My Transition Action Plan

About this package

These worksheets are designed to help students prepare for their transition from high school to apprenticeship and skilled trades, post-secondary education, or the workplace. You can complete this worksheet on your own or with a parent/guardian, guidance counsellor, teacher or another person who supports you.

For students entering the community pathway, we recommend the Community Pathway–My Transition Planning Questionnaire or one of the many other community transition planning resources on our website.

How to use the package

This package contains two worksheets, which can be completed together or separately.

Part 1: About Me

This worksheet encourages students to reflect on who they are, including their interests, strengths, skills, preferences, and support needs. It helps students think about what they already know, what they may need to learn, and how they can begin preparing for life after high school.

Part 2: My Action Plan

This worksheet helps students turn their ideas into action. Students identify three goals they would like to work towards, outline the steps they can take to achieve each goal, and consider what supports, resources, or people can help them along the way.

Remember:

Transition planning is an ongoing process. Goals can change, priorities can shift, and plans can be adjusted as we learn more about ourselves and the opportunities available.

About Me

Name: _____ **Grade:** _____

Pathway Plan: ☐ Apprenticeship ☐ Post-Secondary ☐ Workplace

My goals for life after high school

What would I like my life to look like after high school? What career or educational path do I want to pursue?

What am I interested in learning more about? What do I need to learn more about to help me make my decisions?

Getting Ready for the Transition

Think about what you've learned from exploring the TRG website. What do you feel ready to work on? What questions do you still have? What would help you feel more prepared for your next steps?

Check the areas that you would like to focus on over the next six months.

Exploring my options:

- ☐ Learning more about different pathways after high school
- ☐ Exploring careers, programs or opportunities that interest me
- ☐ Identifying my strengths, interests and goals
- ☐ Visiting a school, workplace or training program

Planning for my next steps:

- ☐ Understanding high school courses and graduation requirements
- ☐ Learning about entry requirements, courses or qualifications
- ☐ Exploring co-op, dual credit, OYAP or other opportunities
- ☐ Learning about applications, important dates and deadlines
- ☐ Attend transition fairs, campus or workplace tours

Understanding my needs and supports:

- ☐ Learning more about my strengths and learning needs
- ☐ Understanding how my disability may affect me in my chosen pathway
- ☐ Learning about accommodations and accessibility supports available
- ☐ Finding out what documentation I may need
- ☐ Learning how to ask for help and advocate for myself

Building my skills and independence:

- ☐ Practising organization and time management
- ☐ Developing communication and self-advocacy skills
- ☐ Building skills for work, learning or everyday life
- ☐ Managing responsibilities and solving problems
- ☐ Learning how to access resources and supports independently

Now it's time to make your plan!

Once you've completed this checklist, you can stop here or continue to the *My Action Plan* worksheet.

My Action Plan

Name: _____ **Grade:** _____ **Pathway Plan:** ☐ Apprenticeship ☐ Post-Secondary ☐ Workplace

Current Date: _____

Use the transitionresouceguide.ca website and the Student and Family Transition Planning Resource to help choose your top three goals and what you can do to achieve them over the next six months.

My top 3 goals	What steps I will take to achieve my goal	Completion Date
1.		
2.		
3.		

Checking in on my progress: We will revisit and update this plan on _____