



Transition Services
102 Browne St., P.O. Box 490. Oneonta, NY 13820
Phone 607-433-8447 Fax 607-433-8448

Student Training Plan for Work-Based Learning

Student: _____

Work Site: _____

Teacher/WBL Coordinator: _____

Employer/Mentor: _____

Transition Specialist: _____

Targeted Skills and Objectives Include:

Employability Skills (check those that apply):

- Demonstrates responsibility on the job
- Works independently when necessary
- Works well as part of a team or group
- Dependable in attendance
- Demonstrates a positive customer service attitude
- Dresses appropriate for the workplace
- Use of language acceptable for the workplace
- Flexible and adapts well to change
- Accepts constructive criticism
- Uses time effectively

Business/Industry Skills (based on program/site):

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Modifications necessary for success:

Additional Experiences to be gained:

Student Signature

Date

Transition Specialist Signature

Date

Teacher/ WBL Coordinator Signature

Date

Mentor Signature

Date