



Learning goals and learning plan

As a workplace trainer, you want your student to learn from practical experiences. How do you ensure suitable tasks that really help students learn? Reflection and a good learning plan are important for this. Sometimes the student has reached their full potential. Sometimes the student is eager to learn and wants more or faster learning. By reflecting together and setting learning goals, you can both grow and develop.



A good learning plan and clear learning goals are the key to success in practice.



Review the core tasks and work processes of the training together with your student. Select the most important tasks and processes for the learning process. You can find these in the qualification register. During a guidance meeting, check the student's progress. How is the student developing? Discuss what is going well and what needs improvement. Clearly address these points. As a workplace trainer, try to get a clear picture of the student's learning needs and offer a tailored approach. By observing, asking and listening, you find out what works for a student.

What works

- Listen to the student.
- Be honest and mention facts.
- Set clear expectations on how the student can achieve the learning goals.
- Encourage the student to think independently and take responsibility.
- Plan a fixed moment together to discuss progress.
- Be well informed about the tasks and help the student think through the order and execution in practice.



What doesn't work

- Expecting the student to come up with a schedule and tasks themselves.
- Postponing progress meetings.
- Being too nice or 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.