

IMPLEMENTAION HANDOUT

Comprehensive Training System—

Listing of Current and New Documents/Material

Below is a chart that details current and new documents/material in the new training system. **Please note:** current training documents/material will be purged from the AARP Fulfillment Center on September 1, 2010. At that point only the new training documents/material will be available for ordering (some items have an ordering restriction).

Current/Old Item	New Item	Comments
Instructor Application (D14295)	Instructor Application	Minor changes
Interview Questions	Interview Questions	Minor changes
N/A	Instructor Profile	New item
Edition 6 Training Completion Form (D18460)	N/A	This form has been eliminated.
Instructor Position Description (D14294)	Instructor Position Description (D14294)	Minor changes/updates
Instructor Mentor Position Description (D15722)	Instructor Mentor Position Description	Minor changes/updates. Now emphasis more on mentoring than assisting.
District Coordinator Position Description (D14292)	District Coordinator Position Description	Minor changes/updates
Chief Trainer Position Description (D15720)	Chief Trainer Position Description	Minor changes/updates
Trainer Position Description (D15721)	Trainer Position Description	Minor changes/updates

AARP Driver Safety Program

Instructor Candidate Administrative Packet (red folder - D16482)	Introduction & Policy Guide (D19242)	New item. Replaces the Instructor Candidate Orientation Administrative Packet (D16482) and Administrative Requirements (D12519)
Instructor Candidate Training Packet (yellow folder - D15588)	Instructor Candidate Training Guide (D19243)	New item. Replaces the Instructor Candidate Training Packet (D15588), Teaching Adult Learners: Study Guide (D18501) and Edition 6 Presentation Skills and Instructional Techniques (D18456)
Teaching Adult Learners: Study Guide (D18501)	N/A	Content is in the Instructor Candidate Training Guide
Edition 6 Presentation Skills and Instructional Techniques (D18456)	N/A	Content is in the Instructor Candidate Training Guide
Trainer Manual (blue binder – D17335)	Trainers Guide (D19244)	New item. Replaces the Trainer Manual (blue binder)
Edition 6 Instructor Candidate Training Master Outline (D18502)	N/A	Content is in the Trainers Guide
N/A	Practice Teaching Feedback Form	New item in the Trainers Guide
Coordinators Handbook (D852)	Leadership Training & Policy Guide (D19296)	New item. Replaces the Coordinators Handbook
Promotion and Publicity Guidebook (D17549)	Promotions & Marketing & Guide (D19297)	New item. Replaces the Promotion & Publicity Guidebook
Telephone Coordinator Instructions (D17566)	Telephone Coordinator Guide (D19298)	New item. Replaces the Telephone Coordinator Instructions
VMIS Data Manager Manual	VMIS Data Manager Guide (D19299)	New item. Minor changes/updates. Replaces the VMIS Data Manager Manual.

July 2010

