



Role of the Apprentice Supervisor

Mission:

- Promote healthy career growth of apprentice through close job supervision, behavior modeling, performance modeling and on the job training
- Participate with program management team to identify short-term and long-term goals, develop work plans, and identify competency attainment
- Coach apprentice to seek out learning opportunities in response to failures and successes
- Coach the apprentice on professionalism and navigating company protocols

General Tasks:

- Is considered a subject matter expert in their field and encourages the apprentice to constantly learn about the field or industry
- Recognizes personal boundaries and gets professional support via CareerWise Relationship Manager
- Encourages apprentice to develop a long-term career vision in relation to their day-to-day activities
- Participates actively in the “soft skill” and leadership development of the apprentice
- Participates in meetings with other coaches, supervisors, and CareerWise staff
- Coaches apprentice to recognize and celebrate success as appropriate.

Tasks regarding the apprentice

- Meet with apprentice informally on a daily basis to prioritize work, and provide work instruction and task structure
- Review work on a regular basis, providing course correction where necessary
- Update Motivis Learning Management System (LMS) with relevant information regarding performance, competency attainment and behavior
- Seek to understand apprentice performance and/or behavior issues and elevate to appropriate team members as appropriate
- Works with apprentice to identify work expectations, goals and areas for improvement. Meets with apprentice on a monthly basis to assess, evaluate and revise as necessary
- Works with apprentice to forge a connection between off-site training, on-the-job training, and classroom learning
- Provides constructive apprentice feedback to other stakeholders if requested
- 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