



Work Learn Program: Learning Objectives Worksheet

PURPOSE

This worksheet is intended to help you set learning objectives to support your personal and professional skills development and make your Work Learn experience more meaningful and applicable to your future career.

INSTRUCTIONS

Students:

A. Reflection - Please reflect on the following questions:

1. What are some of my long-term career and educational goals?
2. How does this Work Learn experience fit with some of these goals? What do I hope to gain from my time here?
3. What skills will I need to be successful?
4. What strengths am I bringing to this position? What areas would I like to continue to work on?

B. Goal Setting -

Column 1: Learning Objectives – Establish at least 3 specific learning objectives you would like to accomplish during your Work Learn term. Identify areas that would be relevant to your current position and beneficial to you in your long-term career development. What are some potential solutions and obstacles about this goal?

- Examples:*
- Improve technical skills (i.e. increase familiarity & proficiency with Excel, learn to use lab equipment, etc.)
 - Increase knowledge of a particular subject area (i.e. deepen understanding of research being done in the Sustainable Agricultural Landscapes lab, increase proficiency in reading company annual reports)
 - Enhance communication and interpersonal skills (i.e. improve public speaking skills)

Set **SMART** goals. **S** - pecific **M** - easurable **A** - daptable **R** - ealistic **T** - ime-targeted

Column 2: Opportunities – In discussion with your supervisor, identify specific opportunities for you to achieve your learning objectives. What are the specific responsibilities or projects you will be taking on that will enable you to work on your learning objectives?

Column 3: Resources – In discussion with your supervisor, identify the learning resources available to you throughout your work term. Examples might include talking with people who have specific expertise, attending training sessions or workshops or other types of professional development.



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Supervisors: Please provide this worksheet to your student allowing them time to complete the chart below. Arrange a meeting to discuss the reflection questions and go over learning objectives and together, complete the opportunities and resources section. Revisit these goals regularly – perhaps during the mid-point and at the end of the work term.

Learning Objective	Work Learn Opportunities	Resources
1.		
<i>Potential Challenges & Possible Solutions:</i>		
2.		
<i>Potential Challenges & Possible Solutions:</i>		
3.		
<i>Potential Challenges & Possible Solutions:</i>		