

Let's Do Business Reflective Journal



Student Name:

School Year:

School:

LET'S DO
BUSINESS

Learning Objectives:

- Explore a range of career opportunities.
- Enhance knowledge and understanding about roles, responsibilities and pathways of potential careers.
- Recognise and give examples of when you have applied key employability skills during the work experience tasks.



Before Using Let's Do Business

Work Experience

Work experience is a great opportunity to learn more about yourself, the world of work, and the skills you use every day.

Before you begin take a moment to think about how confident you are in using the eight essential skills. There are definitions of each skill at the start of this journal.



I am not very
good at this



I am ok
at this



I am good
at this

Can you give an
example of using
this skill previously?

Listening	1	2	3	4	5	
Speaking	1	2	3	4	5	
Problem Solving	1	2	3	4	5	
Creativity	1	2	3	4	5	
Adapting	1	2	3	4	5	
Planning	1	2	3	4	5	
Leadership	1	2	3	4	5	
Teamwork	1	2	3	4	5	

Are there any other skills you would like to develop during your work experience?

Work Experience Reflection

Sector:

Employer:

What was your task?

Write a brief summary of the task you completed.

How did you approach the task?

What steps did you take to complete the task? Did you make a plan? Did you use your initiative? How did your approach change as you became more confident?

Work Experience Reflection

What did you learn from this experience?

What knowledge did you gain about the job role or industry? Did you learn anything new about business or how teams work? What did you learn about yourself?

What challenges did you face and how did you overcome them?

What was the most difficult part of your work experience task? How did you deal with any problems or mistakes? What did you learn from these challenges?

What did you learn about the industry?

What did you find out about how people work in this industry? Did you discover any job roles that you didn't know about before? Did the experience make you more or less interested in working in this field?

Work Experience Reflection

What essential skills did you develop?

Refer to the skills listed at the start of this journal. Give an example of using them within the task. How might these skills help you in future careers or in school?

Did you learn any technical or practical skills?

What specific skills did you develop that are used in this industry? E.g. did you learn about tools, software or equipment? How do these skills connect to real jobs in this field?

How will this experience help you in the future?

How will what you have learned help you in your next steps (in education or work)? What would you like to learn more about next time?

Next Steps.

What are your areas for improvement? What next steps will you take?

After Using Let's Do Business

Work Experience

Now that you've completed your work experience, reflect on how your skills and confidence have changed.

Think about how you used each of the eight essential skills in work based situations.



I am not very
good at this



I am ok
at this



I am good
at this

Can you give an
example of using
this skill in the
task?

Listening	1	2	3	4	5	
Speaking	1	2	3	4	5	
Problem Solving	1	2	3	4	5	
Creativity	1	2	3	4	5	
Adapting	1	2	3	4	5	
Planning	1	2	3	4	5	
Leadership	1	2	3	4	5	
Teamwork	1	2	3	4	5	

Which skill do you feel you have improved the most during work experience?

Are there any skills you would like to continue to develop? How could you do this?