

## Cooperative Education OJT TRAINING PLAN

### Student/Training Agency Information

STUDENT NAME: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ EMPLOYMENT SUPERVISOR: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ HIGH SCHOOL: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_ CAREER CLUSTER: \_\_\_\_\_

JOB DESCRIPTION:

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<b>Employer:</b> _____	<b>Date:</b> _____
<b>Student:</b> _____	<b>Date:</b> _____
<b>Teacher-Coordinator:</b> _____	<b>Date:</b> _____
<b>Parent:</b> _____	<b>Date:</b> _____

## General Work Competencies

<b>PUNCTUALITY</b>		
The student will:	ON JOB	DATE VERIFIED
• Demonstrate punctuality.		
• Notify the employer with any shift misses.		
• Perform tasks in an accurate and timely manner.		
• Return from meals and/or breaks on time.		
<b>DEPENDABILITY</b>		
The student will:	ON JOB	DATE VERIFIED
• Exhibit dependability.		
• Accept responsibility on the job.		
• Assume responsibility for own decisions and actions.		
• Demonstrate ethical practices (i.e., honesty and integrity).		
• Demonstrate ability to set priorities.		
• Follow rules and regulations.		
• Fill out time cards accurately.		
<b>INITIATIVE</b>		
The student will:	ON JOB	DATE VERIFIED
• Demonstrate initiative.		
• Perform assigned duties without continuous supervision and directions.		
• See what needs to be done and do it.		
• Follow through and get all work completed.		
<b>APPEARANCE</b>		
The student will:	ON JOB	DATE VERIFIED
• Exhibit good grooming.		
• Demonstrate appropriate dress for the job.		
• Demonstrate personal hygiene and cleanliness.		

## General Work Competencies (continued)

<b>JOB ATTITUDE</b>		
The student will:	ON JOB	DATE VERIFIED
• Exhibit pride, loyalty, interest and enthusiasm for the job.		
• Exhibit ability to handle pressures and tensions.		
• Accept constructive criticism.		
• Demonstrate the ability to work hard.		
• Continuously try to improve.		
• Exhibit positive attitude and behavior.		
<b>COOPERATION</b>		
The student will:	ON JOB	DATE VERIFIED
• Work productively with others.		
• Show empathy, respect, and support for fellow employees and customers.		
• Demonstrate procedures and assist others when necessary.		
• Recognize, analyze, and solve or refer problems.		
• Minimize occurrence of problems.		
• Control emotions and channel emotional reactions constructively.		
• Seek assistance.		
<b>ADAPTABILITY</b>		
The student will:	ON JOB	DATE VERIFIED
• Demonstrate the ability to catch on quickly.		
• Change focus easily and without complaint.		

## General Work Competencies (continued)

<b>COMMUNICATION</b>		
The student will:	ON JOB	DATE VERIFIED
• Read and comprehend written information.		
• Use correct grammar.		
• Communicate effectively with customers/clients.		
• Use job-related terminology.		
• Listen attentively.		
• Write legibly.		
• Follow written directions.		
• Follow oral directions.		
• Ask questions so that assigned tasks can be completed.		
• Locate information in order to accomplish a task.		
• Assist in training new employees.		
• Communicate effectively with employer/coworkers.		
<b>BUSINESS OPERATIONS</b>		
The student will:	ON JOB	DATE VERIFIED
• Recognize the role of the training station in a free enterprise system.		
• Participate in company agency orientation.		
• Identify general responsibilities of employees.		
• Identify general responsibilities of employers/ management.		
• Demonstrate knowledge of company products and services.		

## General Work Competencies (continued)

<b>SAFETY AND SECURITY</b>		
<b>The student will:</b>	<b>ON JOB</b>	<b>DATE VERIFIED</b>
• Comply with safety and health rules.		
• Select correct tools and equipment.		
• Utilize equipment correctly.		
• Use appropriate action during emergencies.		
• Maintain clean work area.		
• Maintain orderly work area.		

## Specific Work Competencies

<b>Task Category:</b>		
<b>The student will:</b>	<b>ON JOB</b>	<b>DATE VERIFIED</b>
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<b>Task Category:</b>		
<b>The student will:</b>	<b>ON JOB</b>	<b>DATE VERIFIED</b>
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