

AARP Driver Safety Program

National Training Summit Washington, DC – Brickfield Center July 8-9, 2010

AGENDA – DAY 1

Time	Agenda and Item Description	Presenter
7:30 AM – 8:00 AM	Continental Breakfast (AARP Brickfield Center)	All
8:00 AM – 8:10 AM	Welcome Address Director, AARP Driver Safety Program	Julie Lee
8:10 AM – 8:20 AM	Introductions	Lisa Simpson
8:20 AM – 8:55 AM	Icebreaker	Sharon Beall Lisa Charnoff
8:55 AM – 9:05 AM	Setting the Stage	Lisa Simpson
9:05 AM – 9:35 AM	Overview of the Comprehensive Training System	Lisa Simpson
9:35 AM – 9:45 AM	Where and How the New Instructor Training System Fits	Frank Carroll
9:45 AM – 10:10 AM	History, Purpose and Benefits of the New Instructor Training System	Frank Carroll
10:10 AM – 10:25 AM	BREAK	All
10:25 AM – 10:45 AM	Detailed Review of Updated Forms and Position Descriptions	Russ Vaughn
10:45 AM – 10:55 AM	Table Activity Discussion: Updated Forms and Interview Questions	Russ Vaughn
10:55 AM – 11:10 AM	Table Activity Report Outs	Russ Vaughn
11:10 AM – 11:40 AM	Detailed Review of the <i>Introduction and Policy Guide</i>	Kathy Powell Russ Vaughn
11:40 AM – 11:55 AM	Table Activity: <i>Introduction and Policy Guide</i>	Kathy Powell
11:55 AM – 12:15 PM	Detailed Review of the <i>Trainers Guide</i>	Russ Vaughn

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12:15 PM – 1:15 PM	LUNCH	All
1:15 PM – 1:55 PM	Detailed Review of the <i>Trainers Guide</i> Continued	Kathy Powell
1:55 PM – 2:10 PM	Table Discussion: <i>Instructor Candidate Training Guide, Trainers Guide</i> and Instructor Course	Russ Vaughn
2:10 PM – 2:40 PM	Table Discussion Report Outs	Russ Vaughn
2:40 PM – 2:55 PM	BREAK	All
2:55 PM – 3:05 PM	Table Activity: Instructor Training System – Likes and Dislikes	Frank Carroll
3:05 PM – 3:25 PM	Table Activity Review	Frank Carroll
3:25 PM – 4:00 PM	Question and Answer and Wrap-Up for the Day	Kathy Powell and Presenters
4:00 PM	Adjournment	
4:10 PM	1 st Shuttle Pick-up from AARP to the Liaison Hotel	
4:30 PM	2 nd Shuttle Pick-up from AARP to the Liaison Hotel	
6:00 PM	Group Dinner at the Liaison Hotel in the Metropolitan Room East/West – Spouses/Guests Invited	All With Spouse or Guest

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AGENDA – DAY 2

Time	Agenda and Item Description	Presenter
7:30 AM – 8:15 AM	Continental Breakfast (AARP Brickfield Center)	All
8:15 AM – 8:30 AM	Day One Recap and Day Two Welcome	Lisa Simpson
8:30 AM – 9:00 AM	How to Conduct State Based Trainings	Russ Vaughn
9:00 AM – 9:30 AM	Group Activity Discussion: State Based Trainings	Russ Vaughn
9:30 AM – 10:00 AM	Group Activity Report Outs	Russ Vaughn
10:00 AM – 10:15 AM	BREAK	All
10:15 AM – 10:25 AM	How National Plans to Evaluate the New Instructor Training System	Frank Carroll
10:25 AM – 10:55 AM	Frequently Asked Questions Document and Instructor Training System Wrap-up	Lisa Simpson and Presenters
10:55 AM – 11:00 AM	Introduction of Presenter	Lisa Simpson
11:00 AM – 11:55 AM	Modernization Initiatives: Add a Course and Centralized “Anytime” Registration	Jim Kenny
11:55 AM – 12:00 PM	Introduction of Afternoon Guest	Julie Lee
12:00 PM – 12:15 PM	Afternoon Address Executive Vice President, Social Impact	Nancy LeaMond
12:15 PM – 1:15 PM	LUNCH	All
1:15 PM – 1:30 PM	Closing Remarks	Julie Lee
1:30 PM	Adjournment (<i>Pilot States Remain</i>)	
1:40 PM – 3:30 PM	“We Need to Talk” Facilitator Training Room A8-130	Attendees Who Confirmed a Space with Frank Carroll
1:40 PM – 5:00 PM	Training in the Brickfield Center for the Pilot States Only (<i>DE, MD, MN, NC, OR, PA</i>)	Jim Kenny
1:45 PM	1 st Shuttle Pick-up from AARP to the Liaison Hotel	
3:30 PM	2 nd Shuttle Pick-up from AARP to the Liaison Hotel	