

St. Mary's Grammar School Belfast
147A Glen Road, Belfast 11 8NR (028 9029 4000)

WORK SHADOWING PROGRAMME



Student Name: _____ **Class:** _____

Dates of Placement: FROM: _____ **TO:** _____

Employer's Business Address:

Employer's Phone Number: _____ **Type of Business:** _____

Employer's Contact: _____

Work Shadowing Programme

Outline the departments within this organisation

Pick a role within this organisation and plot the career progression.

i.e. Engineering Apprentice → Qualified Engineer → Senior Engineer → Engineering Manager

Indicate, with examples, the types of training or staff development that this organisation provides

Does this employer provide:

1. Paid Holidays?
2. Sickness Pay?
3. A Pension Scheme?

Provide details:

Indicate, with examples, how this organisation provides a form of customer or client care

Underline the words below which best describe the type of work you undertook during your placement

INTERESTING	TIRING	REPETITIVE	REWARDING
CLERICAL	CHALLENGING	SALES	PRACTICAL
CUSTOMER CARE	SKILLED	SCIENTIFIC	SERVICE
SOCIAL	CREATIVE	NUMERICAL	COMPUTERS
WRITING	DIFFICULT	ACTIVE	ANALYTICAL
TECHNICAL	CARING	INFORMATIVE	REPORTING

Add at least two words of your own.

Indicate which skills/abilities/aptitudes you needed on your placement

	Yes	No
Good eyesight		
Stamina		
Good reactions		
Good at mental arithmetic		
Good at measurement		
Clear handwriting		
IT skills		
Good memory		
Accuracy		
Confidence on telephone		
Ability to get on with people		
Patience		
Ability to explain things to others		
Ability to make decisions quickly		
Ability to understand instructions		
Ability to persuade		

LOG:

Day 1

Day 2

Day 3

Day 4

Day 5

Notes – Additional activities