TRAINING PLAN – WORKPLACE SUPERVISOR FEEDBACK FORM Development of specific competencies/skills



SCHOOL INFO AND/OR LOGO

CTI	-		 	A B	A
STI		$-\mathbf{r}$	 NI.	/A N	/I I -

JOB TITLE OR SEMISKILLED TRADE TITLE:

SCHOOL CONTACT INFORMATION:

EMERGENCY CONTACT INFORMATION:

Evidence about a student's performance is any observable behaviour that gives evidence of the student fulfilling the requirements of the chosen competency and its associated tasks. This evidence can be recorded using check marks or symbols, or it can be anecdotal. It is suggested that a date be included.

COMPETENCY	TASK	EVIDENCE	COMMENTS

	• N	O T	Е	S •	
			=		
			■		WOTP
11-11-11-11-11-11-11-11-11-11-11-11-11-			Rall	~	
Work-Orier	ted Tra	aining	Path		

WORKPLACE SUPERVISOR FEEDBACK FORM Development of attitudes and behaviours required in the workplace



SCHOOL INFO AND/OR LOGO

Name:	Year:	
□ PWT: Work Skills□ TST: Preparation for a Semiskilled Trade	Accurate choice of attitudes and behaviours	Degree of Adaptability to the Workplace
Attitude/Behaviour	Evidence	Evidence
Responsibility & Reliability Is punctual Attends work regularly Follows verbal instructions Communicates issues in a timely manner Is dependable		
Respect for the Work Environment Maintains work area and equipment Is actively aware of work environment Respects health & safety guidelines		
Self-Discipline Demonstrates good personal hygiene and appearance Is trustworthy Does not demonstrate disruptive behaviours Demonstrates positive attitude, despite external factors		
Autonomy Manages own schedule within requirements of workplace Identifies workplace issues and problem-solves Communicates basic needs Demonstrates judgement & decision-making skills Shows independence (completes tasks without supervision)		
Relationships & Teamwork Has appropriate relationships with co-workers Has appropriate relationships with supervisors Has appropriate relationships with clients Demonstrates concern for others Offers help (without prompt)		
Thoroughness Works steadily (time spent in productive work) Sees a task through to completion Checks for errors in own work (quality of work) Is productive (quantity of work)		
Attentiveness & Open-Mindedness Listens to supervisor and coworkers Respects others' diversity Identifies positive role models Accepts correction Demonstrates flexibility/responds positively to new situations Is able to transfer skills to a new task		
Desire to Learn & Improve Demonstrates motivation and interest in work Demonstrates willingness and ability to learn Asks relevant questions Demonstrates interest in the global work environment (company, trade, or field of work)		
Initiative Offers help without prompt Independently identifies and responds appropriately to needs of the workplace		

•	Suggests a new idea or project										
		•	N	Ο	Т	Е	S	•			
:						:					
	_	- DC) lu A								
			IN.			9 7			WO	T	
	150 mm	A .					<u></u>				

Work-Oriented Training Path

Sets and meets goals outside of basic work expectations