To achieve a mark of at least 80% in the Work Experience course you must complete a journal. The following outline is to guide you in its completion. You are encouraged to be creative but all sections must be included. In addition, the journal must be at least 500 words in length, type written.

1 WHAT I LEARNED ABOUT MYSELF
   Use the prompts below to complete this section
   • The best part of my work experience was …
   • I was surprised to discover that…
   • I was encouraged to learn that…
   • I was disappointed to learn…
   • When I made a mistake I was able to learn from it by…
   • The skills and personality needed to work in this job include…
   • This experience led me to understand more about myself because…

2 SKILLS I HAVE LEARNED AS A RESULT OF THE WORK EXPERIENCE
   List your top five skills in each of the following categories
   • Transferable
   • Technical
   • Self-Management

3 POSITIVELY CHARGED
   Describe three examples of your positive attitude which your employer appreciated/appreciates

4 WHAT I LEARNED ABOUT THE CULTURE OF THE WORKPLACE
   • The dress code is…
   • The rules about the use of equipment (phone, photocopier, fax, etc.)
   • The do’s and don’ts about breaks and lunch times are…
   • The three most common reasons for people getting fired from this job are…
   • The clues to watch for which indicate that you have done something wrong are…
   • Unacceptable reasons for absence and lateness are…
   • I know that I have done well when…
   • A star employee in this company could be described as…
5 THROUGH THE LOOKING GLASS

Choose three words which you think your co-workers or supervisor would use to describe you and why. The list is to give you some ideas, please feel free to add your own descriptors.

- assertive
- sincere
- good humoured
- independent
- responsible
- cheerful
- honest
- sociable
- genuine
- patient
- reliable
- creative
- friendly
- interesting
- trustworthy
- motivated
- sensitive
- outgoing
- eager
- loyal
- helpful
- skillful
- steady
- understanding

6 THE NEXT STEP

Identify at least three ways in which you could improve as an employee

7 SUMMING UP

Describe the most important lesson/skill you learned from this experience and how it will help you in the future