

Preceptor/Mentor Tips

“Change will not come if we wait for some other person, or if we wait for some other time. We are the ones we’ve been waiting for. We are the change that we seek.”

Barack Obama – Former US President

We want to help you support your learners the best way we can. Their success is your success, and ultimately a win for your facility! I put together a list of recommended actions and processes to help you and your learner on their road to program completion.

- **Establish Expectations**
 - Protected time at work: How many hours a week can they dedicate on the clock for their program material
 - Protected time at home: How many hours should they expect to do at home
 - Protected time with you: How much time can they expect to spend with you as the mentor for questions each week
 - **Goals**
 - In the beginning:
 - Sit down with them and talk through their goals and plans for success
 - Time management
 - Progress Tracking:
 - Helps them know you are aware of their progress and holding them accountable
 - Create a goal tracker and ways to acknowledge progress
 - **Commitment to Support**
 - Check in with them regularly for a pulse check
 - Program progress against goals
 - Personal investment/energy level
 - Being reasonably available and willing to work with them as they have questions
 - **Recognition**
 - Take a moment to randomly praise/encourage them
 - Create small rewards that are easy to use when goals are met
 - Quick reminders that you are there for them and are excited for them
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“Education is the most powerful weapon which you can use to change the world”

– Nelson Mandela