

Work Related Learning

WORK SKILLS RECORD SHEET

Name _____ Form _____ Date Started _____

Skill	1	2	3	4	5	Cert
Able to Communicate effectively						
Able to use Numeracy effectively						
Able to use Information Technology effectively						
Able to Work Effectively with Others						
Able to demonstrate Problem Solving skills						
Uses Initiative						
Is willing to Take Risks						
Is Enthusiastic						
Shows Flexibility in how, when and where to learn and work						
Able to Lead others						
Willing to Learn New Things						
Shows good Organisational Skills						