

Steps to Successful Mentoring

Before the Apprenticeship

- Review the On-the-Job Learning Guide.
- Get answers to any questions before your apprentice begins.
- Have a training and work plan ready to go.
- Tell others on your team that your apprentice is starting.

During the Apprenticeship

- Meet your apprentice, set out the parameters of the relationship.
- Review the training and work plan with them.
- Make sure they know how to reach you.
- Evaluate their progress and give honest feedback.

After the Apprenticeship

- Sign off on required paperwork.
- Review the mentoring experience with your supervisor or HR.
- Share your experience with your co-workers.



Tips for Effective Communication

Be Transparent

Make sure expectations are clearly described to your apprentice.

Build Trust

Ensure the apprentice feels they can reach out to you with questions and problems.

Ask Questions and Listen

Use questions that promote self-reflection (“What went well today?”) along with open-ended questions (“What challenges are you facing?”).

Give Balanced Feedback

Be specific, constructive, and balanced with praise and in discussing areas for improvement.

Share Your Own Experiences

Tell stories about your own career mistakes and successes and the lessons you learned from them.

Motivate

Use your interactions and communications with your apprentice to motivate them to succeed in their career.

