How to Become a PRO at Procedures

<u>I</u> will … **P**resent the procedure.

- I will introduce the procedure and explain why it's important.

- I will model the steps in the procedure, explaining what I am doing and why.

- I will direct you through the basic steps.

- I will check that you understand how to execute the basic steps.

- I will ask for and answer any questions.

- I will continue teaching and modeling until you are clear about what to do.

<u>WE</u> will … **R**ehearse the procedure.

- We will practice the procedure until everyone feels comfortable with it.

- I will observe you as you practice and offer feedback to help you improve.

- I will point out potential pitfalls and suggest ways to avoid them.

- You may ask me questions or ask for help at any time.

<u>YOU</u> will … **O**wn the procedure.

- You will understand the procedure well enough to be able to use it independently.