



get set

to get that job!

Journey Journal





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Welcome to Get Set!

We are pleased you have chosen to take part in Get Set.

This journal will be a useful tool for you during your work experience placement and training. It will help us to support you with your progress and ensure you are happy. We want to make sure you are getting the support you need to perform at the best of your ability. This journal will also act as a handbook for you so that important contact details and information is on hand. It is important you complete all sections of this journal and speak to us if you have any difficulties along the way.

Your placement will be an opportunity to learn new skills and develop both personally and professionally so you can feel more confident about applying for and securing work.

We wish you every luck on your placement!

Get Set Team.

KEY INFORMATION

My mentor is

I will be based at

I can contact them on

If I am sick or cannot attend my placement, I should call

If found, please return to

Postcode

WELCOME QUESTIONNAIRE

Date

On a scale of 1 to 10 (1 being 'not at all, 5 being 'somewhat' and 10 being 'very')...

How well do you feel you understand the skills suitable employers are looking for?

1 2 3 4 5 6 7 8 9 10

Not at all

Somewhat

Very

How comfortable are you with the idea of going into a new work environment and performing a job well?

1 2 3 4 5 6 7 8 9 10

How skilled do you think you are at completing job applications?

1 2 3 4 5 6 7 8 9 10

How confident do you feel that you know where to search for jobs?

1 2 3 4 5 6 7 8 9 10

How happy are you with your CV right now?

1 2 3 4 5 6 7 8 9 10

How confident do you feel about performing well at job interviews?

1 2 3 4 5 6 7 8 9 10

How confident do you feel about having the skills necessary to get and keep the job you want?

1 2 3 4 5 6 7 8 9 10

How confident do you feel about your future prospects of securing employment in your chosen career?

1 2 3 4 5 6 7 8 9 10

My comments

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SKILLS IN THE WORKPLACE

This section is for you to note down the skills you learn during your placement. This will not only help evidence your learning, but will help provide you with the material you need for completing future job applications.

Please ask your new team and the Get Set team for support with completing this. Often people around you notice positive changes before you do!

We have provided an example of activities other volunteers got involved with during placements which helped their personal development. Hopefully this will inspire you to add your own.

Take the time to do this each week as it will help you to keep a record of your progress towards getting where you want to be.

Communication skills

Verbal communication

Activities e.g. I introduced myself to my new team in a meeting.	DATE

Written communication

Activities e.g. I took a telephone message from a colleague then typed it into an email and sent it to my manager.	DATE

Listening skills

Activities e.g. I listened to and helped a customer who had a complaint and assured them we would resolve the issue.	DATE

Organisational skills

Time management

Activities e.g. I made a daily timetable to ensure I prepared the school meals in time for the children's lunch.	DATE

Action planning / diary planning

Activities e.g. I managed bookings and appointments for customers to get their vehicles serviced and repaired.	DATE

Prioritisation

Activities e.g. I was asked to get an important case file ready for court as it was needed the next day by the solicitor so I rescheduled the work I was currently working on.	DATE

Interpersonal skills

Team work

Activities e.g. I worked with the hospitality team to get the theatre ready for a show that day even though it is not my usual role.	DATE

Leadership

Activities e.g. I took the lead on gathering the team's information to complete a Health & Safety risk assessment for the office.	DATE

Negotiation

Activities e.g. I got a 10% discount on stationery for the office by ordering in bulk.	DATE

Forming relationships

Activities e.g. I interacted politely and confidently with members of the public using the country park whilst I was cutting the grass.	DATE

Self management skills

Initiative

Activities e.g. I referred a lady I work with to the Citizens Advice Bureau for help with a personal problem.	DATE

Flexibility

Activities e.g. I covered reception for my colleague when she was ill and unable to come into work.	DATE

Creativity

Activities e.g. I developed a new feedback form to gather comments from our activities in the care home so we could improve our service.	DATE

Decision making

Activities e.g. I chose paint colours and materials for the new office we were going to be painting and decorating.	DATE

Independence

Activities e.g. I gave a tour of the museum to a primary school who visited unexpectedly.	DATE

Research

Activities e.g. I gathered statistical information from the internet to use in a report.	DATE

Confidence

Activities e.g. I operated a new forklift I had never driven before even though I was worried about it.	DATE

Stress tolerance/ability to remain calm under pressure

Activities e.g. I controlled my temper when a customer I was serving in the café was rude to me.	DATE

Problem solving

Activities e.g. I found the cause of a leak in the property we were working on and helped repair this.	DATE

Motivation

Activities e.g. I put myself forward to lead on an exercise class at the gym.	DATE

Hard skills

Numeracy

Activities e.g. I paid for all the outstanding invoices for our suppliers and added this to our budget spreadsheet.	DATE

IT skills

Activities e.g. I learned to use a new software package to make a poster for the library reading club.	DATE

Admin skills

Activities e.g. I sorted the post and put it in the different team members' pigeon holes.	DATE

EXIT EVALUATION QUESTIONNAIRE

Date

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NOTES

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