
Apprenticeship Training and Skill Development Division (ATSD) *Mentoring Workshop: OUTLINE*

Description: Teaching and learning in the workplace is a part of EVERY job. The Province of Nova Scotia - Apprenticeship Training and Skill Development Division (ATSD) is focusing attention on mentoring to assist with teaching and learning skills at work. Workplace Mentoring is now a REQUIRED part of ALL Apprenticeship Programs. However, a focus on mentoring also involves working with journeypersons, experienced tradespersons, and industry employers in order to build a sustainable workforce for today, and tomorrow. Part of how this will happen by building on strength and offering free mentoring workshops. Since the majority of apprenticeship training happens on the job, it makes sense to provide supports to help strengthen workplace skills training. Workplace mentoring involves everyone: The new workers, the experienced workers, and the employers who provide the work ALL share the responsibility for making the most of workplace skills training.

Workshop Outcome: Upon successful completion of the Mentoring Workshop, the participant will have demonstrated the ability to apply strategies to assist with learning skills in the workplace.

Learning Outcomes:

- Identify and explain strategies for learning workplace skills
- Demonstrate strategies to assist in learning skills in the workplace

Objectives and Content:

1. Describe the importance of your own experiences
2. Identify the partners involved in apprenticeship
3. Describe the shared responsibilities for workplace learning
4. Determine your own learning preferences and explain how these relate to learning new skills
5. Describe the importance of different types of skills in the workplace
6. Describe the importance of essential skills in the trade
7. Identify different ways of learning
8. Identify your learning preferences
9. Identify different learning needs and strategies to meet learning needs
10. Identify techniques for effective communication
11. Identify strategies to assist in learning a skill

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Objectives and Content:

1. Describe the impact of your own experiences in teaching skills
2. Identify the different roles played by a workplace mentor
3. Describe the six-step approach to teaching skills
4. Explain the importance of identifying the point of the lesson
5. Identify how to choose a good time to present a lesson
6. Explain the importance of linking the lessons
7. Identify the components of the skill (the context)
8. Describe considerations for demonstrating a skill
9. Identify types of skill practice
10. Describe considerations in setting up opportunities for skill practice
11. Explain the importance of providing feedback
12. Identify techniques for giving effective feedback
13. Describe a skill assessment
14. Identify methods of assessing progress
15. Explain how to adjust a lesson to different situations