



# Apprenticeship and Skilled Trades Readiness Worksheet

## Understanding Myself

### 1. I know my training and on-the-job strengths

*Examples: Working with my hands, fixing things, following step-by-step instructions, or learning by doing.*

### 2. I know the types of training and workplace tasks that are difficult for me.

*Examples: Fast pace, multi-step instructions, classroom training*

### 3. I can identify training and workplace situations/environments that are challenging for me.

*Examples: Busy environments, loud noise, or multitasking*



## Understanding the Trade

**I understand the main duties and expectations of the trade**

*Example: Hands-on tasks, technical skills, safety awareness, and problem-solving.*

**I can identify the demands (schedule, pace, teamwork, environment) of the trade**

*Examples: Shift work, standing for long periods, or working closely with others.*

**I know which tasks may be more difficult for me**

*Examples: Remembering multiple steps, sustaining attention, or doing math calculations.*

## Addressing the Gaps: Skill-Building and Growth

**Knowing my strengths and challenges as well as the demands of the trade, I can identify skills I want to improve.**

*Example: Time management, communication, organization, or stress management.*



**I have identified some strategies that might help me strengthen my skills.**

*Example: Using phone reminders, planners, or breaking tasks into steps.*

**I have identified people and resources that I can access to help me build my skills.**

*Examples: Parents, resource teacher, co-op teacher, or websites.*

## **Addressing the Gaps: Accommodations and Supports**

**I know what accommodations/supports might help me learn and perform my trade more effectively.**

*Examples: Written instructions, checklists, extra training time, or a quieter workspace.*

**I understand that accommodations are not automatic and must be requested. I know who to talk to to request accommodations/supports.**

*Example: Letting my mentor know I benefit from instructions in writing.*

**I know how to ask for accommodations/supports clearly and respectfully.**



*Example: "I work best when instructions are written down—could we do that?"*