

## Tips for Learners using the *SpeakUp* Project Worksheet

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 Worksheet to track and plan your skills demonstrations.

### Plan

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

### Act

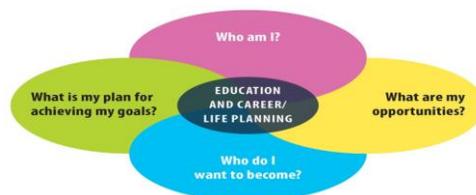
- Check off tasks in your worksheet as you complete them.
- Update your OSP Tracker with these skills demonstrations and complete an OSP Reflection Worksheet to track and plan your skills development over time.
- Use this skills information to develop your Individual Pathways Plan (IPP) as you answer the four education and career/life planning inquiry questions: *Who am I? What are my opportunities? Who do I want to become? What is my plan for achieving my goals?*
- 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?*



[ontario.ca/skillspassport](http://ontario.ca/skillspassport)



[ontario.ca/speakup](http://ontario.ca/speakup)

*What should I focus on this week?*

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

## Observe

Meet with your team leader or adult facilitator 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!***

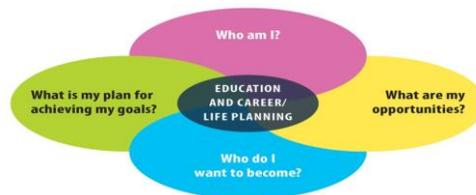
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Did you know ...

- 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?



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