 **Journal for Work Experience**

**Instructions:** Create a journal that includes the following information about your experience in the program.

**1. Employability Skills**:

* Teamwork Skills
* Problem-Solving Skills
* Planning and Organizational Skills
* Self-management Skills
* Technology Skills

**Reflection:** Which of these employability skills is your strongest? Give an example of when you used it during your work placement. Which skill should you should further develop? Explain.

**2. Communication Skills**:

* Verbal Communication
* Written Communication
* Reading
* Social Communication
* Listening and Understanding

**Reflection**: Which of these communication skills is your strongest? Why are communication skills vital to being effective in a workplace situation?

**3. Personal Attributes** - Rate each of the 13 attributes in order of importance according to the Focus Area you are working in:

* Enthusiasm
* Reliability
* Balanced Attitude to Work and Home Life
* Ability to Deal with Pressure
* Motivation
* Personal Presentation
* Honesty and Integrity
* Commitment
* Sense of Humour
* Adaptability
* Common Sense
* Positive Self Esteem

**Reflection:** Pick two of the above personal attributes that you believe you demonstrated the best while on Work Experience. Give examples from your work placement.

**4. Learning in the Work Place**:

* What are the formal learning, training or qualifications that are required to be employed in the job you did on work experience?

**Reflection:** Describe the most interesting thing you have learned while you have been on Work Experience.

**5. Final Reflection -** answer the following questions:

1. Describe which tasks you participated in on Work Experience that you found the most enjoyable or were the most successful at.
2. Describe the positive aspect of the work experience (e.g., things that surprised you, relationships you developed, working in an adult environment, your passion for this type of job.)
3. Describe the challenging aspect of work experience (e.g., things you did not enjoy, things that disappointed you, tasks you found difficult.)
4. Review the Employers Evaluation from the workplace. Reflect on your suitability for the job and what pleased you or disappointed you about the employer’s evaluation.
5. Reflect on how useful this Work Experience placement has been in making informed decisions about your post-secondary or career paths. (e.g., will you pursue a career in this area? Have you changed your mind about this career path?)



