



## Teaching your apprentice a new skill

Your apprentice has been on the job for a few months now, but they don't seem to be remembering all you need them to know. You've told them how to do a number of tasks, but for some reason your words aren't sticking. You decide to spend some time with them today to coach them through what you expect of them.

### 5 tips to coach your apprentice

#### 1. Make it explicit:

In coaching any apprentice, the first you need to do is make the task explicit. Identify and label the task. For example, "So Laura, we're going to foil some hair".

#### 2. Identify the path:

The next task is to ask them, what they think they need to do in this situation. This helps them learn by recognising and recalling the information you've taught them. For example, "How are we going to approach this".

#### 3. Provide feedback:

If your apprentice makes the right choice, provide feedback and congratulate them. If they identify the wrong path, explain why it's incorrect, then share the right answer and explain the reason why it's right.

#### 4. Talk it out:

As they approach the task, get them to explain to you the steps they are taking and why. Get them to talk through the process. Watch and listen as observer. Again, this reinforces their actions and helps provide a context from learn from.

#### 5. Review:

At the end of the task, provide feedback on how they went. Reinforce the things they did well, provide support and encouragement on how they can improve. Then set a new goal; for example, identify a time they can do the same task, but you'll only be a silent observer. The more frequently they can do the task, the easier it will be for them to remember what to do and master that skill.