
COOPERATIVE WORK EXPERIENCE

SOFT SKILLS WORKSHEET

Student Name

Company/Agency

Supervisor

Review the following list of Work-Related Skills ("soft skills" or "professional behaviors.")
Choose the top three you think you will most need/want to work on this term and how you plan to do that.

Attitude	Dependability	Written Communication	Oral Communication	Problem-Solving
Multi-Tasking	Professional Behavior	Appropriate Use of Technology	Response to Feedback	Teamwork
Interpersonal Skills with Co-Workers	Interpersonal Skills with Supervisor	Interpersonal Skills with Public	Self-Motivation and Initiative	Appropriate Appearance

1) I would like to work on: _____.

My plan to improve this skill is: _____

_____.

2) I would like to work on: _____.

My plan to improve this skill is: _____

_____.

3) I would like to work on: _____.

My plan to improve this skill is: _____

_____.

Upload into Moodle when complete