

THE ESSENTIAL GUIDE TO PRECEPTORSHIP

A 2 day course to support preceptor skills and practice

Dates of training available in 2011:

- 1st course - **January 27th and 11th February**
2nd course - **5th April and 5th May**
3rd course - **17th May and 14th June**
Venue: Solihull Hospital Education Centre B91 2JL
Time: 8.45 for a 9.00 start – finish at 4.30

This training is for Allied Health Professionals who will be or are preceptors supporting newly qualified members of staff.

*The training is free to AHP's from HEFT & BEN
Other applicants are welcome – please contact AHP Team for course fee information.*

Please complete the application form and return to AHPTeam@heartofengland.nhs.uk to apply for a place

Please note that some pre-reading will be required prior to attending the training to allow time to focus on the practical exercises and experiential learning

Guide to the content of the 2 day courses:

Day 1

Morning – An introduction to preceptorship

- What is preceptorship?
- How is preceptorship different from mentorship/supervision/buddying?
- What are the expectations of me as a preceptor? What is my role?
- What are the benefits of preceptorship – to the preceptee and the preceptor?
- What can I do that will really help my preceptee, what can I do that might hinder them?

Afternoon – Developing preceptees

- Understanding myself and my preceptee
- Recognising when and how to adapt my style to maximise results
- Key skills of a great preceptor
- Success factors – what can I do to ensure success, and how to tell if I'm getting it right
- Practical first steps – what to do in the first month, 3 months, 6 months

Day 2

Morning – Building an effective relationship with my preceptee

- Personal impact – what impact do we have on others, how are perceptions formed?
- Developing an effective relationship with preceptees – developing trust and openness, setting ground rules, listening effectively
- Values and beliefs – recognising own and others values and beliefs and understanding their impact

Afternoon – Overcoming challenges

- What does poor/good/great performance look like?
- The power of feedback and giving difficult feedback
- Setting goals and empowering your preceptee