

Design tools
Module 1
Exercise 1.3.2, attachment 7

Design tools

Report nr. 3: Project and context

Company

Tutor/Mentor

Person

Personal and professional development objectives.

Overall final objective (*describe the final learning outcome objective of the personalised work inclusion*)

Specific final objectives expected from the implementation of the project in terms of:

- **Development of knowledge/skills** (*indicate the current level of knowledge/skills, the development objectives, any functional learning processes to achieve the objectives*)
- **Basis knowledge/skills** (*company structure, organisation of work, safety at work, etc.*)

Technical and professional knowledge/skills *(related to possible job)*

Development of communication and relationship skills

Development of personal organisation/autonomy skills

Description of the phases of the work inclusion process

PERIOD (describe the time frame for each phase)	OBJECTIVES (describe the objectives for each phase)	TOOLS (indicate the tools to be used for guiding, training, job integration, social and work inclusion, etc.)	EXPECTED RESULTS (indicate the expected results for each phase)	PERSON IN CHARGE (indicate the organisation/operator in charge of implementation)

Job description of work inclusion placement

Company context *(type of company, production sector, size, geographical location, handicapped accessibility requirements, etc.)*

Relationship context *(describe context of the organisational relationships in which the person should ideally be placed)*

Job duties *(describe the potential job duties the person is capable of taking on)*

Essential aspects to be monitored

Identify the essential aspects that need to be monitored during implementation to ensure the success of the integration process both for the person as well as for the company

General information on the company inclusion framework

Company details

(list the registered name, address, head office, managers, n. employees, line of business, etc.)

Company departments

(list the functional areas)

Work inclusion duties

(list the tasks, equipment and tools, machinery operated, academic qualification, experience, skills, knowledge, work hours, accessibility of work place, type of working environment, etc.)

Notes and comments