

Title	Learner Soft Skills – Action Plan
Description	A template to allow students identify the soft skills they aspire to develop or improve while on work placement, which they can then share with their workplace supervisor
User	Completed by students while planning for their work placement
Goal	To provide students with the opportunity to document specific action plans for the development of their soft skills while on their work placement
Objective	Allows students consider and document specific learning objectives in relation to developing their soft skills while on work placement
Method	This can be completed electronically or in hard copy
Recommended Use	The teacher, tutor, trainer invites students to identify the soft skills they aspire to develop or improve while on work experience / work placement. These are then shared with the workplace supervisor to facilitate them in assisting students in developing these skills
When	When students are planning for their work placement
Language	English
Further links	

Learner Soft Skills - Action Plan

Learners Name:		College, Centre Name:	
Name of Organisation / Company:		Workplace Supervisors Name:	
To be completed by the Learner			
Identify the soft skills you hope to improve / develop during your work experience / work placement		Give reasons for selecting each soft skill improvement / development	
1.			
2.			
3.			
4.			
5.			

Learner's signature:

Date:

Teacher/Tutor/Trainer signature:

Date:

Work place supervisor's signature:

Date:

