

## Observe Essential Skills and Work Habits in Action on Take Our Kids to Work Day

Name: \_\_\_\_\_ Workplace Observation Site: \_\_\_\_\_ Date: \_\_\_\_\_

OSP Icon	Essential Skill	Observe and describe how the skill was used
	Reading Text	
	Writing	
	Document Use	
	Computer Use	
	Oral Communication	
	Money Math	
	Scheduling or Budgeting and Accounting	
	Measurement and Calculation	
	Data Analysis	
	Numerical Estimation	
	Job Task Planning and Organizing	
	Decision Making	
	Problem Solving	
	Finding Information	
	Critical Thinking	

OSP Icon	Work Habit	Observe and describe how the work habit was used
	Working Safely	
	Teamwork	
	Reliability	
	Organization	
	Working Independently	
	Initiative	
	Self-advocacy	
	Customer Service	
	Entrepreneurship	

You will have the opportunity to observe an individual in their workplace and learn about how they use their Essential Skills and work habits on-the-job. Please be sure to follow your school board's policies and procedures to ensure you have a safe and happy experience.

Visit the Ontario Skills Passport website for more information on how to assess, build, document and track your skills in classroom, cooperative education and other experiential learning opportunities, volunteer and extracurricular activities. [www.ontario.ca/skillspassport](http://www.ontario.ca/skillspassport)