IABCD FRAMEWORK

Your apprentice supervision checklist

I - INDUCTION

- Share any accessibility needs with your supervisor.
- Agree core working hours and in-office days with your supervisor. Remember each department may interpret the firm's hybrid working policy differently. Check who your point of contact is if your supervisor is not in the office.
- Identify and share preferred communication style e.g. Teams chat, phone or email.
- Have you been introduced to the wider team including partners or associates who you will be working with?
- Have you received a full handover from the previous trainee? Arrange a meeting to acquire additional information and gain insight into your new supervisor's working style/preferences.
- Introduce yourself to the NQ's in the department. Do they have any tips for making yourself an invaluable member of the team?
- Are there any upcoming socials or training events which will allow you to meet the wider team on a more informal basis?
- Keep an open mind. If the department is a potential qualification department for you, share this with your supervisor so they can provide you with the relevant experience/exposure allowing you to make an informed decision. If it is not, share any particular areas of interest/skills you wish to gain with your supervisor so they can get you involved in relevant clients/matters.
- Who are the Mental Health First-Aiders in your new department? Are there any additional mental health support systems/upcoming events you should be aware of?
- Arrange a weekly/monthly check-in with your supervisor to receive feedback on work to date and review core trainee journal competencies.
- Enquire what role pro bono/committee work can/should play in your role. Is there a billable hours number for this?

LEADING MINDS

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A - ALLOCATION

- Ensure your supervisor is kept up to date with any tasks/projects you are involved in for the wider team.
- If you are at full capacity clearly communicate this with your supervisor/team to enable them to find alternative trainee assistance.
- If you have capacity, inform your supervisor before contacting others to request work or take on additional work. Be proactive, do not wait for others to come to you if you are quiet.

B - BRIEFING

- Identify the deadline for the task and whether there is any flexibility with this deadline if needed. Are there any overarching deadlines you have to be aware of? Use this as an opportunity to share other work commitments.
- Do you require any additional background information to complete this task? Would an additional call be helpful?
- If this is your first time doing this task, ask for guidance on how long the task should take you to complete.
- Identify the scope of the task e.g. do they require email confirmation on a piece of law or a structured research note?
- How would your supervisor like you to contact them if you have any additional questions or require further information?
- Consider other support systems within your team if you require additional guidance, e.g. more senior trainees, NQ's, secretaries.
- Identify how long your supervisor would like you to spend on a piece of work before updating them.
- Update your supervisor as early as possible if it looks like you will be unable to meet the deadline.

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C - CHECKING

- Schedule a weekly/monthly check-in to update on progress and ensure you are meeting core competencies. Use these check-ins to discuss:
  - Progress on assigned tasks
  - Workload management
  - Client interactions and updates
  - Any challenges or concerns
  - Training opportunities
  - Progression opportunities
- Do you have any additional training needs e.g. time recording/using LexisNexis?
- If you make a mistake, inform your supervisor as soon as possible. Take ownership and be part of the solution.

D - DEBRIEF (FEEDBACK)

- Encourage feedback by asking your supervisor to share any areas of improvement upon completion of a task.
- Request feedback from the wider team to gain exposure to different working styles and perspectives.
- Use a spreadsheet to track all formal and informal feedback received. Highlight key takeaways and opportunities for improvement. Use this tracker as a resource during mid/end of seat reviews.
- Distance your emotional self when receiving feedback. Listen for understanding and take the opportunity to ask questions to further your learning.