

PREPARATION PRIOR TO TRAINEE DAY ONE	Y/N
As Supervisor, you may have looked after a Trainee before. You may also be the HOD and be looking after the whole department. This checklist is here to help ensure that key essentials are covered both before and during your Trainee's placement. Use it as a guide; so that with clarity and communication, the Trainee can engage in their ongoing development and with time become an asset to your team and the production.	
Ensure that you check with the team/production, that the Trainee has been sent all relevant information and started the documentation. (For example, details around pay, working hours, additional support for other expenses such as wet weather gear and where they will be based)	
Check whether they have identified any particular access needs/accommodations	
Do they know where to go on day one and is someone there to meet them?	
Schedule a meeting with them on their first day - as their immediate supervisor, this is vital. If you aren't the HOD of the department yourself, it's important to also fix an introduction between the Trainee and HOD.	
Ensure the team/department they will be working with knows that they are coming and clarify their role within the department. It's also helpful to inform the cast and crew about the Trainee programme in the production.	
If possible/applicable, it's a good idea to invite a former Trainee who had the same role to act as an 'ally' and give them advice, especially in the first few weeks which are usually very intense.	
DAY ONE FOR THE TRAINEE	Y/N
It's recommended that as their immediate Supervisor, you host a meeting with them, welcome them, invite them to tell you about themselves and what they're looking forward to. Tell them a little about the production - how it works, hours, what a typical day should look like, but don't go into too much detail as this production is new to them.	
Be clear about their role and responsibilities and what you expect from them during their placement. Don't forget this is a training initiative, so it's important to give them room to ask questions as well as make mistakes so that they can learn from them.	

It is important to create a simple training plan with goals, so that you can measure their progress from the start of this programme. Below is a template you may wish to use - you can fill it in as you talk with the Trainee.	
Ensure that you invite them to ask questions and make sure they know where/how to get support - both in regards to you, as well as the wider department/team.	
Introduce them to the rest of the team/department, including their 'ally'.	
Training and Development plan for placement	
Start of the programme: <i>Outline the Trainee's skills and experience right now.</i>	
Identify any key areas to focus development and/or support: <i>What does the Trainee hope to achieve/learn/experience?</i> <i>What do you as Supervisor hope they achieve/learn/experience?</i>	
During the programme:	
During the programme: <i>What feedback are you giving the Trainee?</i> <i>What feedback are they giving you about the programme?</i> <i>Are both of you meeting your initial expectations?</i>	
By the end of the programme: <i>What are their goals/ what does success in this role mean for them?</i>	

By the end of the programme: <i>What does success in this role look like for you as Supervisor?</i>	
Provisional date for next catch up:	
DURING THE TRAINING PROGRAMME	Y/N
It's good practice to sit down formally with the Trainee to see how they are progressing and to check if there are any issues which need addressing. It's best to do this within the first or second week. Informally meet with your Trainee when you can so that you begin to develop a working relationship together. This could be as informal as having a coffee together.	
DURING THE TRAINING PLACEMENT (ongoing)	Y/N
Ensure that regular meetings are in the calendar throughout their placement. Make sure to get feedback from those they're working with most closely. During the meetings, revisit the training plan, to ensure that you can measure their progress, and make some notes. The conversation should include: • How is it going from their perspective? • Are there any difficulties? • Constructive feedback from their supervisor and/or HOD? • Encouraging feedback that the Trainee might want to give • How are they working towards their goals/milestones? • Anything else they/you wish to bring up • Any additional support required	
AT THE END OF THE TRAINING PLACEMENT	Y/N
When their programme comes to an end, you'll be able to evaluate the results.	

Before the final meeting, ensure you have feedback from the team that they worked with on what they did well and any areas of improvement	
Revisit the training plan you created, and use it to guide the conversation and update it accordingly. • What have they achieved? • Feedback from HOD (if not you) • Have you both met the goals you set for the placement? • Where is there room for improvement for any future placements they may secure? • Would they be hired again in your view, or might they need some additional training before moving to the next step in their career path? • Discuss potential further opportunities, what are their next steps career-wise • Any final questions / feedback they wish to share	
Complete any final surveys and paperwork, give them a copy of the final training plan, so they can evaluate for themselves, their progress and use this to continue to grow and develop their skill set.	
END	