

## **INTERIM Candidate Training Process for NEW Instructors for 6<sup>th</sup> Edition**

The following are recommended steps/procedures for training of new Instructors for the 6<sup>th</sup> Edition of the AARP Driver Safety Program.

### **CANDIDATE TRAINING STEPS**

1. Candidate completes, signs and submits the AARP Driver Safety Instructor Application to indicate their interest.
2. Candidate is required to have completed the AARP DSP prior to mentoring/training.
3. Candidate is interviewed by Mentor/Assistant State Coordinator or equivalent supervisory individual (interview guidelines are contained within Section 6, Coordinator Handbook; form D852). Administrative Packet (red folder-form D16482) is reviewed, including Verification of Orientation Checklist. (Note: a go/no-go decision as to ability to be an Instructor must be made at this point).
4. Candidate is issued an Instructor Candidate Training Packet (yellow folder-form D15588: see explanation of new contents for this below). Candidate reviews and completes "Teaching Adult Learners: A Study Guide" in this packet in advance of training.
5. Candidate is trained by Chief Trainer or Trainer.
6. Candidate undergoes and completes on-the-job training (OJT) under supervision of assigned Mentor AND qualified Instructor.
7. Candidate becomes Instructor and conducts first independent class under supervision of Assistant State Coordinator. Initial review (form D12271, dated 12/04) is completed a by ASC and then reviewed with Instructor and signed.

- Turn Over -

## Upcoming Changes to Training Packets/Manuals

The following changes will be implemented at our Newington Warehouse and new materials will be shipped as they are requested beginning approximately December 15, 2005.

1) Instructor Candidate Administrative Packet (Red Packet - D16482) – This packet will remain basically unchanged except for expanded sections on Diversity and Disability, and removing all references to “Edition 5”.

2) Instructor Candidate Training Packet (Yellow Packet – D15588) – The contents of this are being revised substantially. It will consist mainly of three parts:

- ✚ Teaching Adult Learners: A Study Guide. This guide will be reviewed by the candidate, enclosed quizzes completed, and turned in to the Trainer when they arrive for their training.
- ✚ Master Outline. This outline explains the Edition 6 curriculum and helps the new candidate familiarize him/herself with what they will be doing during the training session.
- ✚ Feedback Forms. Similar to those that are currently included in the Training Packet.

3) Trainer Manual (Blue Binder - D17335)

By December 15<sup>th</sup>, all Chief Trainers and Trainers will be mailed replacement pages for their current binders that incorporate new references to the 6<sup>th</sup> Edition curriculum materials (for example, the Master Outline and Study Guide).

In the longer term, the National Office will be forming a special task force to review the entire mentoring/training/performance review materials and process and this may impact all training materials (both of the packets and the trainer manual binder) over the next year or two.