Task Planning Sheet

Task 8 – Wellbeing

The Task Planning Sheet is designed to provide you with a clear list of the activities you will need to undertake to complete your assigned tasks. It is suggested that you complete the activities in the order they are listed. You must submit your completed ‘Task Planning Sheet’ to verify completion of the competencies that form a part of this task.

By submitting your completed sheet, you are confirming that you have undertaken all activities associated with the task.

**Training Program:**

* Access, read and print as necessary ***Learning Resources*** (Task page - Personal Wellbeing) and ***Your Task 8*** (Inbox).
* Review the Employee Handbook (Email attachment and Intranet).
* Ensure you have basic competency in Microsoft Word (Virtual RTO).
* Use the Virtual RTO or alternate resources to gain intermediate skill in using Word (or an alternative, similar word-processing package), and Outlook (or an alternative, similar email/productivity package).

**Task A – Reflecting on the issues related to wellbeing and a work situation:**

* Read the incoming email (Intray).
* Read the Your Task (Task page).
* Reflect about work arriving late, taking your personal break and off work time and the stress of meeting unrealistic timelines. What are the problems or issues impacting on your wellbeing? What can be done to draw attention to the work problems and consider a few potential solutions to the issues. Construct your responses in the Reflective Journal using the template provided (Intranet).

|  |  |
| --- | --- |
| **What to submit** | **Problems encountered and strategies used to overcome these** |
| Complete Reflective Journal.  Email this to your supervisor (Teacher). |  |

**Task B – Preparing a communication plan to raise issues related to your wellbeing:**

* Download the Communication Plan template (Intranet).
* Plan your communication strategy to apply with your supervisor, Mitchell Grasse, covering the scenario work issue.

|  |  |
| --- | --- |
| **What to submit** | **Problems encountered and strategies used to overcome these** |
| Completed Communication Plan addressing the scenario.  Email this to your supervisor (Teacher). |  |

**Task C – Evaluation of communication with your supervisor:**

* Download the Checklist – Effectiveness of Communication template (Intranet).
* Using the information provided in the ***Your Task*** document plus your completed work in ***Task A***, conduct an evaluation of the imagined communication between yourself and Mitchell Grasse.

|  |  |
| --- | --- |
| **What to submit** | **Problems encountered and strategies used to overcome these** |
| Completed Checklist – Effectiveness of Communication.  Email this to your supervisor (Teacher). |  |

**Task D – Questionnaire:**

* Download the Questionnaire template (Task page).
* Complete the four questions in the document ensuring you use correct paragraphs, sentence forms, punctuation and spelling.
* Convert the document from MS Word format to Adobe Acrobat (PDF).

|  |  |
| --- | --- |
| **What to submit** | **Problems encountered and strategies used to overcome these** |
| Completed Questionnaire saved as a PDF document.  Email this to your supervisor (Teacher). |  |

**Task E – Complete the wellbeing quiz:**

* Complete the quiz and print out the result sheet.

|  |  |
| --- | --- |
| **What to submit** | **Problems encountered and strategies used to overcome these** |
| Email the printout of the result sheet to your supervisor (Teacher). |  |