**Initial Training Plan**

Student Name Student Job Title

Business/Organization Phone

Supervisor Name Supervisor Title

School Start Date

To provide the best learning experience for the student-worker, the employer agrees to provide a variety of work experiences that will contribute to the attainment of their career objective.

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| **Employability and Soft Skills**   1. Shows respect to employer and other co-workers. 2. Works well and cooperates with others. 3. Demonstrates effective leadership skills. 4. Maintains appropriate personal appearance and follows dress code policy of organization. 5. Displays efficient time-management skills when completing tasks. 6. Demonstrates effective verbal and written business communications skills. 7. Reports to work promptly when scheduled. 8. Demonstrates responsible behavior. 9. Produces quality work. 10. Displays honesty and integrity. | **Please list specific job duties that will be performed on the job:** |

Employer/Mentor Signature: \_\_\_\_\_\_\_ Date:

Student Signature: \_\_\_\_\_\_\_ Date:

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_ Date:

WBL Instructor Signature: \_\_\_\_\_\_\_\_ Date: