



Conversation skills

Guiding a student requires coordination, clear agreements and clear communication. At the start of the work placement, agreements were made. How can you discuss the progress of these agreements? These tips help you communicate expectations clearly.



Good work placement guidance starts with clear agreements and open communication.



During a work placement, three conversations are important: the introduction meeting, the progress meeting and the assessment meeting. Each conversation has its own purpose: from setting expectations and learning goals to discussing progress and finally assessing. By planning conversations well, actively involving the student and paying attention to safety and development, you create a strong basis for a valuable work placement.

What works

- Schedule the conversations in the calendar.
- Create a safe, open atmosphere.
- Let the student think along.
- Ask if the student has any points or topics to discuss.
- Add your own points.
- Be aware of the assignments and learning goals.
- Make clear follow-up agreements and put them on paper.

What doesn't work

- Not having any conversations.
- Telling the student what to do.
- Being guided by conscious and unconscious biases and assumptions.
- Having a conversation in ten minutes between two appointments.
- Announcing a conversation without warning.

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.