



Conducting guidance meetings

A good guidance meeting is about attention, structure and trust. As a workplace trainer, you monitor, discuss and support the student's development. By actively listening, asking open questions and being honest, you create space for growth. This way, you build a safe and educational work placement together.



If you ask the right questions and really listen, you will notice where the student wants to grow.



In a conversation about the work placement, you talk about how things are going with the student. What goes well and what can be improved? Make clear agreements and encourage the student to contribute ideas. This makes the student feel more responsible and develop more effectively. Schedule regular meetings and, if needed, track progress during the conversation. Really take the time for these guidance meetings.

As a workplace trainer, it's your job to clearly identify the learning needs and respond to them. By observing, asking and listening, you discover what a student needs.

What works

- Listen to the student.
- Be honest and give feedback based on facts.
- Set clear expectations and stick to them.
- Encourage the student to think along.
- Make a clear schedule and monitor progress together.
- Link progress to learning goals.



What doesn't work

- Expecting the student to come up with a schedule themselves.
- Postponing or avoiding difficult conversations.
- Being over friendly or being too strict.

More training and tools

SBB supports workplace trainers in guiding students with different training courses and tools. Discover our full range at s-bb.nl or contact your work placement advisor.