



Introduction meeting

Characteristics of the introduction meeting

- Focus on the introduction of the vocational training process;
- It is planned by the supervisor;
- The supervisor has the meeting with the student and is constructed for the student to be able to ask all his questions.

Goal of the meeting

And introduction meeting focuses on:

- the introduction of the student in the company;
- to get to know each other, student, supervisor and company;
- the start of the work placement.

The introduction meeting consists of 3 parts:

1. Preparation
2. The actual meeting
3. Report of the meeting

1. Preparation of the meeting

- What do I need for this meeting?
- What do I want to achieve?
- What subject will be discussed?

2. The actual meeting

The meeting as such consists of 3 parts as well: opening, main phase and closure.

a. Opening

- Make the student feel welcome and comfortable, create a relaxed atmosphere;
- Point out the goals of the meeting.

b. Main phase

Core of the meeting, get acquainted and get to know the student.

- Mention personal work issues and tasks of yourself as supervisor;
- Ask personal things to know, education, work experience of the student;
- Mention and ask general goals and expectations.

Introduce the training and ask the student about:

- the progress of the training;
- expectations of the performance of the student;
- how to mentor, assess and test;

- how to work with the workbook;
- the expectations of the student.

Introduce the student as employee of the company.

- Talk about the company, the work, and the products and services;
- Talk about procedures relevant for the student;
- Discuss the corporation and atmosphere;
- Talk about his rights, obligations and company rules;
- Mention the expectations of the company;
- Ask about the expectations of the student as an employee;
- Discuss your expectations as representative of the company.

c. Closure

- Give a summary of the meeting and check this with the student;
- Agree on the practical side of the introduction;
- Make an appointment for the next meeting.

3. After the introduction meeting

- Keep in touch with the student on a regular basis;
- Give where necessary extra information.