Remember:

i) Write a letter of thanks to your employer.

ii) Research companies in your career library and IT suite to investigate further career ideas.

iii) Update your personal Career Plan

Extended Work Experience Logbook

Student's Name: ___________________________________________________

School:  __________________________________________________________

Work Experience School Co-ordinator: ________________________________

School Number: ___________________________________________________

Name of Work Placement Organisation: _______________________________

Date of Placement: _________________________________________________
Introduction

It is useful to have a record of your placement, what you did, how the organisation works, who you met and what you learnt. Remember to keep, for reference, any leaflets or further information you are given on your placement.

Your record will help you prepare for, and gain maximum benefit from, your work placement and provide evidence for the scheme.

The record has three sections:

Section 1 Preparation

Section 2 The Work Placement

Section 3 Reviewing

The record has been designed so that you can work through it by yourself, with your family or fellow pupils, your tutor or your manager/supervisor at work.

Try to complete your record as fully as possible. You can use additional sheets if you need to.

If in doubt, ask questions.

Preparation

Why go on Work Experience?

- It is a unique opportunity for you to find out about the world of work and to meet people of various age groups.
- You will have the chance to gain experience of typical working conditions in commerce, industry, retail or other types of workplace.
- You will meet people doing various types of jobs and find out more about the work by talking to them and working with them.
- You will discover more about your own skills, talents and interests and their application.
- It will help you to see the links between school work and the skills you need in working life.
- It will also help you to understand why services, industry and commerce are so important in our society.

Student's Review of the Work Placement

Look back at your Action Plan on page 7 and write about how well you did in completing your targets:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

What were the most enjoyable and rewarding things about your placement?

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

What would you say was your greatest achievement?

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Tutor/Work Experience Co-ordinator Comments:
Employers Report on the Student

At the end of your placement go and see your supervisor and ask them to complete this section with you. Attendance- She/he attended ____ days out of ____ days

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Good</th>
<th>Satisfactory</th>
<th>Poor</th>
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</thead>
<tbody>
<tr>
<td>Timekeeping</td>
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<tr>
<td>Personal appearance</td>
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<tr>
<td>Ability to work in a team</td>
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<td>Relationship with others</td>
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<td>Regard for Health and Safety</td>
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<tr>
<td>Ability to follow instructions</td>
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<tr>
<td>Communication Skills</td>
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<tr>
<td>Enthusiasm</td>
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<td>Initiative</td>
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<tr>
<td>Commitment</td>
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<tr>
<td>Attendance</td>
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</tbody>
</table>

Do you feel that the student was well prepared for this placement?  YES  NO
If no, what could have been done to improve this?
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

What would be your comments about the “employability” of this student?
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

SIGNATURE OF SUPERVISOR:--_________________ DATE:--_________________

Thank you very much for participating in our Work Experience Programme and taking the time to make these comments.

Section 1 - Preparation

Think about what questions you may be asked and have some answers ready.

Make sure you:
- Arrive on time
- Dress appropriately
- Are polite

You may want to prepare some questions to ask your employer.
For example:
- How many people will I be working with?
- Will I be given any responsibility?
- What qualifications would I need to get a job at this company?

After your interview, make an evaluation of how you think it went, including good and bad points.
Were you well prepared? Nervous? Able to answer all questions?

What would you improve on for future interviews?
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
Things to remember:
I will avoid making routine doctor’s/dental appointments during my placement.
If I am ill - I should ring my employer and my school and let them know.
If I know I am going to be late - I will ring the employer and let them know.
If I am unexpectedly late - I will apologise when I arrive and give a reason.
If I do not understand something - I can ask my supervisor or line manager.
If I have difficulties - I will speak calmly to my supervisor about them and try not to lose my temper.
PREPARING YOUR ACTION PLAN

Your Action Plan will outline what you want you achieve in developing your **KEY SKILLS** and **ENTERPRISE SKILLS**. To help you do this the following pages will get you to look at what level of skills you have at present and which ones could be improved.

**KEY SKILLS**

**Key Skills** are essential if you want to make the most of opportunities in adult life. It is important that you can:- make yourself understood when speaking and writing, carry out basic calculations, use information technology, work with others, improve your own learning and solve problems. These skills are important to most aspects of adult life. Indeed, every job needs some or all of these skills, and they are just as useful in further and higher education. Your work experience should help you develop some key skills that will help you at school and in your future.

Look at the Skill Tasks below. Tick the number that shows your skill level for each skill task.

1 = not good or confident at this, 5= very good or confident at this

<table>
<thead>
<tr>
<th>Skill Tasks</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. talking to work colleagues</td>
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<tr>
<td>2. talking to supervisors/managers</td>
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<tr>
<td>3. talking to customers/clients</td>
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<td></td>
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<tr>
<td>4. filling in forms or record sheets</td>
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<tr>
<td>5. writing letters</td>
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<tr>
<td>6. writing reports</td>
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<tr>
<td>7. using images e.g. diagrams, pictures which help to explain any written material</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>8. using images e.g. drawings or models to explain things to people to help support what you have done</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>9. understanding images e.g. pictures, photographs</td>
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<tr>
<td>10.extracting information from written material</td>
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<tr>
<td>11.summarising information obtained e.g. writing things in their own words, making notes, taking messages</td>
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</tbody>
</table>

**Information**

1. using a word processing package to write things
2. using a graphics package to produce a picture
3. using a spreadsheet to work with numbers (e.g.
Your Last Day

How have things changed since you filled in the sheet about your first day?

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

What have you learnt about people?

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

What do you think about work?

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

What have you discovered about your own skills, talents and interests?

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Would you have liked to continue working for the organisation? Yes / No

Give reasons

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

How has your work experience helped you to decide what kind of a job you would like to do?

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Would you recommend the placement to future students?

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Are there any improvements that could be made?

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Now that you know what you are good at and not so good at:

Choose the KEY SKILLS you would like to develop on this Extended Work Experience

Add these to your Action Plan on page 7
ENTERPRISE SKILLS (C2)

Enterprise skills are to do with the Skills, Qualities and Attitudes you need to succeed in business. Employers will look for these and you should be able to develop these on Work Experience.

Look at the Enterprise Skills, Qualities and Attitudes below. Tick the number that shows your skill level for each skill task.

1= Not good or confident at doing this
5 = Very good or confident at doing this

<table>
<thead>
<tr>
<th>Skill Tasks</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>I can take the lead in a group</td>
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<tr>
<td>I can work better on my own than in a team</td>
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<tr>
<td>I can make decisions easily</td>
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<tr>
<td>I am good at putting across my ideas</td>
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<tr>
<td>I can come up with new ideas easily</td>
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<tr>
<td>I can deal well with situations where I am not sure what is expected of me</td>
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</tbody>
</table>

Skill Tasks

<table>
<thead>
<tr>
<th>Enterprise Skills</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
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</thead>
<tbody>
<tr>
<td>Good at time keeping and attendance</td>
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<tr>
<td>Well organised for the day at work</td>
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<tr>
<td>Following instructions properly and carefully</td>
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<tr>
<td>Work well as part of a team</td>
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<tr>
<td>Get on well with other workers and the public</td>
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<tr>
<td>Know when to ask for help and advice</td>
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<td></td>
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<tr>
<td>Work safely and follow Health &amp; Safety instructions</td>
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</table>

<table>
<thead>
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<th>2</th>
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<th>5</th>
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</thead>
<tbody>
<tr>
<td>Use your initiative to make your own decisions</td>
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<tr>
<td>Be positive and enthusiastic about the things you have to do</td>
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<tr>
<td>Be hard working and trustworthy</td>
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<tr>
<td>Willing to listen to others points of view and accept them</td>
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<tr>
<td>Take pride in your work and doing a good job</td>
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<tr>
<td>I am willing to do new things with enthusiasm</td>
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</tbody>
</table>

Now that you know what you are good at and not so good at:-

Choose the Enterprise Skills, Qualities and Attitudes you would like to develop on your Extended Work Experience

Add these to your Action Plan on page 7

TEACHER VISITS

During your placement you will be visited by a teacher from your school on several occasions. Use the table below to note down when you were visited:

<table>
<thead>
<tr>
<th>TEACHER VISIT</th>
<th>TEACHER SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>13</td>
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</table>

I discussed the following points with the teacher who visited me:

__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
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__________________________________________________________________
__________________________________________________________________
### Extended Work Experience Action Plan

**KEY SKILLS** - Put in the KEY SKILLS you chose after looking at pages 4 & 5

<table>
<thead>
<tr>
<th>KEY SKILLS I WANT TO IMPROVE ARE:</th>
<th>WHAT I CAN DO TO IMPROVE THIS SKILL</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

**ENTERPRISE SKILLS** - Put in the ENTERPRISE SKILLS you chose after looking at page 6

<table>
<thead>
<tr>
<th>ENTERPRISE SKILLS I WANT TO IMPROVE ARE:</th>
<th>WHAT I CAN DO TO IMPROVE THIS SKILL</th>
</tr>
</thead>
<tbody>
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</table>

Put in the WORK SKILLS you chose **after talking with your employer**

<table>
<thead>
<tr>
<th>WORK SKILLS I WANT TO IMPROVE ARE:</th>
<th>WHAT I CAN DO TO IMPROVE THIS SKILL</th>
</tr>
</thead>
<tbody>
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I have discussed my Targets with my Teacher and my Work Placement Supervisor. We have agreed that they are Specific, Measurable, Achievable, Realistic and Can be completed whilst on my Work Experience.

**Signature of Teacher:** _______________________________ **Date:** __________

**Signature of Supervisor:** _______________________________ **Date:** __________
HEALTH & SAFETY INDUCTION ON THE FIRST DAY

You and your employer must complete this section on the first day.

Name and role of supervisor explained
☐   ☑

Tour of work area including toilet, hand washing, eating and drinking
☐   ☐

Shown the Health & Safety at Work poster
☐   ☐

Aware of action to take if Fire Alarm sounds
☐   ☐

Aware of who looks after First Aid and what to do in case of an accident
☐   ☐

Safe System of Work explained
☐   ☐

Shown manual handling techniques, if applicable
☐   ☐

Use Personal Protective Equipment explained, if applicable
☐   ☐

Aware of any Specific Significant Risk and their Control Measures as outlined in the Risk Assessment
☐   ☐

Signature of Student::- ___________________ Signature of Supervisor:- _________________________

THESE ARE THE NAMES OF PEOPLE TO BE CONTACTED IN AN EMERGENCY:

Name of Parent/Guardian: _______________________________________________________________

Telephone Number(s): __________________________________________________________________

If I am going to be late, or I am unable to get to my Work Experience Company, I will need to tell the following people as soon as possible:-

AT SCHOOL
Teacher: _____________________________________________________________________________

School Telephone Number: ______________________________________________________________

AT WORK
Supervisor: ___________________________________________________________________________

Company Telephone Number:- _________________________ Extension:- _______________________

REPORTING ACCIDENTS AND INJURIES

You will be required to work in a safe manner. If you are involved in an accident however slight you will need to report it. Please follow the guidelines set out below:

☐ If I hurt myself or am injured at work, I will need to inform my Supervisor.

☐ They will need to put the details in the Company Accident Book, the time, the date and how the accident occurred.

☐ I will need to inform my teacher and the school.

DAY No ______   DAY DATE___________

Were you: EARLY ON TIME LATE ABSENT ( circle ONE)

Describe what you have done today and say if it helped towards one of your Action Plan Skills:-

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

DAY No ______   DAY DATE___________

Were you: EARLY ON TIME LATE ABSENT ( circle ONE)

Describe what you have done today and say if it helped towards one of your Action Plan Skills:-

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

DAY No ______   DAY DATE___________

Were you: EARLY ON TIME LATE ABSENT ( circle ONE)

Describe what you have done today and say if it helped towards one of your Action Plan Skills:-

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________
First Day

Use the spaces below to record your feelings about your first day. Remember, you can use other methods of recording as well as writing, e.g. photographs, company literature and work that you have done.

What did you expect?

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Describe what it was like when you first arrived

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

What did you have to do?

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

What were the people like?

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

How did you feel at the end of the day?

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________
Section 2—The Work

1. Describe what the organisation does.

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

2. How long has the organisation been established?

____________________________________________________________________________________

3. How many people work in:
   (a) the department you are assigned to?
   (b) Are there any disabled people working in the organisation?
   (c) What is the male female ratio?
   (d) Has the number of employees changed in the past 2 years?

If so, in what way and why?

4. Who are the customers?

____________________________________________________________________________________

5. Which other organisations provide the same service:
   (a) locally?
   (b) nationally?
   (c) internationally?

6. Who is in charge of your organisation? - What is his/her job title?

____________________________________________________________________________________

7. What jobs are done in your area of the organisation?

____________________________________________________________________________________

____________________________________________________________________________________

8. Does the organisation arrange further education/training for its employees?

____________________________________________________________________________________

9. Is there a dress policy?

____________________________________________________________________________________

10. Add any other relevant information below:

____________________________________________________________________________________

____________________________________________________________________________________

You should use the short Labour Market Information (LMI) quiz on http://www.connexionsbucks.org.uk/quizzes/labour-market-information to help you expand your knowledge and understanding of employment.
Section 2—The Work

How are vacancies advertised? (newspaper, job centre, website, etc).
____________________________________________________________________________________

How are staff selected? (interview, application form etc.)
____________________________________________________________________________________

Does the employer ask for information about school performance?
____________________________________________________________________________________

What information is required? (qualifications, skills, experience etc)
____________________________________________________________________________________

Does the employer give a selection test?
____________________________________________________________________________________

Add any other relevant information below:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

DAY No _______  DAY DATE___________
Were you:-  EARLY   ON TIME  LATE    ABSENT ( circle ONE)
Describe what you have done today and say if it helped towards one of your Action Plan Skills:-
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

DAY No _______  DAY DATE___________
Were you:-  EARLY   ON TIME  LATE    ABSENT ( circle ONE)
Describe what you have done today and say if it helped towards one of your Action Plan Skills:-
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
Equal Opportunities

Equality of opportunity is offering chances and prospects without discrimination as to gender, race, disability and other personal differences. Your employer has a legal responsibility to promote Equal Opportunities within the workplace.

Does the organisation have an Equal Opportunities policy? Yes ☐ No ☐

If yes, what are the main points?
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Are you treated as an equal in the company? How is it different from school?
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Are there any jobs that seem to be done by men or by women only? If yes, which?
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

What special facilities are there for people with disabilities?
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Are there any people with disabilities working for the company? YES/NO

Do any of the employees belong to a Trade Union? YES/NO

Which one?

What benefits do they get from belonging to a Trade Union?
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Add any other relevant information below.
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

WORK EXPERIENCE DAY TO DAY DIARY

DAY No ______  DAY DATE___________
Were you:- EARLY ON TIME LATE ABSENT ( circle ONE)
Describe what you have done today and say if it helped towards one of your Action Plan Skills:-
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

DAY No ______  DAY DATE___________
Were you:- EARLY ON TIME LATE ABSENT ( circle ONE)
Describe what you have done today and say if it helped towards one of your Action Plan Skills:-
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

DAY No ______  DAY DATE___________
Were you:- EARLY ON TIME LATE ABSENT ( circle ONE)
Describe what you have done today and say if it helped towards one of your Action Plan Skills:-
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