



Role of the Apprentice Coach / Mentor

Mission:

- Promoting and supporting young people on their career journey
- Support, counseling and encouragement of the learner during the apprenticeship
- Support the “on the job training” of the learners
- Responsible for the appropriate and professional coaching of trainees
- Coach the apprentice on professionalism and navigating the company

General Tasks:

- is familiar with the latest advancements in the field and encourages the apprentice to constantly learn about the field or industry
- is encouraged to improve and improve their professional skills
- participates actively in the “soft skill” and leadership development of the apprentice
- Recognizes personal boundaries and gets professional support when necessary
- Participates in meetings with other coaches, supervisors, and CareerWise staff

Tasks regarding the apprentice

- assists apprentice with goal setting
- supports apprentice through learning process, promotes and assesses soft skill development
- enables apprentice to link theoretical content with on the job situations
- encourages apprentice through direct and indirect feedback
- provides feedback to the supervisor if requested
- evaluates assignments with the apprentice
- Conducts a weekly one-on-one: 30 min -and- a monthly check-in discussion focused on the apprentice’s progress against their training plan.

Requirement

- Complete a background check
- Attend full-day training facilitated by CareerWise