Klarstig

Coworking Space - Task Practice Observation

FICTIONAL EXAMPLE FOR ILLUSTRATION. NAMES, ADDRESSES AND NUMBERS ARE INVENTED.

Record practice on one operational task and the next coaching step; this is not a hiring assessment. Setting: Coworking Space.

Contact and reference

Name or team reference *

Alex Rivera

Reply email, if needed

alex.rivera@example.com

Date of record *

November 14, 2026

Task Practice Observation

Task practised and demonstration used *

Three years sorting donations and running intake at a food pantry. Current first-aid certificate. Comfortable with spreadsheets and speaking with the public.

Steps completed independently and steps needing help *

Three years sorting donations and running intake at a food pantry. Current first-aid certificate. Comfortable with spreadsheets and speaking with the public.

Specific observation or question raised during practice *

Three years sorting donations and running intake at a food pantry. Current first-aid certificate. Comfortable with spreadsheets and speaking with the public.

Next practice exercise and support arrangement

Three years sorting donations and running intake at a food pantry. Current first-aid certificate. Comfortable with spreadsheets and speaking with the public.

Coworking Space

Desk zone, meeting room or member event *

Main hall, Room 2

Shared device, room kit or desk resource involved *

Main hall, Room 2

Booking overlap, quiet-zone or visitor reception needs

(Free-text answer - not filled in for this example)

Ownership and follow-up

Team or role responsible for the next action

Program coordinator

Target follow-up date

November 14, 2026

Current state of this record *

Open for review

Next action and completion evidence

Replaced the faulty door latch on 14 November; next review of the entrance checklist is due 1 December.

Limitations and what needs setup

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

Want help tailoring this form? Free, Starter and Pro include five personal setup sessions, up to 30 minutes each, per new organization.

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