



# SUPERVISING YOUR APPRENTICE OR TRAINEE

## “Attend a **Free Workshop**”

Employers and workplace supervisors play a central role in the success of apprenticeships and traineeships in New South Wales and are in a key position to maximise the success of training.

Workshop outcomes:

- Effectively supervise and “coach” apprentices and trainees
- Understand the importance of effective communication in the workplace
- Understand the relationship with the training provider - arranging training that works for you and your business
- Address workplace bullying and harassment issues
- Training Services NSW - who are we and how can we support you and your apprentice or trainee?

### Proposed dates, times and locations

Date	Location	Time	RSVP
4 April 2017	Wollongong	9:00am – 1:00pm	<input type="checkbox"/>
8 May 2017	Nowra	12:30pm – 4:30pm	<input type="checkbox"/>
9 May 2017	Batemans Bay	9:00am – 1:00pm	<input type="checkbox"/>
25 May 2017	Queanbeyan	9:00am – 1:00pm	<input type="checkbox"/>
12 September 2017	Nowra	12:30pm – 4:30pm	<input type="checkbox"/>
13 September 2017	Wollongong	9:00am – 1:00pm	<input type="checkbox"/>
10 October 2017	Bega	9:00am – 1:00pm	<input type="checkbox"/>
19 October 2017	Goulburn	9:00am – 1:00pm	<input type="checkbox"/>

(Please tick one box only)

RSVP (Venue to be confirmed closer to date of workshop)

Organisation Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Mobile: \_\_\_\_\_

Attendee 1: \_\_\_\_\_ Attendee 2: \_\_\_\_\_

Attendee 3: \_\_\_\_\_