

# Apprenticeship Showcase Event



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# WELCOME

## Welcome to your Apprenticeship Showcase Event!

Hiring an apprentice is the first step in paving a new strategy for recruitment, upskilling your workforce, and changing your organization's culture. We believe that it's important to engage your regular full-time employees to showcase the great work apprentices are contributing to your organization.

An Apprentice Showcase is designed for first and second year apprentices which provides a platform to showcase apprentices' progress and current workflow. Employees and apprentices will participate in an **interactive experience** from one of the two formats; **gallery walk** or **speed interviewing**. In each of the formats, apprentices will showcase a project they are working on and share something they are currently learning. This will allow your **organization to identify and showcase the value apprentices bring to your operations.**

## BENEFITS

### Employers

- Showcase how the company's culture has changed, by **being one of the leading businesses** in youth apprenticeships
- Visibility of the new workforce and the current employees will **enable students to develop professionally**
- **Provide transparency to staff** by allowing them to learn about youth apprenticeship and what apprentices are contributing to your organization

### Apprentices

- **Utilize career ready and technical competencies** to identify their growth and skills obtained throughout their apprenticeship thus far
- Will gain an **understanding of other departments and roles** in the organization and the importance their specific apprenticeship may play in the **overall success of the organization**

# Format 1: Gallery Walk

## DESCRIPTION

Attendees will engage with apprentices by walking through the event space, exploring projects and presentations the apprentice has prepared.

- **1<sup>st</sup> year apprentices** will complete a brief presentation about what they are interested in learning during their three year apprenticeship
- **2<sup>nd</sup> year apprentices** will create an artifact that reflects their learnings from year one of their apprenticeship
- **3<sup>rd</sup> year apprentices** are encouraged to attend but should not be required to present an artifact

### WHO:

Employees, apprentices, parents, and interested business partners such as CareerWise staff or school counselors, etc.\*\*\*

### WHEN:

- July or August\*
- Annual Event
- Lunch or late afternoon

### WHERE:

Open space, conference room(s), or external event space that will allow for movement of attendees.\*\*

### SAMPLE MATERIALS:

[Program](#)  
[Printable Materials](#)  
[Guidelines for Apprentice Pre-Work](#)  
[Participant Questions](#)

\*Will allow new apprentices to participate in the event to meet and learn about current apprentices' role and accomplishments.

\*\*If you intend on providing snacks or lunch during event consider space for set up as well.

\*\*\*You may use your discretion on invitees based on event space and resources available to your organization.

# Sample Gallery Walk Program

Time Frame Estimate: 60-90 Minutes depending on event size ...

Check in &  
Networking  
**5-10 Minutes**

**Networking with the students** and grabbing a bite to eat before the presentation begins.

Welcome &  
Introduction  
**5-10 Minutes**

**C level executive or program manager** will welcome the employees for attending, discuss the importance of apprenticeships in the company and how the culture has changed. **At the end they will introduce the first year apprentice.**

The lead will explain the activity for the rest of the evening.

1<sup>st</sup> Year  
Apprentice  
Presentation  
**30-50 Minutes**

**Each apprentice will have 2-5 minutes to present** their project or artifact. Each employee will rotate to each apprentice table to learn about the apprentice's project or artifact. **After, apprentices are done presenting the employees from the provided list of questions and will ask the apprentice about their project/artifact.** Asking the provided questions given to them at the beginning of the event.

# Guidelines for Apprentice Pre-Work Gallery Walk

## Description

Employers provide these guidelines to the apprentices before the event. This will insure the apprentice has time to review and prepare for the questions and think through their showcase.

## Instructions for Apprentice:

### STEP 1 Review Questions

Employees will have 1-2 minutes with you during the showcase. They have a list of questions to ask you during this time. To be fully prepared make sure you keep the following questions in mind when choosing your showcase.

- What are the details of the challenge/goal/task?
- What did you do?
- What were the results?
- **Reflection:** How have you grown from the experience/what are you proud of/what do you still need to learn and why?

### STEP 2 Create Showcase or Presentation

#### First Year:

The apprentice has to develop a 2-5 min **presentation** explaining what they are looking forward to in their apprenticeship. The apprentices will share the projects and tasks they are most excited to work on within the company.

#### Presentation should include:

- Name
- Job Title
- Hobbies/fun fact about themselves
- What they are most excited about

#### Second Year:

You will bring a project/artifact that **represents or demonstrates an accomplishment** that they have learned over the last year of your apprenticeship and present your experiences for 2-5min as employees walk around the room.

- PowerPoint
- Interactive presentation
- Poster Board or Visual Display
- Portfolio with work examples
- Website
- Demonstration of a key process (specifically for your field/industry)

### STEP 3 Need help building your project or presentation, reference these resources.

[Creative video project ideas for students](#)

[Graduate Capstone Presentation](#)

[Personal Project Showcase](#)

[How To: Create A Successful Capstone Project](#)

[Engineering students showcase capstone projects at annual Design Expo](#)

# Format 2: Speed Interviews

## Description

Speed dating is an **organized social activity in which people learn about each other through having a series of short conversations** with others in order to determine whether there is mutual interest in networking. In this event we are going to use the term **“speed interviews”** instead as we use this format as a networking event not a dating event.

- **1<sup>st</sup> year and 2<sup>nd</sup> year** apprentices will showcase their current progress, what they have learned and experienced in their apprenticeship by answering the provided questions, asked by the attendees
- **1<sup>st</sup> year and 2<sup>nd</sup> year** apprentices will also have an opportunity to ask questions to 3<sup>rd</sup> year apprentices and other attendees to better understand other roles within the organization
- **3<sup>rd</sup> years** will be encouraged to attend as a guest not a presenter

### WHO:

Employees, apprentices, parents, and interested business partners such as CareerWise staff or school counselors, etc.\*\*

### WHEN:

- July or August\*
- Annual Event
- Lunch or late afternoon

*\*Recruitment and hiring for new apprentices will conclude in June. A July or August event will allow new apprentices to participate in the event to meet and learn about current apprentices' role and accomplishments.*

*\*\*If you intend on providing snacks or lunch during event consider space for set up as well.*

*\*\*\*You may use your discretion on invitees based on event space and resources available to your organization.*

### WHERE:

Open space, conference room(s), or external event space that will allow for movement of attendees.\*\*

### SAMPLE MATERIALS:

[Program](#)  
[Printable Materials](#)  
[Guidelines for Apprentice Pre-Work Speed Interviews](#)  
[Participant Questions](#)

# Sample Speed Interview Program

Time Frame Estimate: 60 Minutes. Add additional time as needed.

Check in & Networking  
**5-10 Minutes**

**Networking with the students** and grabbing a bite to eat before the presentation begins.

Welcome & Introduction of all First Year Apprentices  
**5-10 Minutes**

**C level executive or program manager** will welcome the employees for attending, discuss the importance of apprenticeships in the company and how the culture has changed. **The lead will explain the activity for the rest of the evening.**

**Description:** An interactive experience where employees participate in 5 rounds of one-on-one Speed Interviews.

**Every group will have 2-minute “speed interview” sessions.** The facilitator will announce “switch” when time is up. The groups will move in a clockwise rotation to talk to the next apprentice.

Speed Interviews Activity  
**40-50 Minutes**

**Employees will rotate to each apprentice for 2-5 min.** Asking the provided questions given to them at the beginning of the event.



# Guidelines for Apprentice Pre-Work Speed Interviews

## Description

Employers provide these guidelines to the apprentices before the event. This will insure the apprentice has time to review and prepare for the questions.

## Instructions for Apprentice:

### STEP

# 1

### Review Questions

Employees will have 2 minutes with you during each section of the speed interview. They have a list of questions to ask you during this time. To be fully prepared make sure you keep the following questions in mind when preparing for the event.

1. What has your apprenticeship experience been like so far?
2. What is your favorite part of your apprenticeship thus far? What have you learned?
3. What else do you want to learn before you leave your apprenticeship?
4. Highest point and lowest point?
5. What makes you feel supported the most during your apprenticeship?
6. What role are you most interested in, at [Company/Business Name], for your future or future business career?

*\*\*\*To see the full list of questions reference the participant question sheet. Keep in mind attendees might ask you questions that are not included on the sheet.*

### STEP

# 2

Need help preparing you for your interviews, reference these resources.

[How to Ace a Job Interview: 10 Crucial Tips](#)

[How to Ace an Interview: 5 Tips from a Harvard Career Advisor](#)

[10 Things to Never Say in an Interview | Interview Tips](#)

[Interview Tips - The Top 5 Job Interview Tips You NEED To Pay Attention To](#)

# What You Need for a Successful Event

## Marketing & Event Materials:

- **Information Sheet and Invite:** send to the people at your company as an invite or save the date. Make sure you fill in the date, time, and location of your specific event. There are two information sheets depending on the format you choose.
- **Question & Feedback Sheets:** Questions attendees to us during the event. This document has a feedback section they can give to the apprentice after their interview with them.
- **Table Tent for Each Apprentice:** The table tents will go on each of the apprentices' tables. It will say their name & position.

**Name Tags Template:** Name tags for attendees to help the apprentices put a name to a face. These templates are for a standard stick on name tag you can find them [here](#).

**Letter to the Apprentice:** Postcard that employees and first year apprentices can write a motivational statement or feedback to the apprentices about their future careers.

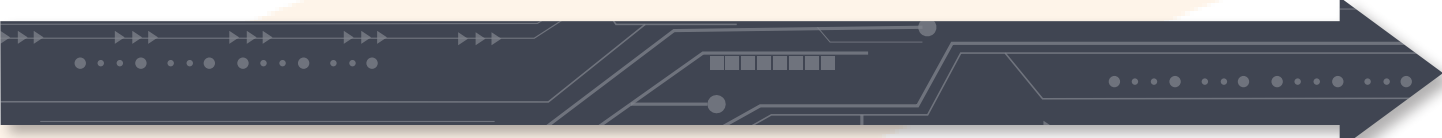
## Accommodations Needed for Event:

- **Venue Size:** Is there room to host a presentation where everyone can see the speaker? Is there room for the gallery walk tables or speed dating tables? Can you use an outdoor space or space in your lobby area in your company?
- **Audio Visual:** Both of the formats require a projector and screen. A microphone/ countryman mic/lapel mic would be an extra benefit for the apprentices who talk quietly
- **Food and Drink:** Snacks and beverages for all of the employees and apprentices attending the event
- **Tables and Chairs:** Tables for speed dating and showcase per apprentice (don't forget the table cloths). If you have the space adding chairs to the space would be a nice touch so attendees can sit down. You will also need tables for registration and any food or drink you have for the event
- **Registration Area:** To provide the materials for the different activities
- **Guest Count:** Number of participants/ employees & # of apprentices attending the event

**Incentives:** Provide an incentive for your employees to attend the event. Maybe it is leaving work early on Friday, a shout out to the whole team, or just food and beverages. People like a reason to attend an event. Try to create it as a special occasion for the company and not a task people need to attend.

**Recommendation Size:** Groups and leads will be based on the number of apprentices the company has and which format would best fit with the company. Especially for the speed interviews we recommend small groups.

# Summary



As you review this guide, we encourage you to choose the format that fits your organizational needs. Feel free to get creative and make the event your own. Both the Gallery Walk, and Speed Interviews will provide you a clear step-by-step process that will ensure a successful event.

If you have any questions contact your **CareerWise Customer Success Manager.**