

# First day of training      Checklist for companies

The first day of training is connected with trainees with many new impressions. Getting to know each other is all the more relaxed when the entry into training is well prepared by the company. A checklist helps.

Until the first day of training, there are some formalities to clarify that companies should take care of in good time.

The first day of training most of the trainees and their bosses will be remembered for a long time. It is important to get to know each other, to discuss the processes that are pending in the company and what work the apprentice should initially undertake. But some formalities must be clarified on the first day of training. Which exactly, shows the following list:

## Which formalities have to be clarified on the first day of training or even before that?

- All training contracts must be signed.
- Registration at the vocational school is to be done.
- The apprentices must enter their data on the payroll tax declaration (electronic tax card ELStAM) and bring along the social security card.
- Apprentice training companies have to publish the Youth Employment Protection Act if minor trainees are recruited.
- Work permits may be required for foreign trainees.
- Written training certificates (report books) should be available for all trainees.
- In some cases, professional clothing must be organized in advance.

## What is important in the specific course of the first training day?

- It should be clear who takes over the greeting of the trainees during the operation.
- There should be a responsible person who is the contact person for the new trainee on the first day and who clarifies all formalities and questions with him (a kind of godfather function).
- A confidentiality briefing and a safety instruction may be planned during operation. This must be organized in terms of time and personnel

## Good start for trainees: Eight tips for trainers

Success and failure of an education can be decided by the first days. For trainees usually changes the whole life with the start of training. Instead of sitting in school, it now means eight hours of concentrated work, surrounded by often older colleagues. You have to get used to that first.

That this does not always work, the numbers show: Almost a quarter of the training contracts are dissolved again. Although this is not always synonymous with a dropout, the risk increases but then enormous. When trainers take note of some things at the beginning of the apprenticeship, they make it easier for new apprentices to start their careers.

## **Before the start of training**

### **1. Send welcome letter**

A welcome letter before the apprenticeship starts helps the apprentice to prepare for the first day of work - and possibly takes some of the nervousness away from him. The letter should contain information about the procedure. When should the teenager be there? What should he bring?

### **2. Create welcome folder**

It is good to prepare a welcome folder in which the apprentice finds all important information about the company. Everyone benefits from learning more about the history of their training company. This gives the young people an immediate impression of the working philosophy.

An overview of the company's range of products and services can also help trainees in their early days. If a customer approaches the apprentice on the first few days and asks him questions about the company or products, he feels safer.

Further information such as education and training opportunities, social benefits and support options, for example for finding accommodation can also be found in the welcome folder.

## **On the first day**

### **3. Welcome is a matter for the boss**

As a rule, the boss should always welcome new employees - this also applies to trainees. It shows right at the beginning of the apprenticeship that the apprentices are valued too. The responsible instructor can take over the task should the farmer or proprietor be prevented once.

### **4. factory tour**

Before starting with the right work, the apprentice should first get a business management. So he quickly finds his way alone and does not feel lost. At the same time, the apprentice should at least see all the rooms that are important to him.

### **5. introduce colleagues**

The company management is a good opportunity to get to know the colleagues immediately. Above all, it should be clear to the trainee who his contacts are. Because he has to know who to turn to which questions - otherwise he might not even ask.

## **6. Explain important operating rules**

Especially in a new environment rules give orientation. If you start as a job starter at a new job, that is all the more true. Because: It is always unpleasant to make mistakes right at the beginning. Trainees need to know:

- What is allowed and what is disliked (for example, smoking and cell phone use)?
- What are the working hours and breaks?
- Whom should he inform if he is ill?
- What is the training certificate?
- What is the procedure in the vocational school?

The detailed rules of operation should in any case hand out instructors in writing.

## **7. Explain the mode of communication during operation**

Trainers should make it clear to their trainee as early as possible that they are interested in how he is doing, how he is doing, what he likes and what he may be struggling with

Tips for a successful communication with the apprentice

- Talking to each other: active questions are just as important as active listening
- Use the report booklet as a conversation hanger
- address conflicts directly: Conflicts will otherwise spread and lead to an internal dismissal of the trainee
- Praise apprentices again and again
- Communicate at eye level - while also paying attention to facial expressions and gestures.

## **8. Prepare workplace**

If the apprentice has a suitable job, this should be prepared when the apprentice comes. The same applies to the spirit or e-mail accounts. That, too, gives a feeling of appreciation.