

# Progress Report SAMPLE

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Student: Uni V. Student  
Semester: Fall 2012  
Employer: Alberta Human Resources and Employment – Edmonton, AB  
Position: Research Assistant  
Supervisor: Mr. Benjamin Honor

## Introduction

I began my Co-op work term with the Organizational Planning and Effectiveness Branch with Alberta Human Resources and Employment as a research assistant in Edmonton on September 5, 2006. During my first week I got to know some of the people around the department as well as understand more in-depth the mechanics of the place. I did a lot of reading, so much that my eyes hurt. However, the reading paid off as it has laid an excellent foundation for me to really grasp aspects associated with this job for the rest of the semester. Some of my reading materials included the Department business plan, looking through the wealth of information on the AHRE Intranet, reading through my orientation package and becoming familiarized with the computer system.

My first week also included getting to know my office co-workers. Most of the people working here are relatively young and new. I recognized immediately the potential opportunities within the branch I am working in. In fact, my coordinator has only been here three months. While there is usually another co-op student in my branch, during this placement I am the only one. Everyone has been very welcoming and I am continually reminded that if I need help with anything I only need to knock on someone's door.

## About the Organization

Alberta Human Resources and Employment (AHRE) is a leader and active partner with industry, employers, training providers and individuals in "Building Alberta's Workforce. In order to help the continued prosperity of Alberta AHRE works hard to inform, attract, retain and develop people in Alberta's labour force. I work with Organizational Planning and Effectiveness (OPE).

## Typical Week (September 25-29)

Monday

- E-scanning
- Found and contacted key individuals regarding topics at Symposium
- Researched *Outward Bound Canada* and wrote an article for review and inclusion in a department wide newsletter.
- Researched The Interprovincial Standards "Red Seal" for the newsletter.
- E-mailed a representative of WorldSkills 2009 with questions regarding topics discussed at the Symposium.
- Read through and highlighted parts of quarterly housing affordability report put out by Royal Bank (RBC) for e-scanning.

Tuesday

- E-scanning
- Reread thoroughly Building and Educating Tomorrow's Workforce Symposium presentations.
- Revised Outward Bound article/Found further details on Red Seal project.
- Began reading Industry and Employer Toolkit.

Wednesday

- E-scanning
- E-mailed contacts with thanks regarding information given on retired people in the workforce.
- Read through and highlighted more information concerning Symposium.
- Key Economic Indicators for Amar.

Thursday

- E-scanning
- Found interesting articles/newspaper clippings for "What Works-Alberta" newsletter, which will feature *Innovations in Health and Safety*.
- Began E-scanning weekly summary.
- TD Report/Metropolitan Outlook information.
- Alberta Royalty Tax Credit information.
- Contributed to e-scan highlights which will be reviewed and used by executive management.

Friday

- E-scanning
- Meeting with staff to understand Appreciative Inquiry in Alberta Human Resources and Employment.
- Read through Symposium draft.
- Completed weekly e-scanning summary.

## **Update on Work Term Learning Plan Objectives**

I will be helping to write two newsletters, the "WhatWorks Newsletter" in *Innovations in Health and Safety*, which is distributed three times a year as well as the "Building and Educating Alberta's Workforce: 10-year Strategy" newsletter. I have begun to collect information, and have started an organized binder on data, articles, and anything else pertaining to Health and Safety. I enjoy working on both newsletters and other projects because this requires multi-tasking, and a continual use of and development of my skills. It is important that I find information aimed at effective practices, which are practices that have been proven to have produced positive results in the past. Since the newsletter is not a priority right now I have also worked on other things such as compiling information for the Building and Educating Alberta's Workforce: 10 year strategy.

## **Summary/Comments**

My coordinator has been incredible in helping me to become more enmeshed in OPE in the short time I have been here. Through his guidance I have learned how to create an organized binder of information for the symposium, understand a storyboard, e-scan (this requires looking through newspapers, academic journals and web sites of research institutes for current events), create e-scan summaries, pull from e-scan summaries in order to compile a densely packed summary of e-scan highlights and begin to learn how to write effective practice summaries. This is all useful because one of the main objectives that the unit has is to share information on successful business practices.

While I have worked several jobs in the past, this is unlike any I have ever had. It is interesting to have set hours rather than different weekly schedules. I like that I can work on tasks at my own pace, and that there is constantly something interesting to work on. I am the kind of person that enjoys completing assignments. However, since we are looking at best practices I have to keep in mind that the assignment can be changed or improved upon constantly. I find this unusual because I am so used to completing assignments, tests, mid-terms and exams in University and moving on to the next chapter or course. Overall, this has been an exciting and challenging experience and I look forward to the following month.