

IMPLEMENTATION HANDOUT

AARP Driver Safety Program Instructor Training System

State Based Implementation Training Outlines

for current Trainers, State, Zone, District Coordinators and Mentors

July 2010

State based implementation trainings sessions will be conducted for current Trainers, State, Zone, District Coordinators and Mentors by Chief Trainers/Trainers/Coordinators who attended the National Training Summit. The state based implementation training sessions should be completed as soon as possible after the *National Training Summit* but no later than the end of the year. **To ensure there is consistency nationwide four training outlines/agendas are attached for your use. The outline times vary from 1 hour and 40 minutes to 3 hours and 15 minutes. Chief Trainer/Trainers should choose and use the outline that best matches the audience they are training in their state.** The trainings can be conducted face-to-face or via conference call. The Chief Trainer/Trainer will order material directly from Fulfillment for the local training sessions utilizing the Chief Trainer/Trainer Order Form. **Training of current Instructors is not expected or required.**

AARP Driver Safety Program

State Implementation Training Outline A

Audience: Current Trainers, State, Zone, and District Coordinators and Mentors	
<p>Objectives: By the completion of the training session current Trainers, SC, ZC, and DC and Mentors will understand:</p> <ul style="list-style-type: none"> ○ The Comprehensive Training System ○ Where Instructor Training System fits in the new training system ○ The role of DC, Mentor and Trainer with Instructor Candidates ○ The new Instructor Training System and its material and forms ○ How to conduct the DSP Orientation ○ Adult learning ○ Characteristics of being an effective Trainer ○ How to conduct the interview and DSP Instructor Course ○ How to conduct practice teaching ○ How to be an effective mentor ○ How to evaluate supervised teaching 	
Approx. time:	Subject:
15	Overview of the Comprehensive Training System and where Instructor Training System fits
10	Review relevant sections of the <i>Leadership Training & Policy Guide</i>
15	Review the DC, Mentor and Trainer position descriptions
20	Review the <i>Introduction and Policy Guide</i>
15	Review updated forms: <ul style="list-style-type: none"> ○ Instructor application ○ Candidate profile ○ Interview questions
10	Review the DSP Orientation outline
20	Review the <i>Instructor Candidate Training Guide</i> <ul style="list-style-type: none"> ● How it is used ● Review of adult learning
45	Review the <i>Trainers Guide</i> <ul style="list-style-type: none"> ● How it is used ● Discussion: <ul style="list-style-type: none"> ○ Characteristics of being an effective Trainer ○ How to conduct the DSP Instructor Course ○ How to conduct practice teaching
15	Discussion—How to be more effective evaluating supervised teaching
15	Discussion—How to be an effective mentor
15	How to train others and questions and answer period
195 minutes	
3 hr 15 min	

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State Implementation Training Outline B

Audience: Current Trainers	
Objectives: By the completion of the training session current Trainers will understand:	
<ul style="list-style-type: none"> ○ The Comprehensive Training System ○ Where Instructor Training System fits in the new training system ○ The role of DC, Mentor and Trainer with Instructor Candidates ○ The new Instructor Training System and its material and forms ○ How to conduct the DSP Orientation ○ Adult learning ○ Characteristics of being an effective Trainer ○ How to conduct the DSP Instructor Course ○ How to conduct practice teaching 	
Approx. time:	Subject:
15	Overview of the Comprehensive Training System and where Instructor Training System fits
10	Review relevant sections of the <i>Leadership Training & Policy Guide</i>
15	Review the DC, Mentor and Trainer position descriptions
20	Review the <i>Introduction and Policy Guide</i>
15	Review updated forms: <ul style="list-style-type: none"> ○ Instructor application ○ Candidate profile ○ Interview questions
10	Review the DSP Orientation outline
20	Review the <i>Instructor Candidate Training Guide</i> <ul style="list-style-type: none"> ● How it is used ● Review of adult learning
45	Review the <i>Trainers Guide</i> <ul style="list-style-type: none"> ● How it is used ● Discussion: <ul style="list-style-type: none"> ○ Characteristics of being an effective Trainer ○ How to conduct the DSP Instructor Course ○ How to evaluate practice teaching
15	How to train others and questions and answer period
165 minutes	
2 hr 45 min	

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State Implementation Training Outline C

Audience: Current State and Zone Coordinators	
Objectives: By the completion of the training session current SC and ZC will understand: <ul style="list-style-type: none"> ○ The Comprehensive Training System ○ Where Instructor Training System fits in the new training system ○ The role of DC, Mentor and Trainer with Instructor Candidates ○ The new Instructor Training System and its material and forms ○ How to conduct the interview and DSP Orientation 	
Approx. time:	Subject:
15	Overview of the Comprehensive Training System and where Instructor Training System fits
10	Review relevant sections of the <i>Leadership Training & Policy Guide</i>
15	Review the DC, Mentor and Trainer position descriptions
15	Review updated forms: <ul style="list-style-type: none"> ○ Instructor application ○ Candidate profile ○ Interview questions
20	Review the <i>Introduction and Policy Guide</i>
10	Review the DSP Orientation outline
15	Question and answer period
100 minutes	
1 hr 40 min	

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State Implementation Training Outline D

Audience: Current District Coordinators and Mentors	
Objectives: By the completion of the training session current DC and Mentors will understand:	
<ul style="list-style-type: none"> ○ The Comprehensive Training System ○ Where Instructor Training System fits in the new training system ○ The role of DC, Mentor and Trainer with Instructor Candidates ○ The new Instructor Training System and its materials and forms ○ How to conduct the interview and DSP Orientation ○ Adult learning ○ How to be an effective mentor ○ How to evaluate supervised teaching 	
Approx. time:	Subject:
15	Overview of the Comprehensive Training System and where Instructor Training System fits
10	Review relevant sections of the <i>Leadership Training & Policy Guide</i>
15	Review the DC, Mentor and Trainer position descriptions
15	Review updated forms: <ul style="list-style-type: none"> • Instructor application • Candidate profile • Interview questions
20	Review the <i>Introduction and Policy Guide</i>
10	Review the DSP Orientation outline
10	Review the <i>Instructor Candidate Training Guide</i> <ul style="list-style-type: none"> • Review of adult learning
15	Discussion—How to be an effective mentor
15	Discussion—How to be more effective evaluating supervised teaching
15	Question and answer period
140 minutes	
2 hr 20 min	

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