**Template for Constructing SMART Goals: Week # \_\_\_\_\_**

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| 1. **What** do I want to learn how to do? be **specific** (Skills or habits) | I Will: |
| 2. **Why** do I need this (focus on purpose – what purpose would knowing more about this serve?)  3. **How** will I show myself and others I know this? What **evidence** can I use to prove myself capable of this?  A. what steps will you need to take to reach your goal?  B. What is the specific task you will be able to complete to demonstrate your learning? (How will you show your success?)  4. **When** do I start and finish? Who tests me? Who will observe me doing this skill?  5. **Who** is part of this process? Who has the skills to teach me? Who can assess my final product?  6. **Where** will I perform this? Where (and how soon?) might I need this skill? |  |
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**Track your progress over the next 3 weeks. If you meet your goal choose another, if not keep working toward the goal – But revisit & rewrite the goal plan on a new sheet.**

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| **Progress** | 1. **Condition**   **(When, Where, How)** | **2. Observable Behaviour** | **3. Criteria**  **What does success look like?** |
| With what materials and under what circumstances did I practice working toward this goal: | What evidence can I show to demonstrate my learning? | Have I reached the goal or do I need more practice? (Do I need to revisit the goal steps?) |
| **Week 1** |  |  |  |
| **Week 2** |  |  |  |
| **Week 3** |  |  |  |

When choosing skills or behaviours to improve on - think about those skills and behaviours that are directly related to your Co-Op experience and/or future career. A good idea is to do some research on the essential skills required by the occupation. This information can be found by looking up the NOC (National Occupational Classification) code for the occupation and then looking at the essential skills for the occupation. **Occupation search :** <http://www10.hrsdc.gc.ca/es/English/search_occupation_name.aspx>

**Co-Op 120 course outcomes**

**GCO 1: Demonstrate preventative safety measures and practices**

SCO 1.1 Students demonstrate awareness of safety and preventative measures including: identify/recognize WHMIS symbols; understand and follow MSDS practices in the workplace

SCO 1.2 Research potential hazardous situations specific to their co-op work placement: describe the causes and types of common injuries in the workplace; recognize employee and employer responsibilities for safe working environments; know how to report unsafe working conditions and work-related injuries

**GCO 2: Recognize essential skills required for success in the workplace**

SCO 2.1 Identify communication skills; comprehension of written, oral, technical, etc. information

SCO 2.2 Manage information; locate, gather and organize data using current technologies

SCO 2.3 Practice problem solving strategies; assess situations, seek different points of view, identify root causes, make recommendations or decisions, and check to see if solution works

SCO 2.4 Apply personal growth management skills; demonstrate positive attitudes and behaviors, be responsible, adaptable, practice ongoing learning, and work safely

SCO 2.5 Contribute productively using teamwork skills; work with others and participate in projects and tasks

SCO 2.6 Recognize and record personal skills and correlate with skills stated as essential

**GCO 3: Identify career opportunities and follow procedures**

SCO 3.1 Prepare a concise chronological resume, demonstrating academic ability, job/volunteer experiences, related skills, and character references

SCO 3.2 Understand the required format to be used when constructing a cover letter to a potential employer

SCO 3.3 Identify stages of the interview process and common interview questions

**GCO 4: Comprehend rights of employees in the workplace with reference to mediation, negotiation and legislation**

SCO 4.1 Understand the importance of human rights (the right to know, participate and refuse unsafe work)

SCO 4.2 Determine what constitutes discrimination and harassment

SCO 4.3 Recognize techniques for practicing workplace etiquette and preventing discrimination in the workplace

**GCO 5: Understand and implement the process of self-assessment through personal reflection and collection of data**

SCO 5.1 Complete the Myers Briggs Personality test

SCO 5.2 Determine personal interests and match to potential career opportunities using Career Cruising or similar tool

SCO 5.3 **Identify a career interes**t and prepare a research paper demonstrating knowledge of required skills, post-secondary requirements, day-to-day workplace expectations, responsibilities and working conditions including hours, salary, etc.

SCO 5.4 **Create a professional, personalized document (Portfolio**) highlighting knowledge, skills, and abilities that may be presented to an employer for potential employment opportunities

**Lists of Workplace Skills and Habits:**

**Workplace Skills: Workplace Habits:**

**Working Safely**

**Attendance**

**Attitude**

**Self-Advocacy**

**Relations with others**

**Dependability**

**Initiative**

**Handling Criticism**

**Judgement**

**Working Independently**

**Customer Service (**inside & outside customers)

**Organization**

**Entrepreneurship**

**Reading Text**

**Document Use**

**Writing**

**Numeracy**

**Oral Communication**

**Written Communication**

**Thinking Skills**

**Working with others**

**Computer Use**

**Continuous Learning**

**Career specific skills (tools equipment etc.)**