

## Tips for Students using the **SPEAKUP** Project Worksheet

**G**etting involved in student-led projects, such as *SpeakUp* projects, Community Involvement, and volunteer 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 supervisor 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 the OSP Tracker to track and plan your skills development over time.
- Keep copies of your completed worksheet and OSP Tracker in your portfolio so you have a record of your skills demonstrations.
- 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?
  - 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 supervisor 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!

### Did you know that . . .

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.