Duration: 200Ho		1	<u> </u>	ı	

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