**PLP Capability Plan Activity – EXAMPLE TEMPLATE**

**Name**…………………………………………………………………

My chosen capability is – Highlight one of these to work on – Literacy, Numeracy, Information and Communication Technology, Critical and Creative Thinking, Personal and Social, Ethical Understanding, Intercultural Understanding

# It is important to improve my capability because ……………………………………………………………………………………………………………………………………………

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| **Chosen Capability**(only 1) | **Current status** – where are you at now with this capability. Why does it need improving? | **Goal** – explain how it relates to your goal/s or to your Work Experience | **Strategies to help you improve**  | **Who can help me*** At home
* At school
* At work
* In the community
 | **Evidence of success** |
|  **Literacy** | * I am a very quiet and shy student and find it difficult talking to people I don’t know
* I struggle to succeed in oral presentations as I feel nervous and worry about what people think
* I don’t really look at people when I talk to them. I tend to look at the ground or around the place
* I am usually a very happy person, but need to gain confidence in myself in order to achieve greater success in my studies and work prospects
* I am quite good at writing, but at times, present my work in a disorganised manner
* I work at Coles. Sometimes I find it difficult having a conversation and being friendly to people at work
 | To be confident and comfortable in myself and to be able to talk confidently in a group of friends and strangers.  | Try to look people in the eye when I talk to them.Hold my head up high and stand tall so I look that I am confident. | My family can help me by encouraging me to look at them. Encouraging me to speak out and clearly.Ask my teacher to encourage me to speak clearly, look at the person I am talking to and give me feedback on how I am going.  | I will feel confident when talking with a group of people or strangers.I will be better at oral presentations and my grades for this will improve. |
| To improve my written communication in order to present my ideas logically and to achieve better grades in my written tasks. | Put extra time into mapping and drafting my work before submitting a final copy for marking.  | Get someone else at home or a teacher to check it | My grades will have improved for my written tasks. |
| To be able to give an oral presentation effectively and with confidence to a class or a group of people in readiness for the Round Table discussion. | Practice speaking out loud at home and in front of my family. I need to annunciate my words in order to give clear dialogue.Record it and listen back. | Ask my family and other teachers for help in their class to develop my confidence. | I will be able to present my PLP outcomes at the Round Table discussion with confidence, where I look people in the eye, and demonstrate a certain amount of self confidence. |
| To be able to talk comfortably at work with customers | Maybe try talking to the mirror to get used to looking at people. (a bit weird, but it might work) | Let people at work know what my goal is and ask them to support me by reminding me and encouraging me to improve my communication with peers and clients. |  |