

Peer Mentor/Preceptor Training: Outline

Preceptors and Supervisors are recommended to attend together to build a team in support of coding apprentices and to ensure transparency and clear role definitions

Section/Content Area	Training Design - developed for and with sponsors and stakeholders	Approximate Time Required
Introduction • Project/Trainer/Participant Intros • Housekeeping details/logistics • Agenda Review • Warm up activity • Apprenticeship – what is it? • Why mentors?		1 hour
The preceptor as mentor - Have you ever been mentored? • Hand outs • Experiential sharing		1 hour
Break		15 minutes
Roles and Responsibilities and how they differ and function as a team - Apprentice, Preceptor/Mentor, Supervisor		1/2 hour
What are the qualities of a good Preceptor? • Group activity • Relate to traditional preceptor role and also share how the role may differ in apprenticeship		45 minutes
Break for lunch		45 minutes
Structuring the Apprenticeship and work processes. • Scheduling • Shaping the work process		1 hour
Break		15 minutes

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Assessment, Self-Assessment, and Evaluation • Clarifying goals and objectives of evaluation and assessment • Review of assessment and evaluation methodology		2 hours
Evaluation of the day		Last 15 minutes of the day
DAY 2		
Warm Up • Getting to know you • Cultural sensitivity and mentoring		1 hour
Communication tools for preceptors • Active listening • Teach Back • Other		45 minutes
The apprentice as an Adult Learner and application of principles to apprenticeship		1.5 hours
Break for lunch		1 hour
Scenarios and role plays to build practice		2 hours
Evaluation		

Suggestion: A follow up session should be scheduled after a month or as needed to reinforce learning and practice and adjust practice as needed.