Chapter 1

Preceptor Development Plan: Preceptor Roles			
Think about each of the roles of a preceptor. What are your strengths in each role? In which areas do you need to increase your knowledge and expertise? What is your plan for expanding your knowledge and expertise? What resources are available? Who can help you?			
Name:			
Date:			
Role: Teacher/Coach			
Strengths	**Needs**	**Plan**	**Resources**
Role: Leader/Influencer			
Strengths	**Needs**	**Plan**	**Resources**
Role: Facilitator			
Strengths	**Needs**	**Plan**	**Resources**
Role: Evaluator			
Strengths	**Needs**	**Plan**	**Resources**
Role: Socialization Agent			
Strengths	**Needs**	**Plan**	**Resources**
Role: Protector			
Strengths	**Needs**	**Plan**	**Resources**
Role: Role Model			
Strengths	**Needs**	**Plan**	**Resources**

Chapter 2

Preceptor Development Plan: Learning	
Think about the learning theories and styles described in this chapter. How are the theories and styles applicable in your precepting role? Also, think about how you learn best.	
Name:	
Date:	
Learning Theories	
Learning Theory	**How is the theory applicable in your precepting role? What are the key points you need to remember?**
Adult Learning Theory	
Social Learning Theory	
Hierarchy of Needs Theory	
Experiential Learning Theory	
Transformative Learning Theory	
Novice to Expert Theory	
Learning Stages	
Learning Stage	**How is the stage applicable in your precepting role? What are the key points you need to remember?**
Dissonance	
Refinement	
Organization	
Feedback	
Consolidation	
Learning Styles	
Learning Style	**How is the style applicable in your precepting role? What are the key points you need to remember?**

Gregorc Learning Styles	
Myer-Briggs	
Field Dependence/Independence	
Kolb's Learning Styles	

Learning Preferences	
Preferences	**How are the preferences applicable in your precepting role? What are the key points you need to remember?**
Instructional Preferences	
Sensory Preferences	

How do you learn best?

It's helpful to think about how you learn best. Think about the instructional and sensory learning preferences discussed in the chapter. How do you learn best?

	How do you learn best?
Environment	
Sociological	
Emotional	
Psychological	
Physical	
Sensory	

Chapter 3

Preceptor Development Plan: Core Precepting Concepts

Review the information on the core precepting concepts described in this chapter. What are your strengths? In which areas do you need to increase your knowledge and expertise? What is your plan for expanding your knowledge and expertise? What resources are available? Who can help you?

Name:

Date:

Competence Assessment

Strengths	Needs	Plan	Resources

Competence Development

Strengths	Needs	Plan	Resources

Critical Thinking

Strengths	Needs	Plan	Resources

Clinical Reasoning

Strengths	Needs	Plan	Resources

Clinical Judgment

Strengths	Needs	Plan	Resources

Situational Awareness, Expert Reasoning, and Intuition

Strengths	Needs	Plan	Resources

Confidence

Strengths	Needs	Plan	Resources

Preceptor Development Plan: Preceptee Role Competencies

Review the competencies that are required for your preceptee. If written descriptions of these competencies are not available, work with other stakeholders to develop them. Assess your own knowledge and expertise on each of the competencies. What are your strengths? In which areas do you need to increase your knowledge and expertise? What is your plan for expanding your knowledge and expertise? What resources are available? Who can help you?

Preceptee Role:

Competency	Preceptor Strengths	Preceptor Needs	Plan	Resources

Chapter 4

Preceptor Development Plan: Preceptor Role Clarification
Use the questions in this form to guide a conversation with your manager to clarify expectations of you in the preceptor role.
Name:
Manager:
Date:

Expected Outcomes	
At what level of practice do you expect the preceptee to be at the end of the preceptorship?	
What specific competencies do you expect the preceptee to have at the end of the preceptorship?	
Preceptor Role Requirements	
What are your expectations of me in the preceptor role?	
Are there classes I need to take?	
Are there continuing education requirements?	
Will I need to liaison with anyone (e.g., nursing school faculty for student nurses)? If yes, with whom?	
Support Available for the Preceptor and the Preceptee	
What initial preparation will I get for the preceptor role?	
Will additional education be available in the future? If so, what?	
Who is available to me as a resource?	
Will I have an experienced preceptor to precept me in my preceptor role?	
What information resources are available to me and my preceptee?	
If the preceptee is an NGRN, do we have a structured RN residency or transition to practice program in place? Will there be training for me on that program?	

Time Dedicated to the Preceptor and Preceptee Roles	
How much of my time will be dedicated to the preceptor role for each type of preceptee (e.g., NGRN, new hire experienced nurse, experienced nurse new to our specialty)?	
How much preceptee time will be dedicated to the preceptee role for each type of preceptee (e.g., NGRN, new hire experienced nurse, experienced nurse new to our specialty)?	
What part of my hours and my preceptee's hours will be counted in staffing?	
Priority of Precepting Role With Other Duties	
Except for emergencies, will I be pulled to staff other shifts or units when I am in my preceptor role? If yes, will someone take my place with my preceptee?	
Other Items/Issues Discussed	

Preceptor Development Plan: Precepting Strategies			
Review the precepting strategies described in this chapter. What are your strengths? In which areas do you need to increase your knowledge and experience? What is your plan for expanding your knowledge and expertise? What resources are available? Who can help you?			
Name:			
Date:			
Sharing Information			
Strengths	**Needs**	**Plan**	**Resources**
Creating Positive Learning Environments: Enhancing Experiential Learning			
Strengths	**Needs**	**Plan**	**Resources**
Creating Positive Learning Environments: Brain Rules			
Strengths	**Needs**	**Plan**	**Resources**
Creating Positive Learning Environments: Interprofessional Learning Environments			
Strengths	**Needs**	**Plan**	**Resources**
Creating Positive Learning Environments: A Safe Learning Environment			
Strengths	**Needs**	**Plan**	**Resources**
Establishing the Preceptor-Preceptee Relationship			
Strengths	**Needs**	**Plan**	**Resources**
Preceptee Learner Assessment			
Strengths	**Needs**	**Plan**	**Resources**
Managing Transitions			
Strengths	**Needs**	**Plan**	**Resources**
Clinical Teaching Strategies: Strengths-Based Approach			

Strengths	Needs	Plan	Resources

Clinical Teaching Strategies: Microskills Model			
Strengths	Needs	Plan	Resources

Clinical Teaching Strategies: Debriefing			
Strengths	Needs	Plan	Resources

Clinical Teaching Strategies: Reflective Practice			
Strengths	Needs	Plan	Resources

Clinical Teaching Strategies: Mindfulness			
Strengths	Needs	Plan	Resources

Clinical Teaching Strategies: Resilience			
Strengths	Needs	Plan	Resources

Ending the Preceptor-Preceptee Relationship			
Strengths	Needs	Plan	Resources

Chapter 5

Preceptor Development Plan: Professional Identity
Review the information on professional identity described in this chapter. What are your strengths? In which areas do you need to increase your knowledge and expertise? What is your plan for expanding your knowledge and expertise? What resources are available? Who can help you?
Name:
Date:

Understanding the Concepts of Professional Identity

Strengths	Needs	Plan	Resources

Using Strategies to Encourage Professional Identity Formation

Strengths	Needs	Plan	Resources

Chapter 6

Preceptor Development Plan
Having a Plan: Developing and Using Goals, Objectives, and Outcomes

Review the information on developing and using goals, objectives, and outcomes described in this chapter. What are your strengths? In which areas do you need to increase your knowledge and expertise? What is your plan for expanding your knowledge and expertise? What resources are available? Who can help you?

Name:

Date:

Relationship Among Goals, Objectives, and Outcomes

Strengths	Needs	Plan	Resources

Taxonomies of Learning

Strengths	Needs	Plan	Resources

Developing Goals

Strengths	Needs	Plan	Resources

Developing Outcomes

Strengths	Needs	Plan	Resources

Developing Objectives

Strengths	Needs	Plan	Resources

Preceptor Development Plan

Having a Plan: Developing and Using Objectives, Goals, and Outcomes

Review the overall objectives, goals, and outcomes that are required for your preceptee throughout their onboarding experience. If written descriptions of the objectives, goals, and outcomes are not available, work with other stakeholders to develop them. Based on these objectives, goals, and outcomes, create a plan for your preceptee.

Preceptee Role:

Goal:

Outcome:

Objective	Plan of Action	
	Time Frame	Plan

Goal:

Outcome:

Objective	Plan of Action	
	Time Frame	Plan

Goal:		
Outcome:		

Objective	Plan of Action	
	Time Frame	**Plan**

Chapter 7

Preceptor Development Plan: Communication			
Review the information on communication described in this chapter. What are your strengths? In which areas do you need to increase your knowledge and expertise? What is your plan for expanding your knowledge and expertise? What resources are available? Who can help you?			
Name:			
Date:			
Effective Communication: Intent			
Strengths	**Needs**	**Plan**	**Resources**
Effective Communication: Listening			
Strengths	**Needs**	**Plan**	**Resources**
Effective Communication: Advocacy			
Strengths	**Needs**	**Plan**	**Resources**
Effective Communication: Inquiry			
Strengths	**Needs**	**Plan**	**Resources**
Effective Communication: Silence			
Strengths	**Needs**	**Plan**	**Resources**
Handoffs			
Strengths	**Needs**	**Plan**	**Resources**
Team Communications			
Strengths	**Needs**	**Plan**	**Resources**

Difficult Conversations			
Strengths	**Needs**	**Plan**	**Resources**
Communication Strategies for Education and Meetings			
Strengths	**Needs**	**Plan**	**Resources**

Chapter 8

Preceptor Development Plan: Coaching			
Review the information on coaching described in this chapter. What are your strengths? In which areas do you need to increase your knowledge and expertise? What is your plan for expanding your knowledge and expertise? What resources are available? Who can help you?			
Name:			
Date:			
Being a Coach			
Strengths	**Needs**	**Plan**	**Resources**
Setting Up a Coaching Agreement			
Strengths	**Needs**	**Plan**	**Resources**
Building Trust			
Strengths	**Needs**	**Plan**	**Resources**
Utilizing a Coaching Interaction Process			
Strengths	**Needs**	**Plan**	**Resources**
Inspiring Learning and Moving Through Challenges			
Strengths	**Needs**	**Plan**	**Resources**
Using Appreciative Inquiry			
Strengths	**Needs**	**Plan**	**Resources**
Working With Resistance and Edges			
Strengths	**Needs**	**Plan**	**Resources**
Ending a Coaching Relationship			
Strengths	**Needs**	**Plan**	**Resources**

Chapter 9

Preceptor Development Plan: Effectively Using Instructional Technologies

Review the information on effectively using instructional technologies described in this chapter. What are your strengths? In which areas do you need to increase your knowledge and expertise? What is your plan for expanding your knowledge and expertise? What resources are available? Who can help you?

Name:

Date:

Technology Across Generations

Strengths	Needs	Plan	Resources

Web-Based Technologies for Presenting Didactic Materials

Strengths	Needs	Plan	Resources

Web-Based Collaboration Tools

Strengths	Needs	Plan	Resources

Simulation: General

Strengths	Needs	Plan	Resources

Simulation: High-Fidelity Patient Simulation

Strengths	Needs	Plan	Resources

Chapter 10

Preceptor Development Plan:
Working With Specific Learner Populations

Review the information on working with specific learner populations described in this chapter. What are your strengths? In which areas do you need to increase your knowledge and expertise? What is your plan for expanding your knowledge and expertise? What resources are available? Who can help you?

Name:

Date:

Pre-Licensure Student Nurses

Strengths	Needs	Plan	Resources

New Graduate Registered Nurses

Strengths	Needs	Plan	Resources

Post-Baccalaureate Graduate Students

Strengths	Needs	Plan	Resources

Experienced Nurses

Strengths	Needs	Plan	Resources

Internationally Educated Nurses

Strengths	Needs	Plan	Resources

Nurses From Different Generations

Strengths	Needs	Plan	Resources

Chapter 11

<table>
<tr><td colspan="4" align="center">Preceptor Development Plan: Precepting APRNs</td></tr>
<tr><td colspan="4">Review the information on precepting APRNs discussed in this chapter. What are your strengths? In which areas do you need to increase your knowledge and expertise? What is your plan for expanding your knowledge and expertise? What resources are available? Who can help you?</td></tr>
<tr><td colspan="4">Name:</td></tr>
<tr><td colspan="4">Date:</td></tr>
<tr><td colspan="4">The Role of the APRN Preceptor</td></tr>
<tr><td>Strengths</td><td>Needs</td><td>Plan</td><td>Resources</td></tr>
<tr><td></td><td></td><td></td><td></td></tr>
<tr><td colspan="4">Knowing Your Preceptee</td></tr>
<tr><td>Strengths</td><td>Needs</td><td>Plan</td><td>Resources</td></tr>
<tr><td></td><td></td><td></td><td></td></tr>
<tr><td colspan="4">Knowing Yourself</td></tr>
<tr><td>Strengths</td><td>Needs</td><td>Plan</td><td>Resources</td></tr>
<tr><td></td><td></td><td></td><td></td></tr>
<tr><td colspan="4">Precepting the APRN Student</td></tr>
<tr><td>Strengths</td><td>Needs</td><td>Plan</td><td>Resources</td></tr>
<tr><td></td><td></td><td></td><td></td></tr>
<tr><td colspan="4">Making the Most of the Clinical Setting</td></tr>
<tr><td>Strengths</td><td>Needs</td><td>Plan</td><td>Resources</td></tr>
<tr><td></td><td></td><td></td><td></td></tr>
<tr><td colspan="4">Precepting Strategies for APRNs</td></tr>
<tr><td>Strengths</td><td>Needs</td><td>Plan</td><td>Resources</td></tr>
<tr><td></td><td></td><td></td><td></td></tr>
<tr><td colspan="4">Evaluation</td></tr>
<tr><td>Strengths</td><td>Needs</td><td>Plan</td><td>Resources</td></tr>
<tr><td></td><td></td><td></td><td></td></tr>
</table>

Chapter 12

Preceptor Development Plan: Assessing and Addressing Preceptee Behavior and Motivation			
Review the information on assessing and addressing preceptee behavior and motivation described in this chapter. What are your strengths? In which areas do you need to increase your knowledge and expertise? What is your plan for expanding your knowledge and expertise? What resources are available? Who can help you?			
Name:			
Date:			
Just Culture			
Strengths	**Needs**	**Plan**	**Resources**
Providing Feedback			
Strengths	**Needs**	**Plan**	**Resources**
Behavior			
Strengths	**Needs**	**Plan**	**Resources**
Understanding Preceptee Motivation			
Strengths	**Needs**	**Plan**	**Resources**
Interacting With Influence			
Strengths	**Needs**	**Plan**	**Resources**
Dealing With Errors and Behaviors in Your Organization			
What is the predominant way of dealing with behavior and errors in your organization? If it is not a Just Culture, what can you do to influence the use of Just Culture with your preceptee?			
Your Own Behavior and Motivation			
Think about your own behavior and motivation. What is your predominant behavior? What motivates you?			

What is your predominant behavior?
What motivates you?

Chapter 13

Preceptor Development Plan: Pragmatics of Precepting
Review the information on pragmatics of precepting described in this chapter. What are your strengths? In which areas do you need to increase your knowledge and expertise? What is your plan for expanding your knowledge and expertise? What resources are available? Who can help you?
Name:
Date:

Organization and Time Management

Strengths	Needs	Plan	Resources

Delegation

Strengths	Needs	Plan	Resources

Performance Discrepancies

Strengths	Needs	Plan	Resources

Problem-Solving Preceptor-Preceptee Relationships

Strengths	Needs	Plan	Resources

Challenging Behaviors

Strengths	Needs	Plan	Resources

Preceptor-Preceptee Mismatch

Strengths	Needs	Plan	Resources

Chapter 14

Preceptor Development Plan: Self-Care
Things I Commit to Including in My Life This Month

Review the information on the practices of self-care to prevent burnout and create an optimal healing environment described in this chapter. Create a plan of self-care for yourself. To get started, pick two of the practices in each pathway and develop a plan on how to include those practices in your life in the next month.

Name:

Date:

Physical pathway practices I commit to including in my life this month

Practice	Plan

Mental pathway practices I commit to including in my life this month

Practice	Plan

Emotional pathway practices I commit to including in my life this month

Practice	Plan

Spiritual pathway practices I commit to including in my life this month

Practice	Plan

Relationships pathway practices I commit to including in my life this month

Practice	Plan

Choices pathway practices I commit to including in my life this month

Practice	Plan

Accountability Buddy

Consider finding an accountability buddy. Who are the people who could be your buddy?

Chapter 15

NPD Practitioner Plan: Responsibility for Developing and Supporting Preceptors

Review the information on developing and supporting preceptors described in this chapter. What are your strengths? In which areas do you need to increase your knowledge and expertise? What is your plan for expanding your knowledge and expertise? What resources are available? Who can help you?

Name:

Date:

Advocacy for Preceptor Programs

Strengths	Needs	Plan	Resources

Preceptor Selection

Strengths	Needs	Plan	Resources

Preceptor Program Development

Strengths	Needs	Plan	Resources

Preceptor Support

Strengths	Needs	Plan	Resources

Preceptor Recognition and Rewards

Strengths	Needs	Plan	Resources

Preceptor Retention			
Strengths	**Needs**	**Plan**	**Resources**

Chapter 16

<table>
<tr><td colspan="4" align="center">**Manager Plan: Selecting, Supporting, and Sustaining Preceptors**</td></tr>
<tr><td colspan="4">Review the information on selecting, supporting, and sustaining preceptors described in this chapter. What are your strengths? In which areas do you need to increase your knowledge and expertise? What is your plan for expanding your knowledge and expertise? What resources are available? Who can help you?

In addition, review your organization's preceptor performance standards, selection criteria, education program (initial and continuing), evaluation forms, and recognition plans. If any of these are not yet available in your organization, work with stakeholders to develop and implement them.</td></tr>
<tr><td colspan="4">**Name:**</td></tr>
<tr><td colspan="4">**Date**</td></tr>
<tr><td colspan="4">**Establishing Performance Standards and Preceptor Competencies**</td></tr>
<tr><td>**Strengths**</td><td>**Needs**</td><td>**Plan**</td><td>**Resources**</td></tr>
<tr><td></td><td></td><td></td><td></td></tr>
<tr><td colspan="4">**Setting the Stage: Creating a Culture**</td></tr>
<tr><td>**Strengths**</td><td>**Needs**</td><td>**Plan**</td><td>**Resources**</td></tr>
<tr><td></td><td></td><td></td><td></td></tr>
<tr><td colspan="4">**Setting the Stage: Defining Needs**</td></tr>
<tr><td>**Strengths**</td><td>**Needs**</td><td>**Plan**</td><td>**Resources**</td></tr>
<tr><td></td><td></td><td></td><td></td></tr>
<tr><td colspan="4">**Setting the Stage: Matching Preceptors With Preceptees**</td></tr>
<tr><td>**Strengths**</td><td>**Needs**</td><td>**Plan**</td><td>**Resources**</td></tr>
<tr><td></td><td></td><td></td><td></td></tr>
<tr><td colspan="4">**Setting the Stage: Setting Expectations**</td></tr>
<tr><td>**Strengths**</td><td>**Needs**</td><td>**Plan**</td><td>**Resources**</td></tr>
<tr><td></td><td></td><td></td><td></td></tr>
<tr><td colspan="4">**Preceptor Education**</td></tr>
<tr><td>**Strengths**</td><td>**Needs**</td><td>**Plan**</td><td>**Resources**</td></tr>
<tr><td></td><td></td><td></td><td></td></tr>
<tr><td colspan="4">**Communication**</td></tr>
<tr><td>**Strengths**</td><td>**Needs**</td><td>**Plan**</td><td>**Resources**</td></tr>
</table>

Evaluating Preceptors			
Strengths	**Needs**	**Plan**	**Resources**

Supporting and Sustaining Preceptors and Preceptorships			
Strengths	**Needs**	**Plan**	**Resources**

Providing Adequate Resources			
Strengths	**Needs**	**Plan**	**Resources**

Meaningful Recognition			
Strengths	**Needs**	**Plan**	**Resources**

Overcoming Challenges			
Strengths	**Needs**	**Plan**	**Resources**

Chapter 17

Preceptor Development Plan: Planning and Implementing a Preceptor Program

Creating preceptor development programs requires considerable planning. Review the information on preceptor development described in this chapter. What are your/your team's strengths? In which areas do you/your team need to increase your knowledge and expertise? What is your plan for expanding your/your team's knowledge and expertise? What resources are available? Who can help you?

Name:

Team Composition—Do you have the competencies you need on your team?

Strengths	Needs	Plan	Resources

Standards

Strengths	Needs	Plan	Resources

Assess the Practice Gap

Strengths	Needs	Plan	Resources

Identify Educational Needs

Strengths	Needs	Plan	Resources

Program Delivery

Strengths	Needs	Plan	Resources

Learner Engagement Strategies

Strengths	Needs	Plan	Resources

Program Length

Strengths	Needs	Plan	Resources

Content

Strengths	Needs	Plan	Resources
Program Evaluation and Continuous Improvement			
Strengths	**Needs**	**Plan**	**Resources**