SHOP-FLOOR MENTORING

Show what an apprentice can do after each mentoring session.

Make the mentor's observation, the apprentice's remaining difficulty and the next practice opportunity useful to the people supporting progress.

Agree the attempt > Observe and reflect > Choose next practice



SkillSmith · Your task context

What do you want to learn? (required)

Learn how to check the first pack after a line changeover.

1. Describe the next skill in everyday words

A practical learning goal gives the mentor a starting point.

Make time for a useful conversation about the work.

Pay only when you see results

Agree the outcome for your first workflow with our team.

SELECTED CLIENTS FEATURED BY SKILLSMITH

verizon KEYSIGHT TECHNOLOGIES AMERICAN EAGLE Berkeley UNIVERSITY OF CALIFORNIA

YOUR TEAM / THE DECISIONS THAT MATTER

A clear contribution from each person

Responsibilities for this mentoring example; the production-supervisor context is informed by O*NET 31.0.

Your role	The contribution	SkillSmith support
Apprentice	Attempt the agreed work.	Open the instruction, practise with the mentor and reflect on the help.
Mentor	Observe progress and agree the next step.	Record what was attempted, remaining difficulty and the next commitment.
Manager and program owner	Arrange opportunity and support.	Protect time, follow a support concern and own the next suitable work opportunity.
Authorized assessor	Assess qualification when required.	Use a separate observed assessment and record the authorized decision.

Responsibilities for this mentoring example; the production-supervisor context is informed by O*NET 31.0.

Record the observation before choosing the next step

In our first-pack example, Jordan identifies the work reference but still needs help judging its fit. Sam records that distinction; Sarah arranges time for a slower comparison on the next suitable job.

MENTORING SESSION EXAMPLE

Review point	First-pack example	Next contribution
Observed work	Jordan identified the work reference.	Sam records what he observed.
Remaining help	Jordan needs more discussion of how the reference fits the pack.	The pair plans a slower comparison.
Next practice	Try the comparison on the next suitable supervised job.	Sarah arranges cover; Jordan tells Sam if the job does not occur.

Illustrative mentoring review: keep the observation, remaining help and next opportunity specific.

O*NET describes training and coordination as part of the production supervisor's work. We help your manager organize the goal, mentor contribution and practice opportunity around those responsibilities.

Read the O*NET role profile

CONNECTED WORK / PREPARED PLAYBOOKS

Turn one session into a useful next attempt

Start with an agreed goal and suitable supervised work. Your mentor records observed progress, the apprentice reflects on the help and the manager supports the next opportunity.

01 Agree the attempt

Jordan wants to check the first pack after a changeover. Sarah starts session work for the agreed pair and goal, arranges workload cover and confirms the current instruction and suitable supervised job.

What will the mentor observe?

02 Observe the work

Sam asks where Jordan hesitates, explains how he compares the reference with the actual job and observes the agreed practice. They choose a next attempt, a help route and a question to bring back.

What could Jordan do, and where did help matter?

03 Record both contributions

After the session is recorded as held, Sam records observed progress and Jordan reflects independently. Sam notes that Jordan found the reference but needs help judging its fit. Jordan asks for a slower explanation; a support concern reaches Sarah.

What does each contribution tell the next review?

04 Choose next practice

The pair plans another comparison of the instruction and actual pack. If no suitable job occurs on Jordan's next shift, Jordan tells Sam and Sarah arranges cover for the next suitable supervised job. The next conversation returns to the unresolved question.

Who will make the next practice possible?

Prepared work for the session and its next decision

Use the session playbook for this progress review. Prepare matching before the session and arrange qualification assessment when the role requires it.

Mentoring sessions - Hold the session, record progress and reflect independently; route a support concern to its owner.

Mentor matching - Agree a willing pair and practical goal before starting session work.

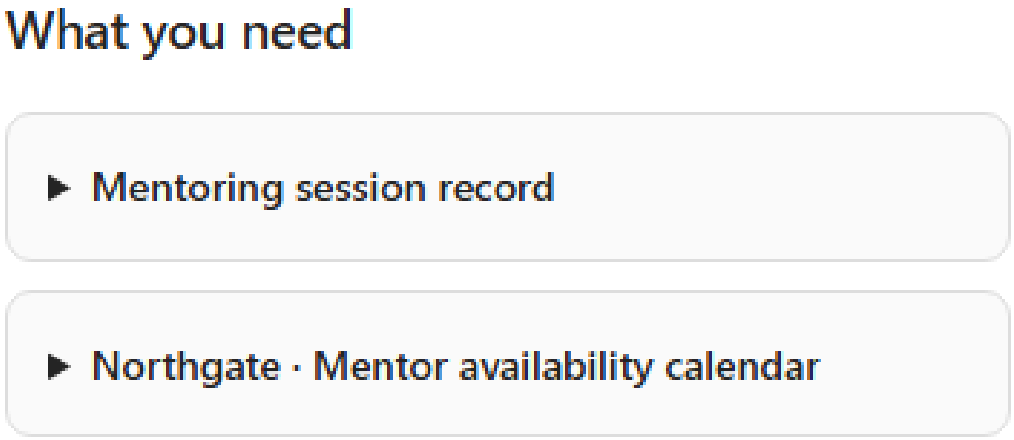
Skill verification - Observe the required work and make a separate authorized qualification decision.

YOUR SYSTEMS / INTELLIGENT ASSISTANCE

Bring the goal, materials and support into the session

We prepare the session around the current instruction and agreed goal. Your manager can follow the session and support tasks while each person receives the material for their contribution.

SkillSmith · Work context at the point of contribution



The session task brings the record and mentor availability together.

Current work instruction The agreed goal and agreed example are selected.	Make the work reference available beside the session task.
Mentor availability The pair and manager agree a suitable opportunity.	Bring availability and the session record into the prepared work.
Session and support records A held session or support concern is recorded.	Give each contributor the related context and its own response task.

Help with follow-up and changes

Evidence Collector

Which tasks are overdue?

Your program owner can inspect accessible overdue tasks, owners and deadlines, then decide which session or support follow-up needs attention.

YOUR DELIVERY PLAN / OUR TEAM

Start with one goal your team can practise

We help your team prepare a useful session and a follow-up that fits the work available. Each stage gives you something concrete to review.

01 Choose one practical goal

Select the apprentice group, willing mentors and the work people want to learn. Agree what a mentor will observe.

A goal, named pair and suitable supervised practice example.

02 Prepare the session and materials

Bring the current instruction, availability and support owner together. Confirm the recipients and reflection audience.

A prepared session, accessible materials and protected time.

03 Review the next attempt

Discuss what was observed, what still needs help and whether the next opportunity occurred. Adjust the support from that evidence.

An owned next practice step and a clear review point.

We are here to help



Rohit Singh

VP of Strategic Partnerships



Brent Jackson

Director of Customer Success

Bring us the work your team wants to improve. We'll walk through your instructions, responsibilities and review criteria, then show how our platform can support that work.

WHY SKILLSMITH / YOUR NEXT STEP

Build on the experience already in your team

We start with your mentors, work instructions and learning goals. Together, we prepare the session record, reflection audience and support route, then agree how the next work opportunity will be arranged.

A session ends with a general promise

Record the observed work, remaining help and next commitment together.

One account stands in for both people

Keep the mentor record and learner reflection independent and appropriately scoped.

The next attempt waits for a spare moment

Give the next suitable opportunity and support action a named owner.

A question teams often ask

What counts as progress after a session?

Record the work the apprentice attempted, what the mentor observed and where help is still needed. Use those details to choose the next practice step. A session being held records participation; the observation explains the progress.

Let’s walk through one apprentice goal

Bring the instruction, a practical goal and the work opportunity. We’ll show how the session can lead to a useful next attempt.

- Your apprentice goal and current instruction
- What the mentor observes and the apprentice reflects on
- A missed work opportunity and its next owner
- How you will review useful help and coordination effort

Request a demo

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