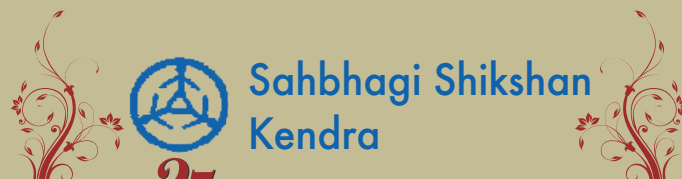


# Youth Skill Development Programs for Enhancing employability and growth

By  
Sahbhagi Vocational Training Centre  
Lucknow



Celebrating **25** Years of Participatory Learning & Action

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## About Sahbhagi Vocational Training Centre (SVTC)

Sahbhagi Shikshan Kendra (SSK) has independently developed a vocational training centre, named as Sahbhagi Vocational Training Centre. The main idea behind its inception is skills building of youth belonging to economically weak and marginalized communities so as to enhance their earning potential through employability. SVTC aims at economic and social empowerment of the rural youth through vocational trainings. Keeping this in mind various vocational training Programs have been designed in a manner that it not only imparts vocational skills but provide them with life skill education. SVTC specifically focuses on adolescent girls, school drop-outs, Illiterate and women from minority and marginalized sections of the society by designing special courses.



### Key Features of SVTC

- Has a pool of qualified and dedicated team with in hand experience in carrying out various skill development programs.
- Has a fully equipped training centre in Lucknow spread across 3 Acres with all modern facilities like computer lab, training halls, library, accommodation facility, projectors and wifi.

### SVTC Centers –

- Jharkhand - Hussainabad Block, District – Palamu
- Uttar Pradesh – Lucknow, Bahraich, Varanasi, Ghaziabad and Sitapur



## Courses offered by SVTC

Basically the courses offered by SVTC fall in two categories

**Professional Skill Development Programs** – These are the courses which provide necessary skills to shape up the career of the youth so that they can acquire professional skills and get a good job. These programs targets under graduate/ graduate youths from marginalized sections of the society.

**Livelihood enhancement program** – These programs focuses on various vocational skill developments so that the youths can earn for their living or enhance their earning potential. After course completion they either work for others or become self employed. These programs specially targets economically weak, marginalized and uneducated youths.

**Total 2356 students have been trained by SVTC in various training Programs**

### Professional Skill Development Programs

#### PRAYAG

Providing Grassroot Advancement to Youths Aspiring Growth

Location - Lucknow

Highlight of the program

- Program is run in collaboration with Reliance
- Communication under its CSR initiative
- The program provides assistance for job Placement
- Duration of the course – 2 Months (3 hoursclasses daily if Non-Residential)
- Batches completed –21
- Total youths trained – 596

Contents of the program

- Communication
- Spoken English
- Basic Computer
- Interview and presentation Skills
- Concept of self and Personality development
- Marketing, Sale and BPO
- Team building
- Time Management
- Public Speaking



### **Fundamental of Computer Course (Girls)**

**Location – Lucknow and Sitapur**

**Highlight of the program**

- Duration of the course – 2 Months
- Total students trained – 210

**Contents of the program**

- History & basic of computer
- Window XP, Vista or Windows 7
- Microsoft, Office – word, Excel PowerPoint
- Internet
- E-mail
- Social media, Face book, Twitter



### **Course on Computer Concepts (CCC)**

**Location – Lucknow and Sitapur**

**Highlight of the program**

- Duration of the course – 45 Days
- Total students trained – 106

**Contents of the program**

- In-depth coverage of History of computer
- Basics of computer
- Microsoft Office – word, Excel PowerPoint
- Internet, Email and Networking
- Social media –Face book, twitter etc
- Practical and Mock test in between



### **Office Management and Computer**

**Location – Lucknow**

**Highlight of the program**

- Duration of the course – 45 Days
- Total students trained – 40

**Contents of the program**

- Introduction of office etiquettes
- Office Management basics
- Dress code for Appearance
- Communication improvement
- Working in team
- Career orientation
- Introduction of traffic rules and Regulation
- Computer Basic
- Microsoft office – Word, Power Point, Excel





## **Master Training Program in Information Technology**

**Location – Sitapur**

### **Highlight of the program**

- Duration of the course – 90 Days
- Total students trained – 30

### **Contents of the program**

- Basics of computer
- Window XP, 7, 8
- Internet
- Email and Social media
- Microsoft office – Word, Excel, Power Point



## **Office Automation**

**Location – Sitapur**

### **Highlight of the program**

- Duration of the course - 90 Days
- Total students trained - 17

### **Contents of the program**

- Communication Tele-skills
- Front office etiquettes
- Time Management
- Computer education
- Writing Skills
- Basic English communication

## **Data entry and Tally**

**Location – Sitapur**

### **Highlight of the program**

- Duration of the course – 90 Days
- Total students trained – 120

### **Contents of the program**

- Basic of computers
- Installation of tally
- Understanding Tally needs
- Creation of company voucher, etc.
- Bank Reconciliation & Accounting in Tally
- Updating Tally



## Livelihood Enhancement Programs

### Basic of Embroidery Course

**Location – Varanasi and Hussainabad Block, Jharkhand**

#### Highlight of the program

- Duration of the course – 30 Days
- Total students trained – 23

#### Contents of the program

- Understanding type of clothes
- Measurements and dimension
- Tools/Materials usage
- Embroidery making
- Pattern Design
- Innovations in design



### Painting Course

**Location – Hussainabad Block, Jharkhand**

#### Highlight of the program

- Duration of the course - 30 Days
- Total students trained - 21

#### Contents of the program

- Understanding painting
- Colors combinations
- Measurements & dimensions
- Innovations in design

### Diploma Course in Sewing

**Location –Lucknow**

#### Highlight of the program

- This program is carried out in collaboration with USHA International
- Duration of the course – 6 Months
- Total students trained – 17

#### Contents of the program

- Sewing machine maintenance
- Understanding measurements
- Cutting & drafting
- Clothes preparation for child, ladies & gents
- Practical file preparation & test at the end of course





**Mason, Carpenter, Plumber and White washing**  
**Location – Sitapur**

**Highlight of the program**

- Duration of the course - 30 Days
- Total students trained - 105

**Contents of the program**

- Importance & understanding measurement
- Knowledge on tools, equipments & materials and its usage
- Building walls, pillars, plinth, roof
- Building tables, chairs, drawer, almirah & bed
- Joining pipes, fittings & fixtures
- Painting walls, putty usage & gap filling



**Basic of Sewing Course**

**Location –Lucknow, Sitapur, Varanasi & Jharkhand**

**Highlight of the program**

- Duration of the course - 90 Days
- Total students trained - 743

**Contents of the program**

- Understanding measurements
- Cutting & drafting
- Preparation & sewing
- Sewing machine maintenance
- Clothes for child, ladies & gents
- Test at the end of course

**Chip Level Mobile Repairing Training**

**Location – Lucknow, Bahraich and Sitapur**

**Highlight of the program**

- Duration of the course – 90 Days
- Total students trained – 170

**Contents of the program**

- Understanding mobile networks-GSM, CDMA, 3G & 4G
- Mobile components
- I.C. replacement
- Motherboard repairing
- Customer dealing & Interaction
- Replacing mobile components & I.C.s



### **Bike Repairing**

**Location – Sitapur**

#### **Highlight of the program**

- Duration of the course – 90 Days
- Total students trained – 10

#### **Contents of the program**

- Understanding traffic rules
- Safety precautions design repair
- Understanding basic of repairing
- Use of tools & equipments
- Clutch, gear replacement/repair
- Engine components replacements/repairs
- Customer Dealing
- Placements of youths

### **Motor Driving**

**Location – Sitapur**

#### **Highlight of the program**

- Duration of the course – 45 Days
- Total students trained – 90

#### **Contents of the program**

- Traffic rules & regulations
- Basics of vehicle- repairing and maintenance
- Usage of tools & Equipments
- Inflated tire change & minor repairs
- Test drive on four wheelers

**Location – Sitapur**

#### **Highlight of the program**

- Duration of the course – 125 Days
- Total students trained – 25

### **Home Appliance Repairing**

#### **Contents of the program**

- Home appliance repairing
- Understanding electricity terms & usage
- Opening & fitting of appliance
- Practicing safe methods during repair
- Understanding I.C. & capacitors
- Repairing boards & testing
- Understand market & supply of electrical parts





## Placement Services

SVTC provides placement assistance service to all the trainees trained in various kinds of program. Job fairs are also organized from time to time and recruiters are requested to visit the campus for placement.

- Globus
- Tata Showroom
- Sarah Medicos
- Kotak Mahindra Insurance
- Sahni Printers
- Naukri Job Provider Dot Com
- Sysfo Info Solutions
- Honda Sales And Service
- Balaji Communication
- Bajaj Finance
- Dhawan Brothers
- Symplocus Solutions
- Pratham
- Aurum Ltd.
- Max Lifestyle
- Khadim Ltd.
- Swasthya Vibag
- Aegis
- Mahindra Finance (Prospect)
- The Right Solutions
- RCI (Rousha Capital Investor)
- Dapspro Pvt Ltd
- Eureka Forbes Ltd
- ICICI Bank
- Gramin Development Services
- Namastey India
- Vigyan Foundation
- S.S.T.





## **Sahbhagi Prashikshan Evam Vikas Pratisthan, Jharkhand**

Over the last 25 years, SSK has emerged as a leading training & capacity building Institution in Hindi speaking areas of U.P., Bihar and Jharkhand. In Jharkhand SSK has been intensively working on various issues. The nature of intervention in Jharkhand falls into three categories, firstly as a support agency for capacity building of CSOs through training, secondly working with PRI for better governance and functioning and thirdly working directly with the community & stakeholders on different thematic developmental issues like Migration, Skill Building and Livelihood enhancement etc. Under these three areas SSK has initiated various people centric activities for strengthening of PRIs, strengthening of women's and adolescent group and empowering musher community. Working with Musher community which is one of the most excluded, economically weak and marginalized communities in Jharkhand is one of the highlights of SSKs intervention. Under this a special school has been started for children of Musher community where more than 200 students are enrolled. SSK take care of all the facilities of the students right from the books to the dress and other aspect like sports item. It is a constructive effort to mainstream them and provide them with equal opportunity and better future.



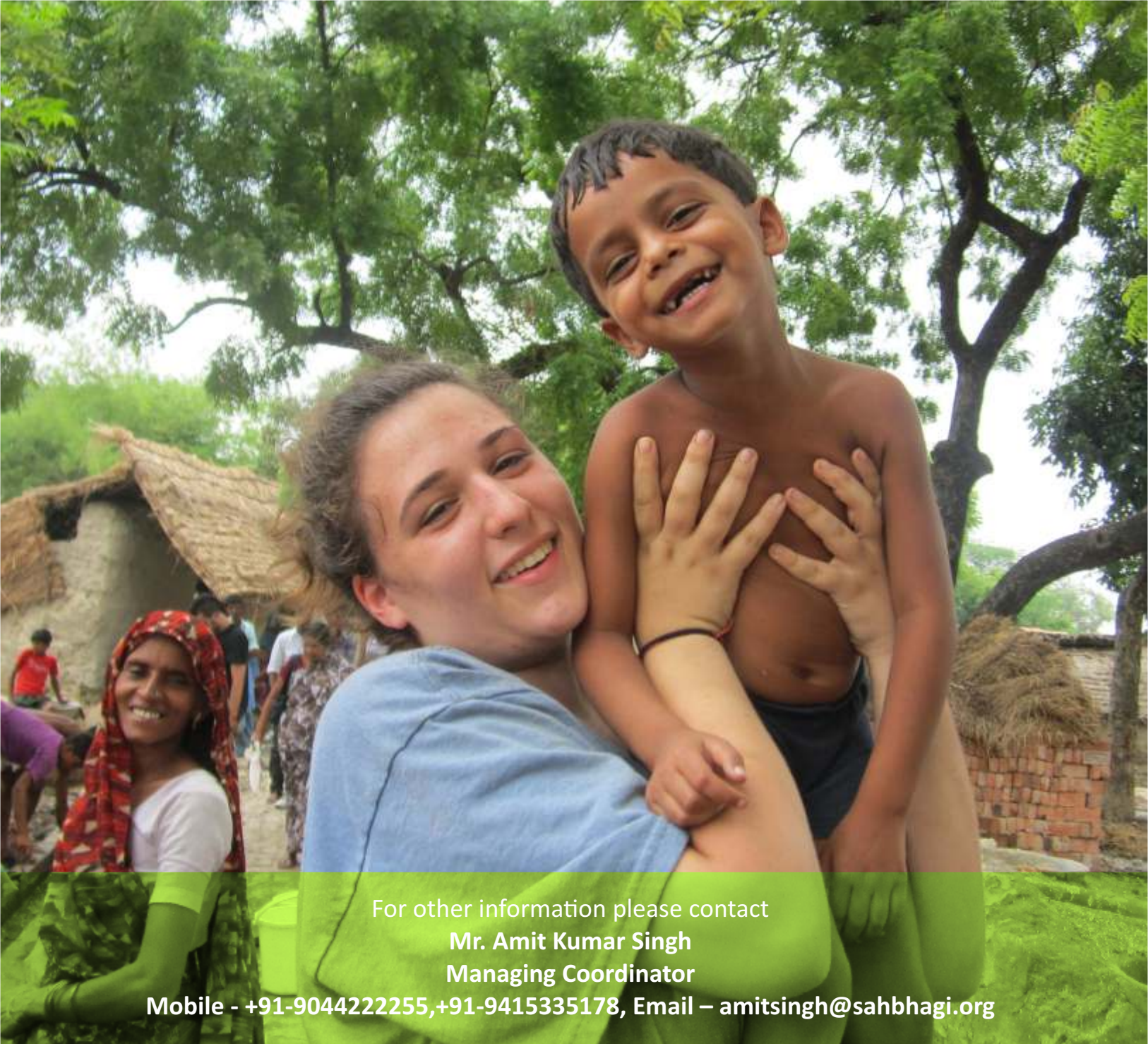
## About Sahbhagi Shikshan Kendra

Sahbhagi Shikshan Kendra (SSK), a support organization and a center for participatory learning, founded in 1990 at Lucknow with the singular purpose of promoting social change by strengthening the civil society organization that are engaged in empowering the economically and socially marginalized and setting up democratic governance with proper perspective on gender justice in the state of Uttar Pradesh. The mission of SSK is to build and strengthen capacities of civil society organizations in order to promote the participation of marginalized communities and women in the process of social change.

SSK's main thrust area of intervention is local self-governance both rural and urban with a perspective on gender justice and increased space for marginalized communities in the democratic functioning of institutions of local self-governance. It works directly as well as through its partner organizations in a joint collaborative manner where we learn intensively from each other.

Over a period of 25 years of its existence SSK has come to be recognized as a center of excellence in capacity building of CSOs working at the grassroots.





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