

Working Learner Project Development Workshop

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Working Learner Project Development Worksheet

This worksheet will guide you through the process of developing a project that meets a need in your department while allowing you to take ownership and strengthen your skills. Follow the steps below to outline your project and prepare to discuss with your supervisor.

Step 1: Identify the Need

Think about your department or office. What process could be improved? What challenge needs a solution? What gap exists in services given and services received? What is something that could be more efficient or engaging? What is something that gets put off but could bring benefit now?

What need or opportunity have you identified?

Why is this important? How will it benefit your department?

How will working on this project support your own development?

What are some potential solutions to the need or opportunity you identified?

- Supervisor Check-In:** Share your identified need with your supervisor to ensure alignment with departmental goals



Step 2: Define Your Project

Now that you have identified a need, outline your project idea.

Project Name or Title:

Brief Project Description:

What skills will you use or develop through this project?

- Communication
- Problem-solving
- Time management
- Leadership
- Professionalism
- Critical Thinking
- Technical skills (specify: _____)
- Other: _____

- Supervisor Check-In:** Discuss your project idea with your supervisor to confirm feasibility and gather initial feedback.

Step 3: Plan Your Project

Break your project down into actionable steps.

Key Steps to Complete Project:

1.

2.

3.

4.

5.

Estimated Timeline: (Set realistic deadlines for each step of your project)

Resources Needed: (Software, materials, mentorship, team members, etc.)

- Supervisor Check-In:** Review your plan and timeline with your supervisor to ensure practicality and resource availability. Be open to feedback and work together to adjust or revise project plan.

Step 4: Implement & Track Progress

Now it's time to put your plan into action!

How will you measure success? (Check all that apply)

- Project completion
- Positive feedback from team members
- Increased efficiency in a process
- Creation of final deliverable(s)
- Other: _____

Challenges you anticipate and how you'll address them:

- Supervisor Check-In:** Provide a mid-point update on your progress and any challenges you are facing.

Step 5: Reflect & Present Your Work

Project Outcome Summary:

What was the result of your work? What impact did it have?

What skills did you strengthen or develop?

What would you do differently next time?

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- Final Supervisor Check-In:** Present your completed project and discuss the outcomes with your supervisor.

Next Steps

Would you like to continue improving this project or develop a new one? If so, outline your next ideas or your ongoing improvements:

Congratulations on taking initiative and contributing to your department's success while growing your skills!