



## APPRENTICE TRAINING, SUMMER 2021

CareerWise offers a variety of training programs to ensure your apprentice has the tools they need to make a successful transition into the workplace, and to fast-track their skill development.



## BOOTCAMP BASICS

*OFFERED MAY-JULY, SELF-PACED*

Delivered through a combination of online courses and live webinars, this training covers the basics, including apprenticeship structure and requirements, workplace expectations and growth mindset. This training is required for all apprentices as part of the standard CareerWise Colorado apprenticeship program.

### What you can expect:

After completing this training your apprentice will be increasingly familiar with the expectations of the workplace, and how those expectations differ from the school environment. They will understand the apprenticeship program and what is expected of them at each stage, and will have coaching on how to seek and respond to constructive criticism.



#### Instructional Time:

15 hours (counts as 15 hours of related instruction for registered apprenticeships)



#### Cost:

None, though some employers may choose to pay wages



#### Format:

Blended (asynchronous online sessions and live webinars)



**Completion:** Based on student participation



## BOOTCAMP EXTENSIONS

For employers looking to invest deeper in early training, and for Equity First apprentices, CareerWise Colorado offers two optional bootcamp training programs apprentices can complete in addition to Bootcamp Basics. We recommend first-year apprentices complete their Bootcamp Extensions program *before* beginning to serve in their role within your company or organization. Rising 2nd or 3rd year apprentices can participate in training and on-the-job work concurrently.

### WORKPLACE ESSENTIALS

**JULY 7 - AUG 12, 12PM-3PM, MON-THURS**

Apprentices develop skills to handle a wide variety of workplace tasks and scenarios that are foundational to any role. Key content areas include Microsoft Suite, email proficiency, and professional competencies such as time management and conflict resolution. Apprentices will develop hands-on experience with challenges they will likely encounter in the workplace through case studies and project challenges based on workplace scenarios.

#### What you can expect:

After completing this training your apprentice will be prepared to utilize common software systems such as Microsoft, Slack, online time sheets, etc. They will be prepared to engage productively in meetings and email communication. They will have tools and methodologies to support their success in managing their professional responsibilities and time.


### TECHNICAL TRAINING


**JULY 7 - AUG 12, 9AM-12PM, MON-THURS**


After a consultation with you about your needs for the position, CareerWise will create a customized syllabus comprised of online courses focused on the technical skills most essential for your role. Depending on the occupation, apprentices can complete required coursework to pass an industry credential exam. CareerWise provides the structure, support and supervision apprentices need to progress successfully through the online learning programs.


#### What you can expect:

Apprentices will develop knowledge and technical skill in the targeted areas most important to your company. The descriptions for the individual courses assigned to your apprentice will be provided to you, so you can see exactly what content is covered.


 **Instructional Time:** 12 hours per week for five and a half weeks (counts as up to 66 hours of related instruction for registered apprenticeships)


 **Cost:** Hourly apprentice wages for up to 66 hours of work (<\$1,000 for most employers)


 **Format:** Primarily live webinar, with limited asynchronous online sessions

 **Completion:** Students must pass evaluative assessments to successfully complete

 **Instructional Time:** 12 hours per week for five and a half weeks (counts as up to 66 hours of related instructions for registered apprenticeships)

 **Cost:** Hourly apprentice wages for up to 66 hours of work (<\$1,000 for most employers)

 **Format:** Primarily asynchronous online sessions with daily check-ins with CareerWise staff

 **Completion:** Students must satisfy the requirements of each individual online course they are enrolled in

