

Advice on inductions, training and supervision

Young people are likely to need more supervision than adults. Good supervision will help an employer get a clear idea of the young person's capabilities and progress in the job and monitor the effectiveness of their training.

Here are some tips when it comes to inductions, training and supervision for young people:

- **Training should be ongoing.**
AA safety induction is not enough. Instead revisit
- **Use short sessions.**
Young people may suffer from a shorter attention span, so break training up into short sessions.
- **Practical not theory.**
Young people, especially those straight out of school, are likely to lack practical skills. So try to make sure that training is practical.
- **Make sure they understand by asking questions.**
Wanting to fit in, some younger workers might say that they understand a task when in fact they do not.
- **Show as well as tell.**
Always demonstrate, don't rely on verbal instructions.
- **Ask them to write things down.**
By writing down instructions, Not only does this serve as a reminder, but it also underlines the importance of the instruction.
- **Ensure that instructions are clear.**
Don't leave any room for interpretation. Avoid using jargon.
- **Use simple messaging.**
Where possible, use short, punchy messages which are easy to remember. Don't complicate instructions.
- **Use positive language.**
Motivate, encourage, and create a positive atmosphere which is conducive to learning.
- **Allocate a mentor.**
Someone that a young person is likely to be comfortable speaking to and is able to turn to for advice.
- **Ask questions again.**
Check and double check that they understand the instruction where ever a hazardous task is involved.



In my experience, apprentices react better to interactive rather than theory based training. When apprentices first arrive the majority have been spoon fed too much. They lack practical skills. It's very difficult to change their mindsets, to get them to accept that it is their responsibility as well as others, when all they have had is theory

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¹ HSE Statistics 2011/12.