

## Edition 6 Instructor Candidate Training Master Outline

**Instructions:** This outline is to be used in training all new Instructor Candidates in the AARP Driver Safety Program.

### **General Points:**

- ✚ During the training, encourage trainees to set their Participant Workbooks aside and that we will only be referencing the Instructor Manual, since all Participant Workbook pages are included in the Instructor Manual anyway.**
- ✚ With the exception of “demonstrations” and “videos”, you should NOT teach material as if you were teaching a course of “DSP participants.” You are training instructors.**
- ✚ Explain to trainees that in between each unit there will be a chance for questions and answers.**
- ✚ The main purpose of the training is to review material and describe how best to teach it. It is not the purpose to invent new content for the Instructor Manual or Participant Workbook.**
- ✚ To keep everyone “on the same page” always refer to Instructor Manual pages as you go through your presentation, not the Participant Workbook pages (e.g. “Let’s now turn to page 2-9” rather than “Let’s turn to page 11”).**

## Introduction/Instructor Guidelines

This section includes a great deal of important information to help the instructor conduct AARP DSP courses.

I.M. Page #	Topics to be Covered in Training	Notes (add your own additional notes as needed)
iii	Message from Director	AARP values its instructors and the service they provide to communities nationwide.
iv	Guidelines contents	Review briefly; will be covered in more depth in the pages that follow.
v	Overview	Review key objectives; measures of achievement. Highlight the last bullet on this page to trainees, saying that learning (behavior change) does occur in DSP participants.
vi	Instructor overview	Review all paragraphs on this page carefully.
vii	Sponsor Responsibilities	Review briefly. Can be reviewed more carefully by individuals later at their convenience.
vii	AARP Responsibilities	Review briefly. Can be reviewed more carefully by individuals later at their convenience.
viii	Instructor's Timeline	Review briefly.
ix	Course timing variations	Review briefly. Can be reviewed more carefully by individuals later at their convenience. Tell trainees that in many states there is a requirement that course MUST be taught in two 4-hour sessions.
x	Diversity and ADA	Review carefully. Provide ADA additional <b>handout</b> .
xi – xiii	Instructor Manual Design and Use	Review carefully. Spend a lot of time on the importance of understanding each of the symbols on pages xii and xiii used in the book. Explain that a majority of the symbols refer to interactive “activities” such as discussions, exercises and videos that will help the learner more easily absorb the information being presented.

xiv	Teaching Tips	Review each of the 8 tips very carefully. Each is very important. For tip number 6, the PowerPoint presentation mentioned will be available by the end of 2006. For tip number 7, be sure to add that we must avoid political humor and gender humor as well as humor offensive to any particular group of people.
xv – xix	Course Implementation Checklist	Review carefully. Pay particular attention to “timeframe” and “activity” columns on these pages. Note any variations in your state’s procedures.

## Unit 1 – Getting Started

This unit provides a foundation and overview of the information provided in the rest of the course.

I.M. Page #	Topics to be Covered in Training	Notes (add your own additional notes as needed)
1-2	Instructor's Overview	Review the features of this page. Mention to trainees that Unit objectives are a new feature in the Instructor Manual. Important: <u>Instructor's Overview is not to be presented to the participants. The objectives on this page are for the benefit of the instructor. They are reviewed with course participants on page 1-4.</u>
1-3	Instructor's Notes	Review briefly. A chance to personalize the opening of the unit.
1-4	Welcome	Review the Instructor Note, explain meaning of the "activity" column symbols on this page, and <b>PLAY THE VIDEO SEGMENT</b> . Explain to trainees how the "book" icon at the bottom of the page refers over to page 1-5.
1-5	PM page 1.	Explain that these introductions to each unit provide the unit objectives, an important feature in the Instructor Manual. The objectives help course participants understand what they will learn and/or be able to do by the end of the unit.
1-6	Participant Introductions	Explain instructor notes on this page. Advise trainees that the challenge will be to keep your course participants from going on and on...KEEP IT BRIEF... Suggest to trainees that they set the pattern by introducing themselves first.
1-8	Course Overview	Bring attention to the activity symbols on this page and their meaning.
1-9	Course Objectives	The course objectives are in the Instructor Manual as well as the Participant Workbook.
1-10	Course Overview	Explain to trainees that the points on page 1-10 help DSP participants understand the overall course without reading each Unit and topic out loud. Instructors should try not to read this whole page but rather they should review the units in their own words.

1-11	Course Overview	Self-explanatory
1-12	Icebreaker exercise	Explain the instructor note and <b>demonstrate the icebreaker exercise.</b>
1-13	Take a few moments to consider	Direct trainee's attention to pages 1-13 and have them complete the exercise. Explain to trainees that another purpose of this exercise is to get people thinking about all the things that will be covered in the course.
1-14		Explain activity symbols and instructor note on this page.
1-15	Instructor's notes	Self-explanatory.
1-16 through 1-21	Pre-Course Quiz	<b>Demonstrate this quiz.</b> Be sure trainees understand that when giving the answers to the quiz, to read the entire sentence BEFORE giving the answer. Important for trainees to be sure to deliver points on page 1-18 to the course participants. Note: Some answers may be controversial according to State or local laws. In that case, don't engage in controversy. Tell course participants what the particulars are and discount the question.
1-22	Unit 1 Summary	Summaries are an important feature of the curriculum. We tell them what we are going to tell them (with objectives in the beginning of the Unit), then we tell them, and finally with the summary we "tell them what we told them." Ask trainees if they have any questions on this unit.

## Unit 2 – Knowing Ourselves

This unit provides the information on aging and driving that distinguishes our driver safety course.

I.M. Page #	Topics to be Covered in Training	Notes (add your own additional notes as needed)
2-2 & 2-3	Instructor's Overview	Note that there are 4 separate video segments that will be presented in this unit.
2-4 & 2-5	Introduction	Remind trainees the meaning of the activity symbols.
2-6	Physical and Mental Changes	Explain the instructor notes. <b>PLAY THE VIDEO SEGMENT.</b>
2-7	Statistics on older drivers	Explain the chart at the bottom of page 2-7. Note the source at bottom of chart.
2-8		Self-explanatory
2-9	Statistics on Older Drivers	Explain violations for drivers age 55 or over pie-chart.
2-10	Vision and Hearing	<b>PLAY THE VIDEO SEGMENT.</b> Explain the instructor note at bottom of page.
2-11	Vision and Driving	Since this material is well covered in the video, this material should be reviewed but does not have to be reviewed in great depth. Do not skip material just because some of it was reviewed in the video.
2-12 & 2-13	Judging Our Vision	<b>Demonstrate the Individual Activity</b> as explained in the Instructor Note.
2-14 & 2-15	Vision Tips	Explain that the instructor notes on this page echo most but not all of the points on page 2-15.
2-16	Hearing	Explain the discussion notes on this page.
2-17	Hearing and Driving	This material was thoroughly covered in the video and should only be quickly reviewed here.
2-18 & 2-19	Individual Activity	<b>Demonstrate the Individual Activity</b> on page 2-19 using the instructions in the instructor note on page 2-18.
2-20 & 2-21	Hearing Tips	These tips can be quickly reviewed, since the video covered many of the same points.
2-22	Reaction	Using the suggested script beginning on 2-22, <b>demonstrate</b>

through 2-27	Time	the reaction time activities and continue through page 2-26. Briefly review.
2-28 through 2-35	Physical Fitness	Demonstrate the entire section on Physical Fitness, including PLAYING THE VIDEO SEGMENT.
2-36 & 2-37	Medications & Alcohol	PLAY THE VIDEO SEGMENT. On page 2-37, note the footnote at the bottom of the page. These footnotes refer to the “Additional Information and Resources” section of the Participant Workbook.
2-38 & 2-39	Individual Activity	Note the language for the individual activity on page 2-38.
2-40 & 2-41	Medication Tips	Self-explanatory.
2-42 through 2-44	Alcohol	Demonstrate this section, including discussions and explaining the new alcohol chart on page 2-43 and the discussion on page 2-44. Pages 2-42 and 2-44 represent the first two instances of state specific information that we provide in the course.
2-45	Instructor’s Notes	Self-explanatory
2-46 & 2-47	Unit 2 Summary	Note importance of putting the summary in your own words and the importance of asking if there are any questions. Ask trainees if THEY have any questions on anything covered in this unit.

### Unit 3 – Safety Strategies

This unit provides much of the key safety information contained in our course.

I.M. Page #	Topics to be Covered in Training	Notes (add your own additional notes as needed)
3-2 & 3-3	Instructor's Unit	Review unit objectives with trainees.
3-4 & 3-5	Unit 3 Introduction	Self-explanatory.
3-6 & 3-7	Steps to Take Before Driving	Explain the instructor's note, which gives additional answers that people may write into their workbooks.
3-8 through 3-13	Scanning, mirror adjustment and 3-second rule	<b>PLAY THE VIDEO</b> as indicated on page 3-8. <b>Demonstrate the material on pages 3-9 through 3-13.</b> This is key material in our course.
3-14 & 3-15	Space cushion	Review these pages only briefly. Special note: first printing of page 34 of the Participant Workbook has poor contrast on the arrows extending from the vehicle. This will be corrected in subsequent printings of the workbook.
3-16 & 3-17	The Intersection	<b>Demonstrate the material on these pages.</b>
3-18 & 3-19	Be Alert at Intersections Crash Points in the Intersection	<b>Demonstrate the material on these pages.</b> The diagram on page 3-19 may at first seem confusing, but after reading the captions under the diagram the meaning will become clear.
3-20 & 3-21	Right of way	<b>Demonstrate the material on these pages.</b>
3-22 & 3-23	Right of way quiz	<b>Demonstrate conducting the quiz.</b> Indicate you will be following instructions in the yellow Instructor note boxes. Bring trainees attention to the information in red ink on page 3-23.
3-24 & 3-25	Intersection Right of Way	Self explanatory. Explain new illustrations at bottom of p. 3-25.
3-26 & 3-27	Left-turn situations quiz	Review the quiz questions and answers with trainees.
3-28 & 3-29	Left-turn tips	Allow a minute or two for silent review by trainees and for any questions.

3-30 & 3-31	Double-lane left turn/Roundabouts	Demonstrate the material on these pages. New.
3-32 & 3-33	Intersection Action Plan	Review how to lead the Individual/Group activity on developing an intersection action plan.
3-34 & 3-35	Backing Up	Demonstrate the material on these pages.
3-36 & 3-37	Adverse Weather	Demonstrate the material on these pages.
3-38 & 3-39	Head-On Crashes	Explain to trainees that this information is different than in previous editions of our course, which used to advise to honk horn and flash lights. This new information represents a safer strategy. There is precious little time in these situations, and any available time must be used in breaking and steering, not in locating flashers and horn.
3-40 & 3-41	Parking Lots	Self-explanatory. Allow a minute or two for silent review by trainees and answer any questions they have on these pages.
3-42 & 3-43	Unit 3 Summary	Self-explanatory. Ask trainees if there are any questions on this unit.

## Unit 4 – Our Driving Partners

This unit provides important guidance for participants on sharing the road safely with other individuals and other types of vehicles.

IM Page #	Topics to be covered in Training	Notes (add your own additional notes as needed)
4-2 & 4-3	Instructor's Overview and Instructor's Notes	Review unit objectives with trainees. Note that this section includes a new video segment. Instructors may use p. 4-3 to personalize their introduction to this unit. Objectives are not read out to DSP participants at this point.
4-4 & 4-5	Unit 4 Introduction	Self-explanatory. It is at this point that the DSP participants hear what they will learn (the objectives) in this unit. Note that the time allowed for presenting the introduction (8 minutes) includes the "driving frustrations" exercise.
4-6 & 4-7	Driving frustrations	This exercise gets people thinking about other road users and vehicles, which is what this unit is all about.
4-8 & 4-9	Trucks	Note new illustration at top of p. 4-9.
4-10 & 4-11	Driving Safely with Trucks	<b>PLAY THE VIDEO.</b> After playing the video, note that p. 4-11 summarizes the points made in the video segment and so this page can be quickly reviewed by the instructor during the DSP course.
4-12 & 4-13	School buses	This is the third occurrence of "state-specific information" that must be provided. State Coordinators and/or Chief Trainers are responsible for researching and providing this information to all the instructors (existing and new trainees going forward) in each state.
4-14 & 4-15	Emergency vehicles	This is the fourth occurrence of state-specific information.
4-16 & 4-17	Two-wheel vehicles	Information has been incorporated from the Ed 5 appendix and enhanced.
4-18 & 4-19	Pedestrians	Fifth occurrence of state-specific information.
4-20 & 4-21	Aggressive Drivers/Road Rage	Sixth instance of state-specific information.

4-22 & 4-23	Tips to Avoid aggressive drivers	Allow trainees to read silently for a minute or two and then answer any trainee questions.
4-24 & 4-25	Impaired Drivers	Review briefly with trainees.
4-26 & 4-27	Drowsy Drivers	Review briefly with trainees.
4-28 through 4-31	Distracted Drivers	Review briefly with trainees, especially cell phone information.
4-32 & 4-33	Unit 4 Summary	Self-explanatory. Allow trainees a minute or two to silently review. Ask trainees if they have any other questions on Unit 4.
4-34 & 4-35	Practice Assignments	We used to give “homework” in previous editions of our course. We don’t have “homework” anymore. We now have “practice assignments”.  Explain the two instructor notes on p. 4-34 and then review with trainees the 4 new assignments on p. 4-35

## Unit 5 – Knowing Our Roads and Highways

This unit provides key information on road signs and signals, rural vs. city driving and interstate highway driving.

IM Page #	Topics to be covered in Training	Notes (add your own additional notes as needed)
5-2 & 5-3	Instructor's Overview & Notes	Review unit objectives with trainees. Note the two new video segments in this unit.
5-4 through 5-7	Practice Assignment Review	Demonstrate the material on these pages.
5-8 & 5-9	Unit 5 Introduction.	Self-explanatory.
5-10 & 5-11	Road Signs	Note that at the bottom of the quiz there is an opportunity to mention any particular guidance on signs used in your State or local area.
5-12 & 5-13	Traffic Lights	Allow time for silent review by trainees and answer any trainee questions.
5-14 & 5-15	Lane Use Signals	P. 5-14 provides more information for the instructor.
5-16 through 5-19	Pavement Markings	Allow time for silent review by trainees and answer any trainee questions.
5-20 & 5-21	Roadway Design Safety Features	Allow time for silent review by trainees and answer any trainee questions.
5-22 through 5-25	City and Rural Driving	Demonstrate the material on these pages. PLAY THE NEW VIDEO SEGMENT.
5-26 & 5-27	Passing	Review this information with trainees. Add state-specific information (seventh occurrence).
5-28 & 5-29	Intro to Interstate Highway Driving	Review new information on 5-28 with trainees.
5-30 & 5-31	Entering Highway: Ideal	Explain new information and call attention of trainees to instructor note (p. 5-30)
5-32 & 5-33	Entering Highway: Less than Ideal	Call trainees' attention to importance of discussion, p. 5-32.
5-34 & 5-35	Driving the Interstate highway	Call attention to instructor note on p. 5-34. Allow time for trainees to review silently and ask questions.
5-36 & 5-37	Changing Lanes/Construction Zones	PLAY THE VIDEO. Review the L.A.N.E. technique with trainees.

5-38 & 5-39	Construction/Work Zone Tips	Review new information/tips with trainees.
5-40 through 5-43	Exiting the Highway: Ideal and less than ideal	Quickly review with trainees.
5-44 & 5-45	Unit 5 Summary	Self-explanatory.

## Unit 6 – Understanding Our Vehicles

This unit provides useful information about our vehicles and their safety features.

IM Page #	Topics to be covered in Training	Notes (add your own additional notes as needed)
6-2 & 6-3	Instructor's Overview/Notes	Review objectives with trainees. <b>PLAY THE VIDEO SEGMENT.</b>
6-4 & 6-5	Unit 6 Introduction.	Note to trainees that this unit moves from understanding our current vehicle and its safety technology to understanding new vehicle technology and our possible "next vehicle."
6-6 & 6-7	Car/Driver Fit	Review the new information on page 6-7 with trainees. Note that we use the term "head restraint" not "head rest".
6-8 & 6-9	Safety Belts	<b>PLAY THE VIDEO SEGMENT.</b> Have trainees note post-video discussion in yellow instructor note. Note that we should always use the words "safety belt" not "seat belt". One occurrence of the incorrect "seat belt" still exists in the first Instructor Note on page 6-8, but all references have been removed from the Participant Workbook.
6-10 & 6-11	Safety Belt Tips	Review briefly with trainees.
6-12 & 6-13	Air bags	Review information/illustrations with trainees.
6-14 through 6-17	Anti-lock brakes	Review information with trainees.
6-18 & 6-19	Safety/Maintenance Checks	This is important for DSP participants to keep in mind. Briefly review information with trainees.
6-20 & 6-21	Surviving a Vehicle Breakdown.	Review with trainees. The national office will eventually replace the photo on this page with one that has the person standing away from the vehicle. Until they do, this may be a good chance to say to course participants, "What is wrong with this picture?"
6-22 & 6-23	New Vehicle Technology	Review with trainees, <b>demonstrating instructor note on page 6-22.</b>

6-24 & 6-25	Selecting Your Next Vehicle	Review with trainees. We say “next vehicle” because someone may opt to get a late model used car rather than a new car, but either new or used vehicle may have the referenced features included as standard or optional equipment.
6-26 & 6-27	Unit 6 Summary	Self-explanatory.

## Unit 7 – Judging Our Driving Fitness: Knowing When to Retire from Driving

This unit deals with a sensitive topic, but one that we must often face either for ourselves or for people we care for.

IM Page #	Topics to be covered in Training	Notes (add your own additional notes as needed)
7-2 & 7-3	Instructor’s Overview and Notes	Review objectives with trainees. Instructor should add any notes that will help him/her transition into this sensitive topic.
7-4 & 7-5	Unit 7 Introduction	Self-explanatory.
7-6 through 7-9	Assessing our Driving skills/Judging My Driving/Self Assessment.	Demonstrate the material on these pages, including how to score it. “Grand score” = “total score, all columns.”
7-10 & 7-11	Assessments Done by Others	Review briefly with trainees.
7-12 & 7-13	Benefits of Formal Assessments	Review briefly with trainees.
7-14 & 7-15	Transportation Options	Review with trainees and answer any questions.
7-16 & 7-17	Tips for Trying other transportation options.	Review with trainees and answer any questions.
7-18 & 7-19	Approaching others about driving retirement	Our research indicated that this topic is of concern to many course participants. Review material with trainees and answer any questions.
7-20 & 7-21	Having a conversation...	This page provides advice on broaching this sensitive topic with others. Review with trainees and answer any questions.
7-22 & 7-23	Unit 7 Summary.	Self explanatory.

## Unit 8 – Wrapping Up

This unit reviews and summarizes what the DSP participants have learned in the course.

IM Page #	Topics to be covered in Training	Notes (add your own additional notes as needed)
8-2 & 8-3	Instructor's Overview and notes	Review objectives with trainees. Note final video segment.
8-4 & 8-5	Unit 8 Introduction	Self-explanatory.
8-6 & 8-7	Lessons learned	<b>Demonstrate this discussion with trainees.</b> It is very important to have DSP participants review and remember key points learned in the course.
8-8 & 8-9	Post-Course Quiz	Review questions and answers with trainees and address any concerns. Call attention to information in instructor notes on p. 8-8.
8-10 & 8-11	Action Plan	Review Instructor note on page 8-10. Not stated in the manual, but if participants are comfortable sharing resolutions, instructor may allow them to do so. The instructor note on page 8-10 does not mention this, but depending on the comfort level of the instructor and of the participants, the instructor may opt to have participants share some of the insights/future actions they have written on page 107 of their workbooks.
8-12 & 8-13	Additional Info & Resources	Review with trainees. Much in the "Additional Information and Resources" section is changed from the "Appendix" of previous editions of the course, and this section now includes web site information. The new "index" was not in previous editions of the course, and participants may find it useful.
8-14 & 8-15	Unit 8 Summary	<b>Demonstrate the material on these pages. PLAY THE FINAL VIDEO SEGMENT.</b>
8-23	Special Printing Note	Vehicle Safety item in "Additional Information and Resources Section" will have a web site linking to NHTSA. This website reference did not make it into the first printing of the Participant Manual, but it will be added to the 2 <sup>nd</sup> printing in early 2006.