



MILACA PUBLIC SCHOOLS

Instilling Pride & Achieving Excellence

Work Experience: Training Plan

Darcy Balder: Teacher Coordinator of Work-Based Learning
320-982-7203

Student's Name: _____ Date: _____

Job Title: _____ Work Site: _____

Worksite Supervisor: _____ Phone: _____

Beginning Date: _____ End Date: _____

The purpose of this plan is to identify the skills and duties to be taught on the job and in school. All of the learning activities listed below are designed to give the student opportunity to apply what is learned in the seminar classroom on the job.

A. Communications

1. Demonstrates effective communication skills needed for work.
2. Advocates for needs.

B. Leadership and Teamwork

1. Develop and maintain positive interpersonal relations with coworkers and supervisors.
2. Identify and demonstrate traits that are related to developing productivity and quality work.

C. Safety, Health, and Environmental

1. Identify and demonstrate safety skills at work.
2. Abides by safety laws and standards.

D. Employability and Career Development

1. Demonstrates positive work attitudes and behaviors.
2. Models good attendance and punctuality at work and school.
3. Identify and analyze proper personal appearance and hygiene related to working conditions and employer expectations.
4. Develop positive work related ethics.

E. Systems *(To be determined by worksite supervisor and WBL Coordinator)*

- 1.
- 2.
- 3.
- 4.

ALL PARTIES SIGNED BELOW AGREE TO THIS TRAINING/EDUCATIONAL PLAN.

STUDENT _____ DATE _____

PARENT/GUARDIAN _____ DATE _____

TRAINING SUPERVISOR _____ DATE _____

TEACHER-COORDINATOR _____ DATE _____

If you have any questions, please contact Darcy Balder at 320-982-7203.