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The first hour can set the pace for the whole week.

Explain that they will be working in an adult environment and will be expected to take responsibility for their work performance.

Get the student into work quickly to avoid the risk of boredom.

Keep them busy, and explain what they can do if its quiet, so they don't form a bad work habit of standing idle.

Induction / Orientation

If you spend **the first hour** getting to know your student and doing a **thorough induction** they should be **far more settled and productive all week**.

We all know what it feels like when we go to a new place of employment and we don't know anybody or even where the toilets are located. This can be really intimidating, and it's no different for a young person who is away from their friends and taken out of a familiar environment.

You can help make this transition a little easier by providing some basic information about your business, some rules or policies and explaining what your expectations are of the student.

It's good practice to explain to the student that they will be treated just like a new *employee*, but they are not paid as they are not *employed* by the business.

Starting day one with a good induction can also be very motivating for the student as it can preview more challenging tasks to do towards the end of the week. This can dramatically **raise enthusiasm and the success** of the Work Placement.

You may like to create your own checklist of things to cover during the induction and orientation session using the student **Work Placement Journal** or the **Checklist** sheet from this series as a basis.

Student Responsibilities

Whilst the students are attending Work Placement they are expected to:

- Dress appropriately
- Maintain interest and participate in work duties
- Be well mannered and behave as an adult
- Be punctual
- Follow management instructions
- Act in accordance with Occupational Health and Safety requirements
- Work within the team
- Listen and take advice from fellow workers
- Participate in business activities as required
- Respect other peoples belongings
- Work from their Journals during quiet times or when the supervisor is busy
- Keep a note pad and pen handy to take notes to refer to
- Demonstrate the skills they have developed through their course.

By reinforcing these expectations you help to shape good work habits and work readiness.

The **Work Placement Made Easy** series also includes:

- A CD ROM Video presentation for managers and supervisors
- Industry information sheets with a list of possible tasks for students
- Student Safety requirements information
- Industry specific Work Placement Journals for the student to record their activities

Useful Links

Work Placement Made Easy
www.ezwp.det.nsw.edu.au

Managing Young Workers
www.employersguide.com.au

Career Options and Facts
www.myfuture.edu.au

Local Contacts

Meet & Greet

On the first day some students tend to be a bit shy and a little nervous. This is to be expected as it may be the first time the student has worked in a business environment.

Some students have had more experience than others as they may be older or have part time jobs which may have broadened their understanding of what is expected when working for a business.

When the student first arrives you need to get them settled quickly. The supervisor can do this by going through a simple process of:

- Going through the Induction/Orientation
- Introducing them to other staff members
- Showing them around the work area and letting them know where they are going to be located (Paying special attention to safety)
- Going over the job list you have put together
- Letting them know what your expectations are of them
- Showing them where to find staff facilities.

The student's Work Placement Journal contains useful information and checklists for both the student and the supervisor. A few minutes invested up front could add hours to the productivity of the student through out the week.

Supervisor

Once you have gone through the Induction/Orientation process and you have explained to them that they are here to **work and learn**, you will need to decide what you want them to do next.

A few suggestions you could use:

- Buddy them up with one of the other employees for the day so they can observe them performing tasks and learn the correct procedures
- Give them lots of information to read about your business, your products and services. Let the student know that you will be asking them questions later on
- Start them straight into the Job List
- If you have your own training manual, you could get the student to read it and learn simple tasks from the different sections
- Check to see if you can provide an opportunity for the student to practice a particular skills or two
- Set up some **practice** work for the student using the Journal as a guide
- Talk to the student about anything they may like to achieve during the work placement
- Get them to work on their student Work Placement Journal or any assignment tasks.

Any of these suggestions will get you off to a good start with the student.

Day One Feedback

If all went well the day has covered lots of interesting areas for the student and they feel that they will be able to contribute to some positive work for you tomorrow.

Now is the time for you to provide the student with some constructive feedback and encouragement regarding how they performed.

Students are naturally nervous and often unsure of their performance. Your feedback and guidance can have a major impact on motivation and performance.