



Value of planning apprentice training

EFFECTIVE TRAINING REQUIRES A PLAN

- Gather information from: journey workers, training programs, circulars from new equipment and products, and state, local and federal regulatory agencies to establish training needs
- Determine a cycle of training to ensure every apprentice the opportunity to practice many of the skills required to learn their trade
- Supervisor, journey worker and apprentice roles and responsibilities are clearly defined
- Set objectives for each training component; compare current and desired level of skill, gain assurance from both the journey worker and apprentice
- Intentions are discussed to outline the journey worker and apprentice commitment for integrating practice and skill development into job tasks
- Training objectives are specific, measurable, and achievable
- Logistics define the why, who, what, where, when, materials, tools, etc.
- Evaluation should include the time a task should take, level of desired performance, training effectiveness, degree of difficulty, next steps, etc.
- FOLLOW UP is important after a training or series of trainings; it allows time to review the overall outcome, effectiveness and efficiency of the action. It is also the time to improve the training activity before repeating that skill development component.