New Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preceptor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1st Day of Orientation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of developing Plan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What do you hope to achieve in your first 2 weeks of training?

What teaching strategies have been helpful to you in the past?

Tell me about your experiences in healthcare so far?

What are you afraid of as you start in this new role?

At the end of our time together what would you have liked to accomplish?

What would you say you excel at?

As we progress, how will we know that we are successful?

Here are some of my strengths as a preceptor. And, here is what I need help with.

Based off the information that you have received in the first page, develop a plan for the orientation period.

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| --- | --- | --- | --- | --- |
| Objectives: What do you hope to achieve, Please be specific? | How will we know we have met this goal? | When is our target date for meeting this goal? | Date we met the goal? | Follow up action needed if necessary. |
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