



Apprenticeship and Skilled Trades Readiness Worksheet

Understanding Myself

1. I know my training and on-the-job strengths.

Examples: Working with my hands, fixing things, following step-by-step instructions, or learning by doing

2. I know the types of training and workplace tasks that are difficult for me.

Examples: Fast pace, multi-step instructions, classroom training

3. I can identify training and workplace situations/environments that are challenging for me.

Examples: Busy environments, loud noise, or multitasking



Understanding the Trade

1. I understand the main duties and expectations of the trade.

Example: Hands-on tasks, technical skills, safety awareness, and problem-solving

2. I can identify the demands (schedule, pace, teamwork, environment) of the trade.

Examples: Shift work, standing for long periods, or working closely with others

3. I know which tasks may be more difficult for me.

Examples: Remembering multiple steps, sustaining attention, or doing math calculations



Addressing the Gaps: Skill-Building and Growth

1. Knowing my strengths and challenges as well as the demands of the trade, I can identify skills I want to improve.

Example: Time management, communication, organization, or stress management

2. I have identified some strategies that might help me strengthen my skills.

Example: Using phone reminders, planners, or breaking tasks into steps

3. I have identified people and resources that I can access to help me build my skills.

Examples: Parents, resource teacher, co-op teacher, or websites



Addressing the Gaps: Accommodations and Supports

1. I know what accommodations/supports might help me learn and perform my trade more effectively.

Examples: Written instructions, checklists, extra training time, or a quieter workspace

2. I understand that accommodations are not automatic and must be requested. I know who to talk to to request accommodations/supports.

Example: Letting my mentor know I benefit from instructions in writing

3. I know how to ask for accommodations/supports clearly and respectfully.

Example: "I work best when instructions are written down—could we do that?"