
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.

| | | | | |
|--------------------------------------|--------------------------------------|----------------------------------|--------------------------------|-----------------------------|
| Adaptability | Self-Awareness | Written Communication | Oral Communication | Analysis / Solution Mindset |
| Social / Diversity Awareness | Entrepreneurial Mindset | Collaboration | Digital Literacy | Empathy |
| Interpersonal Skills with Co-Workers | Interpersonal Skills with Supervisor | Interpersonal Skills with Public | Self-Motivation and Initiative | Resiliency |

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