**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. |  |