

## **Managing a Young Person**

### **Introductions**

Take time at the start to make introductions to the whole team, to create a more welcoming atmosphere. Make sure you go over what your expectations are and explain company policies and procedures. Make sure you cover all Health and Safety procedures as well as any processes in relation to absence and lateness.

### **Mentor**

Having an experienced member of staff to mentor the young person will give them more support and help if they are unsure of something. Make sure this person is approachable and can share experience, knowledge and skills with the young person, and is someone who will always encourage them in their work.

### **Regular Support Meetings**

Hold regular meetings with the young person to talk about what they have completed while working with the company. Praise them for any work completed to a high standard and provide feedback on any areas for development. Discuss their progress and find out if there is anything they would like to work on or develop.

### **Encouragement**

Give your young employees an opportunity to show what they can do and encourage them to take on responsibility of a small project. They will appreciate the opportunity to shine and may come up with a way of doing things that you have not previously considered.

### **Be Aware**

Young people may feel intimidated working within the adult environment as this could be their first job. It is important that all your existing staff play a part in making them feel like part of the team, but it is also important to accept that it may take time for them to adjust and learn how everything works.

### **Don't Assume**

If this is their first role, your new employee may not have any experience with the basics of the job, for example, they may not understand the difference between coming in on time and being five minutes late. They also may not know what their limits are so make sure you keep on top of their workload, making sure they are prioritising their tasks and managing time effectively.

**Provide Variety**

Young people tend to have a shorter attention span than adults and enjoy variety and change. Providing a variety of short-term projects will give them a chance to switch between tasks, helping to keep their attention.

**Use their Strengths**

Young people may have less experience than other employees but they will bring new fresh ideas and knowledge in to the company. They will also bring other valuable strengths to the team such as creativity, energy and a willingness to learn, as well as IT and social media skills. Not only is it important to set tasks which will make best use of their strengths, it is also worth ensuring that other staff take time to learn from the skills and knowledge that young employees possess.