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|  | | | **自訂計劃：** | | | | | |  | | | | | | | | | |  | | | | | |
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| 學生姓名： | |  | |  | 學校名稱： | | | | | |  | |  | | |  | | 填寫日期： | | | |  | | | | |
|  | |  | | |  | | |  | |  | | | | |  | |  | | |  | | | | |
| **短期目標**  **長期目標**  由學生自行填寫由指導員與學生一起填寫 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. **步驟** | | | | | | | | | |  | | | | | | | | 1. **自我檢視**   (請在適當的方格內加上🗸號) | | | | | |  |
| 次序 | 要做甚麼？ | | | | | 何時做？ | | | | | | | |  | | | | 完成了嗎？ | | | | | | |
| 由 | | | | 至 | | | | 需要協助嗎？ | | | |
| 1. |  | | | | |  | | | |  | | | | □ 需要 請列明：\_\_\_\_\_\_\_\_\_\_\_\_\_  □ 不需要 | | | | □ 已完成 | | | □ 部分完成 | | □ 未完成 | |
| 2. |  | | | | |  | | | |  | | | | □ 需要 請列明：\_\_\_\_\_\_\_\_\_\_\_\_\_  □ 不需要 | | | | □ 已完成 | | | □ 部分完成 | | □ 未完成 | |
| 3. |  | | | | |  | | | |  | | | | □ 需要 請列明：\_\_\_\_\_\_\_\_\_\_\_\_\_  □ 不需要 | | | | □ 已完成 | | | □ 部分完成 | | □ 未完成 | |
| 4. |  | | | | |  | | | |  | | | | □ 需要 請列明：\_\_\_\_\_\_\_\_\_\_\_\_\_  □ 不需要 | | | | □ 已完成 | | | □ 部分完成 | | □ 未完成 | |
| 5. |  | | | | |  | | | |  | | | | □ 需要 請列明：\_\_\_\_\_\_\_\_\_\_\_\_\_  □ 不需要 | | | | □ 已完成 | | | □ 部分完成 | | □ 未完成 | |

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| 1. **事後檢討**(請在適當的方格內加上🗸號) | | | | | | | |  | | |
|  | 1 | 會否繼續使用該步驟？ | | | □ 會 | □ 不會 | | | |  |
| 2 | 有沒有遇到困難？ | | | □ 有，請列明： | | □ 沒有 | | |  |
| 3 | 需改善的地方： | |  |  | | | |  | |
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|  | | |  | | | | | | | |