

SCHOOL_____

STUDENT TRAINING PLAN FOR COOPERATIVE EDUCATION

INSTRUCTOR_____ PHONE NUMBER_____

STUDENTS NAME:

ADDRESS:

TOWN: STATE: ME ZIP:

PARENTS NAME:

SOCIAL SECURITY NO:

CIP. CODE: 52.1803 HARDWARE MARKETING

GENERAL GOALS FOR THE STUDENT LEARNER: AN OCCUPATIONAL AREA THAT WILL PROVIDE TRAINING TO AN INDIVIDUAL IN MANY TRADE AREAS THE STUDENT WILL BBE INVOLVED IN SELLING HARDWARE SUCH AS BUILDER'S HARDWARE, ELECTRICAL EQUIPMENT, GARDENING TOOLS, PAINTS, PLUMBING SUPPLIES, AND WOODWORKING EQUIPMENT. ALSO PERFORMS RELATED DUTIES SUCH AS CUTTING SCREENS, GLASS, RODS FOR WINDOW SHADES, AND MISC HARDWARE LUMBER.

OBJECTIVES TO BE COMPLETED BY THE STUDENT LEARNER:

1. HAVE GOOD ATTITUDE TOWARD ALL CUSTOMERS.
2. BE ABLE TO ADVISE CUSTOMERS ON PRODUCT SOLD.
3. DEMONSTRATE USE OF HARDWARE, TOOLS, AND EQUIPMENT.
4. ESTIMATE THE AMOUNT OF MATERIAL NEEDED TO COMPLETE A JOB AND THEIR COST.

SKILLS THE STUDENT LEARNER SHOULD ACQUIRE DURING HIS/HER TRAINING PROGRAM:

1. GOOD CUSTOMER RELATIONS.
2. RUN CASH REGISTER.
3. CUT GLASS.
4. CUT AND THREAD PIPE.
5. CUT KEYS
6. INVENTORY STOCK.
7. MIX PAINT.
8. DISPLAY MERCHANDISE
9. STOCKING SHELVES
10. PRICE GOODS.

SAFETY FEATURES THE STUDENT SHOULD KNOW ABOUT HIS/HER PLACE OF EMPLOYMENT:

1. EMERGENCIES FIRST AID KITS.
2. KNOWLEDGE OF EMERGENCY NUMBERS
3. USE OF FIRE DOORS
4. SAFETY GLASSES
5. SAFETY SHOES
6. KNOWLEDGE OF EYE WASH STATION
7. EVACATUATION PROCEDURES FOR EMERGENCIES.
8. MISC EMERGENCY KNOWLEDGE GIVEN BY THE EMPLOYER.