



**CONNECTICUT 4-H
PROJECT RECORD**



WORKFORCE PREPARATION PROJECT RECORD

Name _____ Years in Project _____ 4-H Program Year _____

Please check what you selected as your project area. Use one Record Sheet for each unrelated project area.

___ Career Exploration & Employability FA ___ Entrepreneurship FA

Describe your project.

What did you accomplish in this project? List dates began and finished and any resources (people or things) used.

In order to be a productive worker, it is important to become proficient in several skills. Please fill in the following chart based on this year's project in workforce readiness.

SKILL	HOW I USED THIS SKILL IN MY PROJECT
BASIC SKILLS - reads, writes, performs math operations, listens & speaks	
THINKING SKILLS - thinks creatively, makes decisions, solves problems, visualizes, knows how to learn & reasons	
PERSONAL QUALITIES - displays responsibility, self-esteem, sociability, self-management, integrity & honesty	
RESOURCES - identifies, organizes, plans and allocates time, money, materials, space & people	
INTERPERSONAL SKILLS - works on teams, teaches others, serves customers, leads, negotiates, works well with people from diverse backgrounds	
INFORMATION - acquires & evaluates information, organizes & maintains files, interprets & communicates information, uses computers to process information	
SYSTEMS - understands social, organizational & technological systems, monitors & corrects performance, improves or designs systems	
TECHNOLOGY - selects equipment & tools, applies technology to tasks, maintains/troubleshoots equipment	