

Unit 1
Leadership and Mentoring Skills

A. Principles of adult learning (1 hour)

OBJECTIVES	CONTENT	TEACHING METHODS	EVALUATION METHODS
Upon completion of this unit, the student will be able to identify and discuss principles of adult learning with 80% accuracy.	A. Self motivation B. Demonstration of relevancy to current occupation C. Promotion of self esteem D. Establishment of goals and expectations E. Utilization of life experiences	A. Lecture B. Discussion C. Questions and answers D. Handouts E. Resources <u>How To Be A Nursing Assistant</u> Third Edition Margaret Casey-Mederios, RN <u>How To Be a Nursing Assistant</u> Second Edition Margaret Casey-Mederios, RN	A. Quizzes B. Written exam

B. Learning styles (1 hour)

OBJECTIVES	CONTENT	TEACHING METHODS	EVALUATION METHODS
Upon completion of this unit, the student will be able to identify and demonstrate three types of learning styles with 80% accuracy.	A. Verbal learning methods and techniques B. Written learning methods and techniques C. Visual learning methods and techniques	A. Lecture B. Discussion C. Questions and answers D. Handouts E. Role playing F. Resources	A. Quizzes B. Written exam C. Demonstration

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C. Evaluation methods to assess learner knowledge (1 hour)

OBJECTIVES	CONTENT	TEACHING METHODS	EVALUATION
Upon completion of this unit, the student will be able to utilize evaluation methods to assess learner knowledge and competency with 80% accuracy.	A. Development and use of checklists B. Development of role playing scenarios and return demonstrations	A. Lecture B. Discussion C. Questions and answers D. Handouts E. Resources <u>How To Be A Nursing Assistant</u> Third Edition Margaret Casey-Mederios, RN <u>How To Be a Nursing Assistant</u> Second Edition Margaret Casey-Mederios, RN	A. Quizzes B. Written exam

D. Communication techniques and barriers with emphasis on cultural diversity of co-workers and clients (2 hours)

OBJECTIVES	CONTENT	TEACHING METHODS	EVALUATION
Upon completion of this unit, the student will be able to demonstrate techniques to overcome communication barriers with 80% accuracy.	A. Verbal and written communication B. Non-verbal communication C. Determination of educational background D. Effect of beliefs and language barriers on communication E. Incorporation of cultural diversity into the learning process F. Identification of informal leaders	A. Lecture B. Discussion C. Questions and answers D. Handouts E. Role playing F. Resources <u>How To Be A Nursing Assistant</u> Third Edition Margaret Casey-Mederios, RN <u>How To Be a Nursing Assistant</u> Second Edition Margaret Casey-Mederios, RN	A. Quizzes B. Written exam C. Demonstration

E. Conflict management (2 hours)

OBJECTIVES	CONTENT	TEACHING METHODS	EVALUATION
Upon completion of this unit, the student will be able to identify and discuss the role of the Advanced Nurse Aide in conflict management with 80% accuracy.	A. Definition of conflict management B. Identification of methods for dealing with staff conflict C. Intervention techniques D. Conflict resolution	A. Lecture B. Discussion C. Questions and answers D. Handouts E. Role playing F. Resources <u>How To Be A Nursing</u>	A. Quizzes B. Written exam C. Demonstration

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F. Precepting and mentoring new CNAs (2 hours)

OBJECTIVES	CONTENT	TEACHING METHODS	EVALUATION METHODS
Upon completion of this unit, the student will be able to define and demonstrate techniques of precepting and mentoring with 80% accuracy.	A. Definitions of preceptor and mentor B. Definition of role model C. Orientation of new employees D. Setting expectations and evaluation of progress	A. Lecture B. Discussion C. Questions and answers D. Handouts E. Role playing F. Resources <u>How To Be A Nursing Assistant</u> Third Edition Margaret Casey-Mederios, RN	A. Quizzes B. Written exam C. Demonstration

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G. Teamwork (1 hour)

OBJECTIVES	CONTENT	TEACHING METHODS	EVALUATION METHODS
Upon completion of this unit, the student will be able to define and discuss the concept of teamwork with 80% accuracy.	A. Definition of teamwork B. Responsibilities of team members C. Stages of team development D. Identification of a dysfunctional team	A. Lecture B. Discussion C. Questions and answers D. Handouts E. Resources <u>How To Be A Nursing Assistant</u> Third Edition Margaret Casey-Mederios, RN <u>How To Be a Nursing Assistant</u> Second Edition Margaret Casey-Mederios, RN	A. Quizzes B. Written exam

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H. Contributing to care plan development and implementation (1 hour)

OBJECTIVES	CONTENT	TEACHING METHODS	EVALUATION METHODS
Upon completion of this unit, the student will be able to discuss the role of the Advanced Nurse Aide in the care planning process with 80% accuracy.	A. Definition of the interdisciplinary care planning process B. Observation of the client and communication of changes and concerns to the care plan team C. Communication of family concerns to the care plan team D. Utilization of shift reports and 1:1 interaction with care givers to ensure and monitor implementation of the care plan E. Participation in care plan meetings	A. Lecture B. Discussion C. Questions and answers D. Handouts E. Resources <u>How To Be A Nursing Assistant</u> Third Edition Margaret Casey-Mederios, RN <u>How To Be a Nursing Assistant</u> Second Edition Margaret Casey-Mederios, RN	A. Quizzes B. Written exam

I. Organizational responsibilities (1 hour)

OBJECTIVES	CONTENT	TEACHING METHODS	EVALUATION METHODS
Upon completion of this unit, the student will be able to identify and discuss the enhanced responsibility of the Advanced Nurse Aide in the organization with 80%	A. Identification of the qualities of a leader B. Identification of leadership styles C. Effects of organizational culture	A. Lecture B. Discussion C. Questions and answers D. Handouts	A. Quizzes B. Written exam

accuracy.	D. Adherence to policies and procedures E. Adherence to the organization's mission and values F. Responsibilities of a role model		
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J. Principles of documentation (1 hour)

OBJECTIVES	CONTENT	TEACHING METHODS	EVALUATION METHODS
Upon completion of this unit, the student will be able to define and demonstrate principles of documentation with 80% accuracy.	A. Purpose of documentation B. Reimbursement issues C. Legal aspects of documentation D. Privacy issues E. Correct techniques for documentation F. Correct techniques for correction of information	A. Lecture B. Discussion C. Questions and answers D. Handouts E. Resources <u>How To Be A Nursing Assistant</u> Third Edition Margaret Casey-Mederios, RN <u>How To Be a Nursing Assistant</u> Second Edition Margaret Casey-Mederios, RN	A. Quizzes B. Written exam