

# Supervising your apprentice or trainee

## A workshop for workplace supervisors

Employers and workplace supervisors play a central role in the success of apprenticeships and traineeships in New South Wales and are in a key position to maximise the success of training.

*How well equipped are you to train and supervise an apprentice or trainee?*

*Are you confident that you know how to get the most out your apprentice or trainee?*

*Have you had problems with workplace training in the past?*

### WORKSHOP OUTCOMES

- How to effectively supervise and “coach” apprentices & trainees
- The importance of effective communication in the workplace
- What to expect from the training provider - arranging training that works for you and your business
- Practical ideas to help address workplace bullying and harassment issues
- State Training Services - who are we and how can we support you and your apprentice or trainee?

### COST

The *Supervising your apprentice or trainee* workshops are free of charge. Participants will receive a complimentary workbook and a copy of the *Supervising your apprentice or trainee Guidebook*.

### WORKSHOP DETAILS

When:

Time:

Where:

### RSVP

To secure your place in the workshop, contact your local State Training Services Regional Office by

Date:

Phone:

Email: