

Assessment Checklist

Step Ahead *At Work* Training Program

Name: _____

Completed by: _____

Skill Checklist The participant can:	Pre program Date:	Post program Date:
Explain the roles of the worker, the boss, the employer, human resources, payroll and office support		
Write a job description		
List the characteristics of a responsible worker		
Define the terms taxation and superannuation		
List and explain types of leave		
Role-play requesting leave		
Dress appropriately for work		
List safety clothing for a variety of jobs		
List the responsibilities of the employer to ensure work safety		
List the responsibilities of the employee to ensure work safety		
List the responsibilities of the employer if a worker is injured		
List the responsibilities of the employee if a worker is injured		
Greet people at work		
Identify appropriate times to have conversations at work		
Catergorise appropriate and inappropriate conversation topics		
Role-play meeting someone new at work		
Role-play meeting behaviour		
Role-play talking to a customer		
Role-play appropriate phone answering skills		
Define and identify cases of discrimination		
Define harassment		
Define and give examples of bullying		
Role-play making a complaint		
Explain the role of the union		
Brainstorm the steps of problem solving at work		
Read a payslip		

(I) - Independent

(P) - With prompting

(N) - Not yet

⇒ The checklist should be completed from direct observation, interview or by discussion with the participant.