

# FOUR COUNTY AREA VOCATIONAL COOPERATIVE TRAINING PLAN

\_\_\_\_\_  
Student Trainee

\_\_\_\_\_  
Work Training Station

\_\_\_\_\_  
Position

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Instructor

## Class Related Instruction

## On-the-Job Training

Communication Skills  
Developing Basic Employability Skills  
Developing Interpersonal Skills  
Developing Positive Work Habits  
Employer/Employee Expectations  
Finding and Applying for a Job  
Leadership in the Work Place  
Personal Safety  
Personal Effectiveness  
Planning for Success  
Presentation Skills  
Safety on the Job  
Team Work Skills  
Time Management

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_

The student is to be given specific safety instruction for equipment and procedures used. All students under 18 must have a work permit on file and employers must follow the labor laws.

\_\_\_\_\_  
Supervisor Date

\_\_\_\_\_  
Instructor Date

\_\_\_\_\_  
Student Date

Original to ICE Coordinator. Copies **MUST** also be distributed to Employer, Student and FCAVC Offices.