



Giving instructions

Everyone learns in their own way. As a workplace trainer, it's important to match the student's learning style. Check what the student already knows and can do and whether they have enough confidence to learn new things.



A workplace trainer not only teaches but also inspires others to learn.



There are several ways to give instructions to your student. Give the student the opportunity to explore things independently and offer theoretical background. Let the student prepare and ask questions to check their understanding, such as "Do you know this?" or "Do you know what this is?" to check if they understand the information. Explain actions step by step and demonstrate them if necessary. Let the student watch and repeat the instruction. Give space to practice and give compliments to motivate the student.

What works

- Ask what the student already knows and what's new.
- Adapt to the student's learning style.
- Check what the student can do and if they are ready.
- Give clear step-by-step explanations, show if needed.
- Let the student watch and then practice independently.
- Ask the student to explain how they want to approach it.
- Give space to make mistakes and learn from it.
- Give compliments.
- Be brief, patient and clear.

What doesn't work

- Thinking that some parts are obvious without explanation.
- Skipping parts because you think they are easy.
- Assuming the student understands without checking.
- Making the student feel inadequate for not understanding.
- Not giving space to practice or make mistakes.

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.