

# RECORDING YOUR KEY SKILLS



## Improving Own Learning and Performance

Improving Own Learning and Performance	In my diary	In Employer's Report	Elsewhere - say where!
● Learning quickly how the place operates			
● Planning your work with your supervisor			
● Referring to your action plan; setting targets			
● Managing your time efficiently; meeting deadlines			
● Asking others for advice to help you learn faster			
● Following your work schedule and completing it			
● Keeping daily records in your Work Experience Diary			
● Achieving most of your targets			
● Reviewing your progress with your supervisor			
● Other examples			

### *Summary of your best examples*

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