

## OUTLINE OF SEQUENCE OF LECTURES

### UNIT one: PREPARATION FOR WORKFORCE

- A. Preparing a Resume
- B. Interviewing

### UNIT three: REGULATION OF PRACTICE

- A. Regulatory Bodies
- B. Standards of Practice
- C. Evidence Based Practice

### UNIT two: STRATEGIES FOR PROFESSIONAL PRACTICE

- I. Introduction: Challenges of Handling Multiple patients
  - II. Time Management
    - A. Analysis using the Pareto Principle
    - B. Shift Hand Off Report, Assignments, Making Patient Care Rounds
    - C. Setting Priorities
    - D. Traps to Avoid
  - III. Effective Communication
    - A. Introduction to Effective Communication
    - B. Preparing Self to be Assertive
    - C. Comparison between Assertive, Passive, Aggressive Type of Communication
    - D. Practicing Assertive Communication
      - i. Initiating Conversations
      - ii. Giving and Getting Information
      - iii. Self-disclosing
      - iv. Giving Constructive Criticism
    - E. Practice Assertive Communication
      - i. Accepting Criticism
      - ii. Giving Personal Criticism
      - iii. Making Statements without Explanation
      - iv. Persistence
  - IV. Negotiation
    - A. How Do I Resolve Conflict
    - B. How to Defuse conflicts and Utilize Negotiation Skills
    - C. Resolving Conflict by Cooperative Problem Solving
    - D. Situations to Practice Applying Negotiation and Assertiveness Skills
  - V. Dealing with the Challenging Family
    - A. Introduction
    - B. Techniques/Nursing Strategies used to solve conflict with families
    - C. Situations to Practice Concepts Resolving Conflict with Clients
  - VI. Decision Making
  - VII. Collaboration/Delegation
    - A. Collaboration/Delegation Defined
    - B. Process of Delegation Implemented
    - C. Situations to Practice Use of Collaboration and Delegation
- ### UNIT four: Career Development
- I. Care of Self
  - II. Personal Development

## OUTLINE OF SEQUENCE OF LECTURES

- III. Professional Development
- UNIT five: Preparation for licensure
  - I. Overview of NCLEX Process
  - II. Test taking tips
  - III. Practice Testing