TRAINING PLAN – WORKPLACE SUPERVISOR FEEDBACK FORM

***Development of specific competencies/skills***

SCHOOL INFO AND/OR LOGO

**STUDENT NAME:**

**JOB TITLE OR SEMISKILLED TRADE TITLE: SCHOOL CONTACT INFORMATION: EMERGENCY CONTACT INFORMATION:**

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| *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** | | | |
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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**

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| **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 |  |  |

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| * Sets and meets goals outside of basic work expectations * Suggests a new idea or project |  |  |

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