

AARP

DRIVER SAFETY PROGRAM

Trainer Manual

March 7, 2006

AARP DRIVER SAFETY PROGRAM INSTRUCTOR CANDIDATE TRAINING TABLE OF CONTENTS

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- Candidate Feedback Process

DAY ONE:

Unit	Unit Timing	Topic	Topic Description
1	40 minutes	Getting Started	This unit provides a foundation and overview of the information provided in the rest of the course.
2	75 minutes	Knowing Ourselves	This unit provides the information on aging and driving that distinguishes our driver safety course.
3	75 minutes	Safety Strategies	This unit provides much of the key safety information contained in our course.
4	50 minutes	Our Driving Partners	This unit provides important guidance for participants on sharing the road safely with other individuals and other types of vehicles.

DAY TWO:

Unit	Unit Timing	Topic	Topic Description
5	80 minutes	Knowing Our Roads and Highways	This unit provides key information on road signs and signals, rural vs. city driving and interstate highway driving.
6	60 minutes	Understanding Our Vehicles	This unit provides useful information about our vehicles and their safety features.
7	55 minutes	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.
8	45 minutes	Wrapping Up	This unit reviews and summarizes what the DSP participants have learned in the course.

Foreword

You are about to introduce a most valued group of Instructor Candidates to the operations of the AARP Driver Safety Program. This will be their first view within the organization itself, and will remain as their most memorable reminder of our unity, commitment, and dedication to purpose. It must be a positive experience for all involved, and you are the key.

The individuals you are training have all experienced the AARP Driver Safety Program course, and now desire active involvement for themselves. You will be demonstrating and discussing the training methods that are based on adult learning principles, which are the key to the program's success. The Candidates' understanding of these skills, including group discussion, presentation, and using audio-visuals, will form the basis of their subsequent instruction of AARP Driver Safety Program.

You represent all of us in the AARP Driver Safety Program when you conduct this session, and we stand behind you in your efforts. AARP and the Driver Safety Program thank you for your contributions to this valuable program.

TRAINER CHECKLIST

This manual is designed for use by an experienced trainer. It is presented in outline form, with bullets of information. Before using the manual to train Instructor Candidates, you should review all sections of it, and make notes for your use during the training.

Throughout the training, you should plan to add comments and information based on your experience with the AARP Driver Safety Program course.

You are encouraged to adjust the training as needed to meet the needs of the Candidates. The amount of time needed will vary significantly depending on the number of Candidates in the session. The number of practice sessions needed may also vary, based on Candidate abilities. Use your judgment in order to best serve the needs of Candidates and the AARP Driver Safety Program.

To conduct the session, please have the following materials:

- AARP Driver Safety Program Instructor Manuals and Student Workbooks, one for each participant
- Instructor Candidate Training packets (D15588), one for each participant
- A screen (or blank white wall) or VCR & TV monitor
- Extension cord
- Pencils and paper
- State DMV Manuals, one for each participant
- Name tents
- Wide felt tip marker

INTRODUCTION

Estimated time: 20 minutes

Purposes:

- To give the Candidates a chance to meet each other
- To review the schedule and plan for the day.

Materials:

- Name Tents
- Instructor Candidate Training Packets (D15588)

Preparation:

Have the room set-up for comfortable discussions between the Candidates and the Trainer
Name tents and markers distributed

Welcome the Candidates to the training session on behalf of AARP and the Driver Safety Program.

Introduce yourself, and briefly tell the group your history with AARP Driver Safety Program – when and why you volunteer, etc.

Review any **housekeeping** details; restrooms, fire exits, etc. Announce that there is no smoking in the classroom, which is a basic ground rule for the Driver Safety Program.

Review the overall **schedule for the day**, mentioning breaks, lunch, and expected completion time. It is wise to give the latest time for departure at this point, and then release the group early if you do not need all the time.

Ask the **Candidates** to **introduce themselves**. The introduction should include their name, their hometown, and some other information related to AARP Driver Safety Program that you choose to ask. You might choose one of the following:

One reason they liked the AARP Driver Safety Program course they took, OR

Why they want to be an Instructor, OR

One thing learned in the course they took.

If they have not already done so, ask them to put their name on their **name tent** in large print. Also, distribute the **Instructor Candidate Training Packets (D15588)**. Tell them that you will refer them to specific pages in the packet as you go through the day. They do not need to review it now. You will show them how to refer to a workbook, just as they will need to do it with the students in the AARP Driver Safety Program class.

Review the **agenda** for the day, explaining the format as you go. Specifically, you should explain:

- 1) **Adult Learning Principles:** These principles are the basis of the AARP Driver Safety Program. It is important that Instructors understand them, so that the older drivers who take the course have an opportunity to learn as much as possible. Adult learning principles will be referenced throughout the day as they relate to the AARP Driver Safety Program curriculum.
- 2) **Classroom Management:** This section provides an opportunity for the Candidates to discuss basic classroom management techniques, including:
 - Room set-up
 - Giving instructions
 - Handling feedback sessions and leading discussions
 - Handling questions
- 3) **AARP Driver Safety Program course review:**
 - a) Explain that you will review each unit of the course, so that the Candidates feel confident of the information necessary for that unit.
 - b) Explain that you will discuss Instructor techniques for successfully completing each unit. For example, how to divide into small groups, using the audio visual equipment etc.
 - c) Explain that throughout the day, they will each have a few opportunities to present a unit – we call it “practice sessions”. They are not expected to be perfect! This is their chance to get a little experience before they teach a class. This is their chance to make mistakes and to ask their peers for advice.
 - d) After each “practice”, they will have a chance to evaluate themselves, and to get some positive feedback from their peers. This way they will know what they did right, so they can build on that.
 - e) Also after each practice, they will hear **one constructive suggestion for improvement from the Trainer**. It will be specific and constructive, for example if a Candidate set-up a small group discussion without sufficient explanation: “It would be helpful to check with the group to make sure they understand the instructions before they start.”

If the group is small, it is recommended that they can ask questions anytime. Tell them your policy on asking questions before you get started.