

Tips for Students using the *SpeakUp* Project Work Sheet

Getting involved in student-led projects, such as *SpeakUp* projects and Regional Student Forums, volunteer activities and extracurricular activities are great opportunities for skills development.

Use the *SpeakUp* Project Work Sheet to track and plan your skills demonstrations.

Plan

- Go to the OSP website to get a copy of the work sheet that you can use in your project or activity.
- Meet with your team members, teacher or supervisor to identify tasks you will be doing.
- Start a record of what will be done and how.
- Identify your deadlines and check points.

Act

- Check off tasks in your work sheet as you complete them.
- Update the OSP Tracker to track and plan your skills development over time.
- Keep copies of your completed work sheet and OSP Tracker in your portfolio so you have a record of your skills demonstrations.
- Use the skills information to create/update your résumé and clearly communicate your transferable skills.
- Be open to receiving feedback. Here are some ideas for conversations starters:
I want to do a good job on this project/activity. Do you have a few minutes to talk about my progress?

Which Essential Skills and work habits have I done well with so far?

What should I focus on this week?

Can I check in with you next week to get more feedback?



ONTARIO.CA/SPEAKUP

Observe

Meet with your team leader or supervisor to:

- Review what you have done, note what you have learned and could improve, and celebrate your successes!
- Identify the Essential Skills and work habits you have demonstrated and the ones you would like to further develop.
- Keep notes that you can refer to later when you reflect on your experiences.

Reflect

As you plan for next steps, ask yourself questions like:

- Did this project/activity help strengthen my sense of belonging/participation in school?
- Did this project/activity help strengthen the sense of belonging/participation for others in school? How do you know?
- How did this activity connect with my interests and goals?
- How are my Essential Skills and work habits transferable to other contexts, like a job, further education or training or independent living?
- What other projects or activities can I get involved in that will help me further develop my skills?

It's about connecting what you are doing now to what you want to do in the future!

Tips for Students using the *SpeakUp* Project Work Sheet

Did you know ...

- The OSP has videos and resources to help you learn about Essential Skills and work habits and see how they are used in everyday life and in over 400 occupations?
- You can check out the OSP self-assessment tools to assess your skills and compare your results with occupation(s) of interest?
- You can also use the OSP activity sets to practice and build your skills?



ONTARIO.CA/SPEAKUP