



PROFILE - Job Trainer for Vocational Training (Leermeester voor Praktijkopleiding)

Key task 1 Guiding learning processes and coaching employees

1.1 Work process: Recruits and selects new (learning) employees

- The JOB TRAINER takes care of recruitment and selection of new (learning) employees and hereby takes relevant prescriptions and guidelines into account.
- He conducts intake interviews with the candidates to decide if the candidates are suitable for the company and the position.
- He selects candidates and hereby acts unprejudiced and employs them.

1.2 Work process: Introduces and familiarizes the (learning) employees

- The JOB TRAINER introduces new (learning) employees and familiarizes them with the processes and procedures within the organization.
- He develops an introduction and orientation plan which he uses as a guideline for the orientation process of the new (learning) employees.
- He explains the new (learning) employees how they need to handle in case of calamities and explains the house rules and the company instructions.

1.3 Work process: Discusses and determines the guidance process

- The JOB TRAINER discusses the individual goals with the (learning) employee.
- He discusses development possibilities that coordinate with the wishes and capabilities of the (learning) employee and the possibilities of the company.
- In consultation with the (learning) employee, he determines the guidance process (the manner of guidance and the planning), records this and fine tunes this with the teacher/entrepreneur.

1.4 Work process: Guides the (learning) employees

- The JOB TRAINER guides the (learning) employee with the help of the training plan.
- He informs and gives instructions to the (learning) employee prior to and during the activities concerning the tasks to be executed, the priorities and the results.
- If necessary he professionally delegates guiding tasks to the craftsman and guides and supports him with these.
- He motivates, stimulates and gives feedback to (learning) employees concerning their work and their behavior and provides solutions and points of improvement.
- He supervises the progress of the activities and adapts the guidance if necessary.

1.5 Work process: Evaluates the (learning) employees

- The JOB TRAINER makes a contribution in evaluating the (learning) employees and hereby considers the company procedure and legal guidelines.
- Within the procedures and guidelines of the course he determines when the evaluation has to take place and how the evaluation should be executed.
- He gathers relevant information concerning employees for the purpose of the evaluation and evaluates the (learning) employee's functioning and the development of competences based on procedures and guidelines of the organization.
- He records the evaluation and discusses the evaluation in a performance evaluation conversation.
- He also gives a contribution to the job performance conversation.

1.6 Work process: Keeps developing himself/herself

- The JOB TRAINER follows trends and (current) developments and possibilities in the labor market and developments in methods, pedagogy and didactics.
- He reads professional magazines and professional literature, follows courses, trainings and/or other studios meetings.
- He visits fairs and/or other events in the professional area.
- He investigates his own capabilities and possibilities and requests feedback from his colleagues.