

FOUR COUNTY AREA VOCATIONAL COOPERATIVE TRAINING PLAN

Student Trainee

Work Training Station

Position

Supervisor

Instructor

Class Related Instruction

On-the-Job Training

Communication Skills
Developing Basic Employability Skills
Developing Interpersonal Skills
Developing Positive Work Habits
Employer/Employee Expectations
Finding and Applying for a Job
Leadership in the Work Place
Personal Safety
Personal Effectiveness
Planning for Success
Presentation Skills
Safety on the Job
Team Work Skills
Time Management

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

The student is to be given specific safety instruction for equipment and procedures used. All students under 18 must have a work permit on file and employers must follow the labor laws.

Supervisor

Date

Instructor

Date

Student

Date

Original to ICE Coordinator. Copies **MUST** also be distributed to Employer, Student and FCAVC Offices.