

Title	Learner Soft Skills - Journal
Description	A template to allow students to keep a soft skill journal - where students keep a note of soft skills and situations where they use soft skills both effectively and ineffectively
User	Students when preparing for the work placement
Goal	To provide an opportunity for students to consider, document and reflect on situations where they use their soft skills in preparation for the work placement
Objective	Allows students to reflect on the effectiveness of their soft skills with a view to developing an action plan for the work placement
Method	This can completed electronically or in hard-copy
Recommended Use	I allows students to consider how effective their soft skills are in advance of the work placement
When	Prior to the work placement
Language	English
Further links	

Learner Soft Skills – Journal

Learners Name:		College, Centre Name:	
Name of Organisation / Company:		Workplace Supervisors Name:	

To be completed by the Learner:

Date	Identify a situation where you used a soft skill either effectively or ineffectively.	What led to this and what happened after?

Date	Identify a situation where you used a soft skill either effectively or ineffectively.	What led to this and what happened after?

<i>Date</i>	<i>Identify a situation where you used a soft skill either effectively or ineffectively.</i>	<i>What led to this and what happened after?</i>

<i>Date</i>	<i>Identify a situation where you used a soft skill either effectively or ineffectively.</i>	<i>What led to this and what happened after?</i>

Learner's signature:

Date:

Teacher/Tutor/Trainer signature:

Date: