

# The First 90 Days: Apprentice Onboarding Checklist for Managers



## Week 1: Welcome & Orientation

Goal: Build confidence, clarity, and connection.

- ☐ Introduce the apprentice to the team, workspace, and company culture.
- ☐ Outline responsibilities, expectations, and how their role contributes to the business.
- ☐ Assign a dedicated mentor or buddy for guidance and support.
- ☐ Share the apprenticeship programme structure and timelines.
- ☐ Discuss employee assistance programmes and mental health resources.

## Weeks 2–4: Integration & Early Development

Goal: Build engagement and a sense of belonging.

- ☐ Schedule weekly 1:1s to discuss progress, challenges, and feedback.
- ☐ Assign manageable tasks to build confidence and celebrate early achievements.
- ☐ Provide timely, balanced, and actionable feedback.
- ☐ Involve the apprentice in meetings, projects, and social activities.
- ☐ Ensure protected time for study and development.

## Weeks 5–8: Skill Building & Confidence

Goal: Deepen learning and reinforce motivation.

- ☐ Introduce slightly more complex tasks with support.
- ☐ Evaluate learning milestones and adjust goals as needed.
- ☐ Celebrate progress publicly to boost morale.
- ☐ Prompt the apprentice to reflect on what's gone well and what's been challenging so far.
- ☐ Revisit emotional and mental health support.

## Weeks 9–12: Ownership & Future Planning

Goal: Empower the apprentice to take ownership and see their future.

- ☐ Assign a small project to lead or co-lead.
- ☐ Gather input from colleagues and mentor to support development.
- ☐ Begin discussing long-term opportunities and progression paths.
- ☐ Assess satisfaction, engagement, and any risk factors.
- ☐ Celebrate the 90-Day milestone