

All of us in supervisory roles should aim to do a much better job of supporting apprentices, trainees and cadets to learn on our worksites. We need to play a core role in ensuring that the completion rates for apprentices in New Zealand are as high as possible.

On a successful worksite everyone is learning.

- If you are in a supervisory role you have a lot to learn from your apprentice, cadet or trainee about how to teach and how to support someone to be successful
- Give specific feedback and focus on the effort the learner is putting into doing a job, even if it is a simple task – they are more likely to put more effort in
- Avoid yelling at or embarrassing learners if they get something wrong – they will stop trying and stop putting in effort to learn
- Find out about the learner you are supporting, the more you know them, the more likely you are to be able to help them succeed
- Work with the training partners and assessors, find out what the learner needs to do
- If the learner is finding it difficult – help them solve problems and support them to keep going
- Have patience, explain tasks clearly and tell the learner what you expect – the effort you put into giving clear instructions will pay off
- Notice the small successes and steps that learners make, it's an important part when you're helping learners to become independent and confident at work

Having learners succeed, learn quickly and try new things is a sign that you're doing a great job.

Questions:

- *How often do you make an effort to engage with trainees and support their learning?*
- *Do you make sure that they are able to access Hawkins learning opportunities through lunch time Lync lectures?*
- *How often do you recognise and acknowledge the small steps that they are making?*