

How to Become a PRO at Procedures

I will ... **P**resent the procedure.

- I will introduce the procedure and explain why it's important.
- I will explain and model the steps in the procedure.
- I will ask you to role-play or walk through the basic steps.
- I will check that you understand how to execute the basic steps.
- I will answer any questions that you might have.

WE will ... **R**ehearse the procedure.

- We will practice the procedure until everyone feels comfortable with it.
- I will observe you as you practice and help you get better along the way.
- You may ask me questions or ask for help at any time.

YOU will ... **O**wn the procedure.

- You will be responsible for following or using the procedure yourself.