

A Jeweler's **GUIDE** to **APPRENTICESHIPS**

HOW TO CREATE EFFECTIVE PROGRAMS

Training Objectives Planning

- ✓ Determine what you will have the Apprentice/Trainee do before they report for work.
- ✓ Assign the Apprentice/Trainee work that:
 - Benefits your company.
 - Interests and motivates the Apprentice/Trainee.
- ✓ Define whether the Apprentice/Trainee will work on their own or as part of a team
 - On an ongoing or new project.
 - Solving a defined problem.
 - Addressing company needs.
- ✓ Define what the Apprentice/Trainee will know and be able to do by the end of their training.
- ✓ Use the Training Objective Worksheet to create 4 to 5 objectives.
 - For each objective, determine how you will mark progress.
 - For each objective, determine how you will identify when it has been achieved.