



## Onboarding program

Well begun is half done. A work placement begins with a clear and calm onboarding programme. The first weeks can be overwhelming for the student. Everything is new: the colleagues, the workplace, the rules and the way of working. It helps if it's immediately clear what the student can expect and who they can ask questions to.



*First let the student find their way, then the work.*



As a workplace trainer, you play an important role in this. Take time to get to know each other. Discuss the learning goals and expectations together and let the student know it is okay to make mistakes and ask questions. This allows the student to discover the company's learning culture at their own pace.

## What works

- Take time to welcome the student and make them feel comfortable.
- Ask what the student wants to learn and discuss the learning goals.
- Discuss expectations together.
- Let the student get to know the company, colleagues and procedures/protocols.
- Make an overview together of what will be learned, where, with whom and when.
- Create a realistic onboarding schedule together.
- Ensure an open atmosphere where the student feels safe to ask questions.

## What doesn't work

- Letting the student start working fully without explanation.
- Unclear who guides the student.
- Assuming the student already knows or can do everything.



### 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](https://s-bb.nl) or contact your work placement advisor.