



Successful first meeting

A successful first meeting is the foundation for good cooperation between you and the student. It helps build trust and makes the student feel welcome and comfortable. Use this first meeting to share expectations and make clear agreements. Be curious, ask questions and listen actively, without judgment or assumptions.



Starting strong sets you up for success.



Start with a tour of the company and introduce the student to colleagues. Explain what the student can expect and what the rules are. Ask about the student's expectations and goals to create open communication. Listen carefully and pay attention to body language. Schedule enough time for the meeting and choose a quiet place. A good introduction makes the student feel welcome, which is essential for a successful work placement. Take time for these meetings and prepare an onboarding plan.

What works

- Plan the meeting at a quiet moment in the company.
- Introduce yourself and the company. Make a connection: "I'd like to get to know you, too. Can you tell me something about yourself?"
- Make the student feel comfortable and listen actively.
- Share mutual expectations clearly.
- Provide room for questions and ensure open communication.

What doesn't work

- Leaving the student alone without clear explanation or guidance.
- Expecting the student to know and understand everything immediately without an introduction.



More tools

SBB supports workplace trainers in guiding students with different tools. Discover our full range of tools [here](#) or contact your work placement advisor.