

FCPS APPRENTICESHIP TRAINING PLAN

Student Name: Supervising Mentor Name:

Career Area: Business/Organization:

SITE SPECIFIC TRAINING PLAN					
Training Task	Mentor	Description	Training Method	Evaluation Method	Time (HRS)
EXAMPLE: Safety Training	Marc Brown	Review of Safety policies and procedures; Hazard Communication, Review of PPE	Discussion, PowerPoint, Document Review	Discussion, Written Test	3
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CAREER READY PRACTICES Attendance Report on time Attend on scheduled days Notify mentor if he/she will be absent Hygiene / Dress Wear appropriate attire Demonstrate personal hygiene Use of Time / Task Completion Work productively Demonstrate initiative Demonstrate responsibility Interpersonal Skills Follow instructions as given Ask for clarification as needed Demonstrate ability to work effectively on a team Work cooperatively with mentor Demonstrate a positive attitude Communicate and works well with coworkers Maintain self-control Demonstrate ability to accept feedback

Technology

Use job specific technology