

GUERNSEY

APPRENTICESHIP

SCHEME

Making the most of your apprenticeship

First of all let's look at what employers want from an apprentice:

- Somebody who has good **personal qualities**
- Somebody with a **good attitude**
- Somebody who is interested in their particular trade

You are probably thinking ...

“well I'm all of those things”...

BUT ARE YOU?



Do you really understand what personal qualities, and a good attitude are ? Hopefully, you know with some certainty whether or not you want to be a plumber etc, but do you have the personal qualities and attitude that will help you get the most out of working life whatever you choose ?

What are personal qualities?

Your personal qualities are what make you the person that you are, they can also help you get a job.

We are all unique when it comes to personality but many of us do share some of the same personal qualities. So how do employers choose between applicants for jobs?

Most employers have a “wish list” of qualities they would like employees to have :

- Enthusiasm & initiative
- Motivation & confidence
- Honesty & Reliability
- Respect (for other people)

Enthusiasm & Initiative

Enthusiasm shows an employer that you are willing to learn, keen to get on and do well. **Initiative** shows that you are able to think for yourself now and then, that you do not always need to be told what to do.

Motivation and Confidence

Motivation shows that you have the drive, desire and ambition to get on in your chosen career.

Motivation inspires you to work hard to develop the skills you will need to achieve your goals

Self-confidence is not the easiest personal quality to achieve , but once you have it, it can take you a long way. One of the best ways to achieve it is to believe in yourself, if you do then others will too.

Self-confidence comes from believing in your own abilities and learning from your experiences. Every time you succeed in a task that you didn't think you could do – learn from it and your confidence will grow.

Honesty & Reliability

These are very important qualities in the workplace. Being honest means that you can be trusted with money, confidential information and that you can be relied on to always tell the truth .

Being reliable also means that your boss can count on you to do the work he's given you and most important to turn up to work on time and not let him down.

Don't forget when an employer prices a job of work for a client your time is included in that price. If you regularly take 'sickies' or turn up late then the employer loses money.

Respect (for other people)

In the workplace it is important to show other people the respect that you would like yourself. This means understanding that the people you will be working with have been doing the job a lot longer than you and will therefore know a great deal more than you do – you can learn a lot from them.

You should always respect other people's point of view, you may disagree with them but they have a right to their own opinions the same as you.

What is attitude?

Attitude is all about how you feel and react to situations, problems and issues that happen. Are you the type of person who always has a 'can do' way of thinking (positive) or are you more likely to think 'I can't or won't do that' (negative)?

Whichever apprenticeship you choose a positive attitude will increase your chances of success, because :

- Your enjoyment of the job will increase
- You will do your job better
- Your boss and workmates will appreciate you more
- You will achieve your ambitions much quicker

A negative attitude does the opposite – it reduces your chances of success

What your attitude says about you

The most important thing to remember is – you will never get a second chance to create a first impression.

When you go for an interview or you start your first job people will assess your attitude within minutes of meeting you, if it is a negative assessment unfortunately it may stay in their minds for quite some time. Make sure that first impression is a good one!

For a job interview be smart, employers will not particularly expect you to turn up in designer clothes – but they will expect you to be clean, neat and tidy. How you look says a lot about you as a person.

Body language speaks volumes – slouching in a chair and grunting will not create that all important first impression. Avoiding eye contact suggests that you have got something to hide even if you haven't. Showing a thoughtful interest to what is said implies that you are listening carefully.

Do your homework before you go for a job. If the company has a website look it up and see what you can find out before an interview. Being prepared helps your self-confidence tremendously and it will show.

Finally, smile. A smile works wonders for your overall appearance, it suggests a positive attitude and that you are keen and interested.

Other people's attitude to you

Don't forget as a new employee it will be you that has to adapt to the people already there. Be positive and you will encourage others to help you do well in the job. Be negative and they will stop bothering, people soon lose patience with a permanently negative person

Attitude works two ways – a positive attitude from you usually results in a positive attitude back! Don't forget you are the 'new kid on the block' your work colleagues know nothing about you, so they don't know what to expect.

Be helpful, show initiative let employers see the good qualities about you that will make you the sort of employee they want in their company.

And finally most IMPORTANT of all

If you are thinking about becoming an apprentice please remember to choose a trade or craft that interests you. **More than anything else employers want you to like the job you've chosen with them.**

No amount of personal qualities and positive attitude will work if you don't like your job. You will start to send off very negative signals to everybody around you which can create problems in the workplace.

So, please give choosing your apprenticeship the time and thought it deserves. If you get it right and have taken on board what I've said throughout these information sheets then you have taken the first steps towards a rewarding career.

Good luck.

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