

From Supervision to Success

Building Pathways for Every Team Member

Title of the training programme	From Supervision to Success – Building Pathways for Every Team Member
Basis for developing the training programme	The Erasmus+ WLife project objectives, the workplace onboarding needs analysis, selected European Qualifications Framework (EQF) descriptors, and the continuing professional development needs of VET and workplace guidance professionals.
Target groups	Employers and team leaders, workplace instructors and mentors, VET teachers and trainers, vocational learners, and representatives of professional organisations involved in workplace learning and the transition from education to work.
Prerequisites	No formal prerequisites. Experience or an active role in VET, workplace learning, employee onboarding, team leadership or learner/employee guidance is recommended. Participants are expected to work with practical workplace cases during the programme.
Objective	To develop a shared and practical understanding of how task demands, autonomy, responsibility and support needs can be connected in workplace guidance, and to strengthen participants' ability to adapt instructions, feedback and responsibility to the person and situation without labelling the individual by an EQF level.
Learning outcomes	• explain how selected EQF descriptors can be used as reference points for task demands, autonomy and responsibility in workplace guidance; • identify observable indicators in workplace situations and analyse what kind of support, instruction or responsibility is appropriate; • adapt communication, work instructions, feedback and checking of understanding to different levels of experience and independence; • create clear and practical work instructions using step-by-step, visual and/or digital formats where appropriate; • apply structured guidance and support tools to create psychological safety, clarify mutual expectations and support progression; • analyse a real workplace case, propose a suitable guidance approach and reflect on how the solution can be transferred into practice.
Duration	30 hours in total: face-to-face training days and online workshops, with practical assignments between sessions.
Contents	• Workplace onboarding needs and challenges in the green sector: what the needs analysis showed; • EQF as a common reference framework between education and working life; task complexity, autonomy and responsibility; • EQF-informed competence-and-support profiles and observable indicators in workplace situations; • Matching task demands, instructions, responsibility and support to the

	situation; • Roles and responsibilities of mentors and team leaders in onboarding; shared guidance principles whoever guides the newcomer; • Communication choices, psychological safety and creating a safe environment for asking questions; • Clear work instructions: step-by-step guidance, demonstrations, plain language, visual and digital formats; making expectations and a good result explicit; • Feedback, checking understanding and supporting progression towards greater independence; • Structured guidance conversations, reflection cards and role-play exercises; • Real workplace cases, reflection, practical assignments and co-creation of guidance solutions for the WLife recipe book.
Teaching methods	Interactive input, group work, case studies, sorting and matching exercises, role plays, structured discussions, peer learning, practical work-instruction tasks, workplace assignments, reflection, online collaborative work and coaching-based facilitation.
Materials	Trainer materials; selected EQF descriptors; Yebisu Profile / competence-and-support framework materials; workplace onboarding needs analysis findings; case descriptions; reflection cards; communication and work-instruction exercises; shared digital materials; and materials created collaboratively by participants during the programme.
Completion requirements	Participation in the programme and completion of the practical assignments, including analysis of a workplace/learner case and application of the guidance principles to practice.
Certification	A certificate of completion is issued to participants who complete the programme and required practical assignments.
Training language	English
Trainers	Anu Vaagen (MA) and Raili Laas (MBA), Yebisu Eesti. They are trainers and coaches working with VET schools and companies on EQF- and outcome-based learning, workplace guidance, coaching and supportive leadership, school-workplace cooperation and competence development in the green sector.
Project context	The programme was developed and implemented within the Erasmus+ KA210-VET project “Working Life Finds the Individual Expert (WLife)”, project number 2024-2-FI01-KA210-VET-000293288. Partners: AhlmanEdu (Finland), Yebisu Eesti (Estonia) and Bulduru Tehnikums (Latvia).



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