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| *Insert School Logo* | **Work-Based Learning****Training Outline**  |
|  |
| **WEEK** | **ACTIVITIES****COMPETENCIES** | **TRAINING** | **COMMENTS****REFLECTION** |
| SAMPLE | **Employment Skills*** Orientation
* Safety
* Organization Expectations

**Technical Skills*** Complete an XYZ equipment set up
 | **Reading/PREP*** HR Manual
* XYZ Equipment set up procedure

**Practice*** Demonstrate and practice XYZ equipment set up
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|  |
| 1 | **Employment Skills****Technical Skills** | **Reading/PREP****Practice** |  |
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| 2 | **Employment Skills****Technical Skills** | **Reading/PREP****Practice** |  |
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| 3 | **Employment Skills****Technical Skills** | **Reading/PREP****Practice** |  |

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| 4 | **Employment Skills****Technical Skills** | **Reading/PREP****Practice** |  |

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| 5 | **Employment Skills****Technical Skills** | **Reading/PREP****Practice** |  |

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| 6 | **Employment Skills****Technical Skills** | **Reading/PREP****Practice** |  |

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| 7 | **Employment Skills****Technical Skills** | **Reading/PREP****Practice** |  |

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| 8 | **Employment Skills****Technical Skills** | **Reading/PREP****Practice** |  |

*Add additional rows as needed.*