

## Key Steps to a Successful Apprentice

- 1) Good planning before they commence
- 2) Tell your employees about the role of the apprentice ,the benefits & support you require
- 3) Train & appoint a mentor for your apprentice
- 4) Effective induction into the company
- 5) Set expectations of what you expect from them & they from you. Discuss with your apprentice in their 1<sup>st</sup> week
- 6) Monitor & review their progress regularly. Initially, review them on a weekly basis & then move to monthly
- 7) Check to see they are getting the right experience to support their college work
- 8) Involve them & be open to their ideas
- 9) Deal with any issues early on – nip them in the bud
- 10) See your apprentice develop & grow

If you need assistance with

- Recruiting an apprentice
- Introducing your apprentice into your company
- Training your employees to be apprentice mentors
- Reviewing your apprentices

Then contact Amanda at Strive Development on  
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We'd love to hear from you!