

Education Plan

(Try to complete during the 1st week of Orientation)

New Employee Name:		1 st Day of Orientation	
Preceptor Name:		Date of Developing Plan:	
Unit:			

What do you hope to achieve in your first 2 weeks of training? By the end of your orientation period?

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.

Goal Setting

Must be SMART: Specific, Measurable, Attainable, Realistic, Time-specific

Short Term Goals: <ul style="list-style-type: none"> • Daily or weekly • Important to show progress <ul style="list-style-type: none"> ○ Milestones along the way ○ Helpful if setbacks occur (reflection from beginning of journey) 	Long Term Goals: <ul style="list-style-type: none"> • Sum of short-term goals • End of Orientation • Important to help keep direction/focus
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Short Term Goals	What do you hope to achieve? Be specific.	How will we know we have met this goal?	How can I help you meet this goal?	When is our target date for meeting this goal?
Long Term Goals	What do you hope to achieve? Be specific.	How will we know we have met this goal?	How can I help you meet this goal?	When is our target date for meeting this goal?

When should this Goal Setting tool be utilized?

- At the beginning of orientation and anytime new goals are needed.
- During check-ins with your preceptor and your manager/educator.