



## Five pieces of advice for apprentices

Your apprenticeship not only gives you hands-on experience in the pharmaceutical industry but it can also be your stepping stone to a full-time position with CARBOGEN AMCIS. It's no secret that real life work experience gives graduates a definite advantage in the workforce. Here are the top 5 things to keep in mind to get the most out of the program from past and current apprentices.

### 1. Build your professional network

Getting to know the people in your department will likely happen overtime however make a real effort to get to know them earlier on and introduce yourself to those outside of the department also. They're likely to become valuable contacts as your apprenticeship comes to an end and/or throughout your career. Get to know other apprentices in the organization; it might be helpful to have someone to talk with who's in the same situation as you.

### 2. Ask for help and don't be afraid to say no

If you have questions don't be afraid to voice it, your colleagues will respect you more for speaking up and for making the effort to understand the job or task you're inquiring about. Don't be hesitant to ask for help, you shouldn't be expected to know everything straight away and you are there to learn. If you run into problems, make sure you clear it up and if you make a mistake, tell your colleague so they can help you solve it – you have to own up to your responsibility as an apprentice. If your work is piling up, don't be afraid to say no and sit down with your line manager so you can work on a solution together to manage the workload.

### 3. Shadow senior staff

Absorb as much information as you can from colleagues as you'll likely come across people who have worked in the industry for years. You will be surprised with how much you can learn from just observing them i.e. how they organize their time or how they speak with their colleagues and clients. When they're free, ask them about the industry or their role so you can start to explore what areas and/or positions you would be interested in working in the future to make the most out of your experience. This will also be helpful when you have the follow up meetings with your manager as you'll have a better idea of what path you want to take; making you sound more goal-orientated and proactive.



#### 4. Show your enthusiasm and set goals

Be inspired by the fascinating results and experiences you make. As most apprentices don't yet have the practical experience, employers will often look for people who are passionate about the industry and who will bring some creativity and enthusiasm to the job. Your positive attitude will help you during the program especially when you encounter (and you will!) tasks that are mundane or repetitive and it won't go unnoticed or unappreciated by your colleagues. Going into the role with a good mindset may even open up more opportunities for you in the future.

When it comes to setting goals, don't just leave it up to your line manager to do it for you. Make sure you also think about what you want to get out of the program and the skills you want to develop or things you want to achieve. Speak to your manager about how you can take on more responsibility to gain the experiences you want – this will also demonstrate your enthusiasm for the role.

#### 5. Do your research

It's intimidating to be thrust into an unfamiliar environment, so familiarizing yourself with the company and the people who you will work with will help you hit the ground running and make the first day that much easier. Luckily for you, you can start getting to know the people at CARBOGEN AMCIS through the [Our People](#) page and you can discover what they like most about their job and what they do.

These may be commonsense tips from past/current apprentices however keeping these in mind will help you demonstrate your hard work and willingness to learn. What better way than to see and experience what others do during your apprenticeship so you can be sure that's the direction you want to take.

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