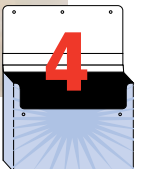


AARP OUTREACH & SERVICE,
LIVABLE COMMUNITIES, MOBILITY OPTIONS



We Need to Talk: Conversations about Driving

A GUIDE TO SUCCESS



In developing this *We Need to Talk* Guide, AARP's Outreach & Service, Livable Communities, Driver Safety Program and Mobility Options team wishes to acknowledge the contributions of the following people: Amber Nightingale, Associate State Director for Community Outreach, AARP Virginia; Suzanne LaFollette-Black, Associate State Director for Community Outreach, AARP North Carolina; Scott Wegenast, Program Coordinator, AARP Kentucky; and Susan Hardenburgh, Program Analyst, AARP National Office.

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Contents

Preface	1	Appendices	13
Promoting Successful Conversations about Driving Safety	2	Appendix A. <i>We Need to Talk</i> Facilitator Manual and DVD	13
Building on a Successful Program Model	4	Appendix B. Sample Training Workshop Agenda	13
Setting a Level of Involvement	5	Appendix C. Instructor PowerPoint Presentation	14
Conducting a Facilitator Training Workshop	6	Appendix D. Volunteer Facilitator Position Description	14
Training Workshop Overview	6	Appendix E. Building Partners & Promoting Programs	15
Identifying Volunteer Facilitators	7	Appendix F. <i>We Need to Talk</i> Fact Sheet	15
Program Promotion & Reaching Out to Partners	9	Appendix G. Introductory Letter to Potential Partners in Business	16
Keys to Conducting a Volunteer Facilitator Training	10	Appendix H. Introductory Letter to Potential Partners in Aging Services	16
Post-Facilitator Training Activities	10	Appendix I. Staging a Training Checklist	17
Conducting We Need to Talk Seminars	11	Appendix J. Sample Seminar Promotion Postcard	17
Promoting a Seminar	11	Appendix K. Sample Web site/Email Announcement for Seminar	18
Building Partnerships through <i>We Need to Talk</i>	12		



Preface

As stated in the Ten Year Social Impact Agenda, AARP is committed to ensuring that all people ages 50 and older have a range of mobility options to get where they want to go safely and affordably.

This social impact goal recognizes that an increasing number of families and caregivers have aging parents who face new mobility challenges even at a time when the number of older adult drivers is increasing significantly.

Current research clearly demonstrates that people ages 50 and older are driving more miles annually than ever before and are staying behind the wheel later in life. AARP initiatives

such as the Driver Safety Program course and CarFit are efforts to help people continue to drive safely. Equally as important, AARP is committed to ensuring that when evidence indicates the need for a person to limit or stop driving, that transition can be made as smoothly as possible and done in a way that respects and values the autonomy of the person.

People ages 50 and older are driving more miles annually than ever before and are staying behind the wheel later in life.

The purpose of the seminar is to help adult children, caregivers, and friends have sensitive and successful conversations with family members when they are concerned about a relative or friend's driving safety.

Promoting Successful Conversations about Driving Safety

To facilitate discussions within families and among friends, AARP developed a seminar entitled *We Need to Talk: Family Conversations with Older Drivers* in cooperation with The Hartford's Corporate Gerontology Group and the MIT AgeLab, based on their ongoing research on older drivers.

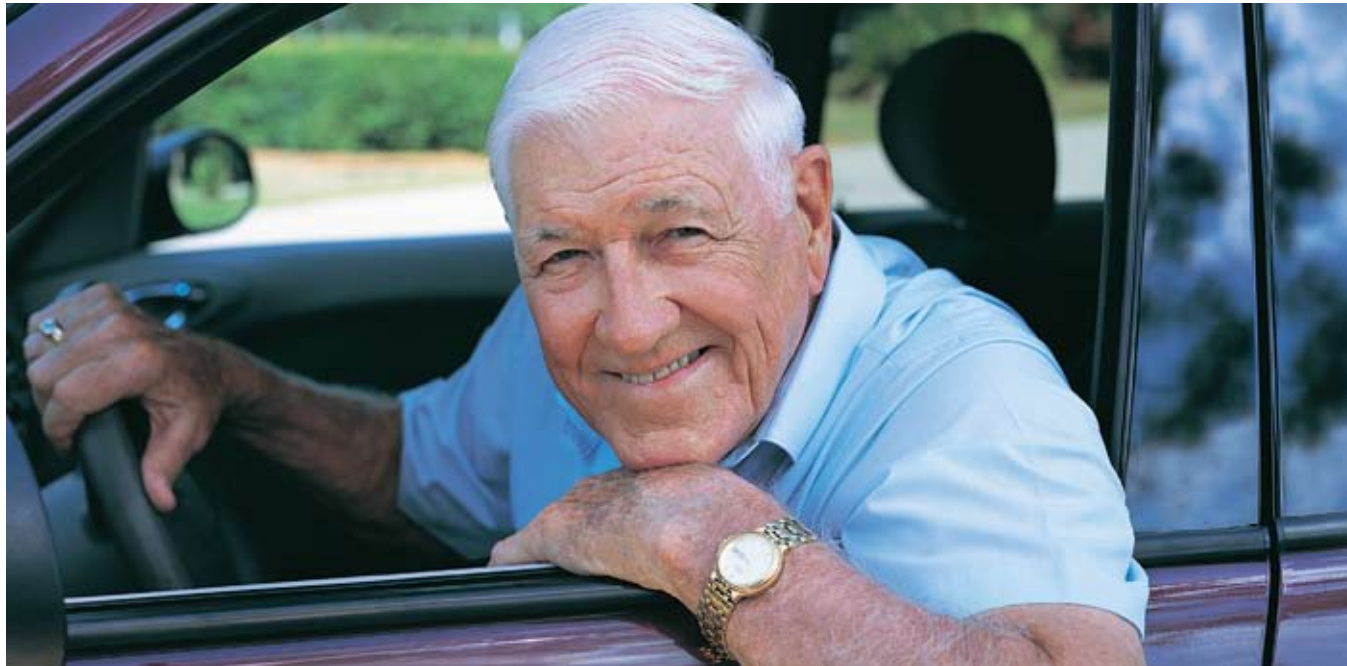
Facts about Older Driver Safety

- Most drivers ages 65 and older self-regulate their driving behavior as they age.
- The most frequent and often first change drivers voluntarily make: to stop driving at night.
- Older adults are statistically safe drivers when compared with most other age groups: they obey speed limits, wear seat belts, and don't drink and drive.
- Risks of accidents, injury, and fatality increase with age and changes in health conditions—both physical and cognitive changes.

The purpose of the seminar is to help adult children, caregivers, and friends have sensitive and successful conversations with family members when they are concerned about a relative or friend's driving safety.

We Need to Talk: A Guide to Expanding Conversations about Driver Safety and Mobility details the roles that AARP state office staff can play in promoting driver safety and community mobility options for AARP members and others. Those roles include:

- Organizing and holding instruction workshops for *We Need to Talk* seminar facilitators;
- Promoting and staging *We Need to Talk* informational seminars with older adults, families, and other interested community members; and
- Building and strengthening community partnerships between AARP and other community organizations that will sponsor and/or host *We Need to Talk* events.



This guide builds around the core of the *We Need to Talk* program: a facilitator manual and DVD (see [Appendix A](#)) used to stage community conversation seminars. Trained facilitators lead participants through a 60- to 90-minute discussion of issues. Seminar participants learn how to:

- Recognize the value of driving to older adults and how a perceived loss of independence can affect decision making;
- Create opportunities to talk about driving safety and transportation needs;
- Make objective observations of driving skills over time;

- Plan how to meet mobility needs when driving is limited or stopped; and
- Develop a plan for more successful and sensitive conversations about limiting or stopping driving.

This guide is part of AARP's *Mobility Toolkit*, which contains step-by-step instructions for AARP state offices and other groups partnering with AARP to promote a broad array of mobility choices for older adults in their communities. For questions about the *We Need to Talk* initiative or materials in this guide, please contact AARP Outreach & Service's senior project manager for mobility options at 202-434-3919.

Building on a Successful Program Model

In 2006, AARP developed the *We Need to Talk* conversation seminar materials in cooperation with The Hartford and the MIT AgeLab. AARP subsequently trained a group of 25 volunteer facilitators to pilot test the program in 10 states, where almost 9 of 10 seminar participants stated the program:



- Offered useful information;
- Met or exceeded expectations; and
- Is something they would be likely to recommend to friends and relatives.

Follow-up evaluations with seminar participants revealed that after completing the seminar, more than one in four participants stated they had taken actions to have a conversation with an older driver about his or her driving; had selected a person to talk with an older adult about his or her driving; and/or had written down observations about the driving of an older adult.

■ Setting a Level of Involvement

As mentioned earlier, an AARP state office can become involved in promoting *We Need to Talk* older driver safety and mobility conversations in all or any one of three primary ways:

- Conduct a training workshop for volunteer facilitators who will conduct seminars on family and friend conversations about older driver safety;
- Organize, promote, and conduct *We Need to Talk* seminars for family and friends of older adult drivers and drivers themselves; and
- Cultivate and strengthen community partnerships with organizations interested in hosting or sponsoring *We Need to Talk* trainings and/or seminars.



The decision by an AARP state office to organize and hold a facilitator training does not lock state office staff into a lengthy and time-consuming process.

Conducting a Facilitator Training Workshop

Building a cadre of trained volunteers to facilitate *We Need to Talk* seminars in each state is a long-term, but critical goal to ensuring the broad dissemination of the program. It also will help families and friends hold productive conversations about driving safety and mobility.

The decision by an AARP state office to organize and hold a facilitator training does not lock state office staff into a lengthy and time-consuming process. The AARP National Office will ensure that a trained instructor conducts the volunteer facilitator training workshop.

Training Workshop Overview

A *We Need to Talk* facilitator training is a one-day event, generally lasting five hours (see **Appendix B** for sample training agenda). **Appendix C** is a PowerPoint presentation that WNTT instructors can use during the facilitator training and that can be tailored to their presentation.

The four major sections to the training are:

Overview. Workshop participants briefly explore the family decision-making process regarding driving by an older adult; review expectations of their roles as facilitators in the program; and view a 12-minute video about three critical aspects of the family conversations with the older driver. Together these activities provide the framework participants need to better understand the

importance of holding productive conversations about driver safety and the challenges in making that happen among families and friends.

Facilitator Manual Review. The bulk of the training workshop focuses on an in-depth review of the *We Need to Talk* Facilitator Manual (see **Appendix A**). Workshop participants will closely examine the component parts of the manual (DVD, key presentation tips, working with seminar sponsors, seminar presentation instructions and key message points, and seminar worksheets). In addition, participants will view a DVD showing a “live” seminar and how a facilitator uses those components to stimulate discussion among seminar attendees.

Staging a Seminar Timeline. Once participants understand the instructional messages for a *We Need to Talk* seminar, the training workshop instructor reviews a timeline that participants can use to stage a conversation seminar in their community. The step-by-step timeline guides facilitators through the site, personnel, and



materials requirements for staging a seminar. The document also details when and what facilitators should do to prepare for a seminar and to follow-up a seminar.

Promoting a Seminar. Successful promotion of a *We Need to Talk* seminar will involve more than the efforts of the trained facilitator. This section of the training workshop helps participants identify not only potential audiences in their communities for attending a *We Need to Talk* seminar but also potential sponsors and partners in the community that can help promote the seminar to those target audiences.

Identifying Volunteer Facilitators

A *We Need to Talk* training workshop for volunteer facilitators should be limited to no more than 20 participants. This will allow ample time for each participant to ask questions about the *We Need to Talk* seminar key message points, instructions, and logistical issues concerning the staging of a seminar.

The volunteer facilitator position description (see **Appendix D**) details not only the responsibilities of a facilitator in conducting seminars but also specific requirements that state office staff should look for when recruiting volunteers. Among those requirements:



- Actively provides senior driver education or is an authority in motor vehicle safety or who has expertise in case management or working with families on similar issues and who has attended a training session specifically on the *We Need to Talk* material;
 - Has demonstrated sound program management and organizational skills;
 - Has demonstrated excellence in program responsibility and leadership;
 - Has experience and skills in making quality presentations; and
 - Has demonstrated a sincere interest, knowledge and ability in motivating and working with others.
- Among the places to look first for volunteers:
- Current Driver Safety Program volunteers;
 - Existing volunteer pool in the state;
 - Occupational therapists who are driver rehabilitation specialists; and
 - Medical providers such as nurses and doctors.

Ideally, state office staff should target facilitators age 50 to 65. These individuals are likely to connect more effectively with target seminar audiences such as adult children and friends.

Once volunteer facilitators are trained, effective promotion of *We Need to Talk* seminars often will require the involvement of other organizations in the community. To that end, state office staff also should offer facilitator training opportunities to representatives of such groups.

Appendix E provides a list of various organizations, businesses, clubs and community social and aging services groups that already have shown a strong interest in the *We Need to Talk* program. Among those organizations:

- Local councils on aging or area agencies on aging;
- Cooperative extension services;
- Family caregiver support programs; and
- Local human resource management groups.

Program Promotion & Reaching Out to Partners

Building strong partnerships with community organizations is critical not only to helping trained volunteer facilitators stage successful *We Need to Talk* seminars but also in helping state office staff stage a successful training of those volunteers.

Potential partners (see **Appendix E**) have a stake in meeting the needs of their

constituencies. Often times these constituencies are workers who also serve as full- or part-time caregivers to parents or friends. An AARP–National Alliance for Caregiving survey indicated that transportation was one of the top concerns for family caregivers about an older adult. Recent research also indicates that having to provide for or arrange transportation for an older adult has a significant impact on worker productivity.

When reaching out to potential partners, clarify the role they could and want to play in both the training and in the promotion of *We Need to Talk* seminars. Among the possible roles for the training, partners may wish to:

- Send an individual to participate in the training;
- Underwrite the cost of the luncheon and/or refreshments;
- Host the training at their facility; and
- Assume the cost and/or task of duplicating materials for the training workshop.

With regard to possible roles for the seminars themselves, partners may wish to:

- Host seminars at their facilities;
- Promote seminars through a blast email to their members or workers;
- Place a house advertisement about the seminar event in their newsletters or on their websites;

An AARP–National Alliance for Caregiving survey indicated that transportation was one of the top concerns for family caregivers about an older adult.

Staging a *We Need to Talk* facilitator training takes time and careful preparation.

- Post seminar flyers on bulletin boards; and
- Distribute *We Need to Talk* brochures and *We Need to Talk* fact sheets (see **Appendix F**) at programs or events for target seminar audiences.

Appendix E includes a list of events and places at which AARP state office staff and partner organizations could effectively place media and messages about *We Need to Talk* seminars.

Appendix G and **Appendix H** are templates of letters that state office staff could send to businesses and aging service organizations in the community regarding their willingness to host a *We Need to Talk* seminar.

Once state office staff have met with partners to discuss roles for trainings and/or seminars, staff need to secure a signed, written agreement with each partner about what each of those agreed-to responsibilities are and when they will be completed.

Keys to Conducting a Volunteer Facilitator Training

Staging a *We Need to Talk* facilitator training takes time and careful preparation. The planning for staging a training should begin about two months before the event. Coordinating communications between state office staff, National Office staff, and training workshop partners will be essential to successful implementation of the training.

Appendix I provides guidance to help state office staff plan and organize a training for

volunteer facilitators so they are best prepared to conduct a *We Need to Talk* seminar for families and friends in the community.

This Staging a Facilitator Workshop details:

- Materials, audiovisual, and other items needed to conduct a facilitator training for volunteers; and
- Key milestones in a timeline that state office staff should carefully consider when staging a training.

Among the key milestones, state office staff will need to work with partners and the National Office to identify a training date and place and to ensure that a qualified *We Need to Talk* facilitator instructor is available for the date being considered.

Post-Facilitator Training Activities

Once the facilitator training is completed, AARP state office staff should submit information to the National Office on the date of the training and the names and contact information for the individuals who were trained as volunteer facilitators for *We Need to Talk*.

That information should be sent to: Susan Hardenburgh, AARP, 601 E Street, NW, Washington, DC 20049.

■ Conducting We Need to Talk Seminars

In addition to organizing and hosting a training for volunteer facilitators, state office staff may opt to promote and conduct *We Need to Talk* seminars in communities around the state for families and friends.

As noted above, the purpose of the seminar is to help adult children, caregivers, and friends have sensitive and successful conversations with family members when they are concerned about a person's driving safety. Seminars are designed to last from 60 to 90 minutes in length, and the target audience is people between the ages of 50 and 65; however, the seminar is open to anyone who wants/needs the information. An ideal audience size is no more than 25 participants.

Promoting a Seminar

State office staff can promote *We Need to Talk* seminars directly throughout their state, by assisting volunteer facilitators in identifying and working with local event sponsors to promote a seminar, and by securing the help of partner organizations that are committed to promoting and, in some cases, hosting seminars, as discussed above.

In addition to those appendix resources listed above, **Appendix J** is a sample postcard developed by AARP Kentucky. State office staff can request assistance from the AARP Brand Resource Center to tailor the postcard copy and



to send state member data mailings in support of *We Need to Talk* seminar promotion. The center is the one-stop source for AARP brand guidelines and communications, and it provides state

The continued ability to remain safely on the roads is not simply an issue that affects the driver; it affects families, friends, and communities.

office staff easy-to-follow instructions on usage, placement, and the brand voice.

As discussed above, local event sponsors, especially organizations, such as employee assistance firms and human resource management companies, with direct access to workers also may prove powerful allies in promoting seminars.

Appendix K is an announcement that can be tailored for posting on a state office or sponsor's website or used as part of a blast email to recipients. The *We Need to Talk* Facilitator Manual also has several items that can be used to promote seminars to media, through partner newsletters, and to local newspapers.

Finally, AARP state office staff may opt to take advantage of brief opportunities to highlight AARP's involvement in promoting driver safety through the *We Need to Talk* seminars. In these instances, a 15-minute overview about the issue and the seminar can be delivered to a variety of audiences. Among these:

- Professional associations (see **Appendix E**);
- Legislative committees and staff;
- Workplace employee assistance programs;
- Congregate meal sites; and
- Chambers of Commerce.

Depending on the audience involved, the brief *We Need to Talk* previews could highlight:

- AARP's focus on mobility as part of building livable communities;

- *We Need to Talk* as part of AARP's outreach to help families with aging parents;
- The seminar as another opportunity to engage community volunteers in meaningful activity;
- The *We Need to Talk* seminar goals and objectives; and
- The impact of older driver concerns on working adult children and spouses.

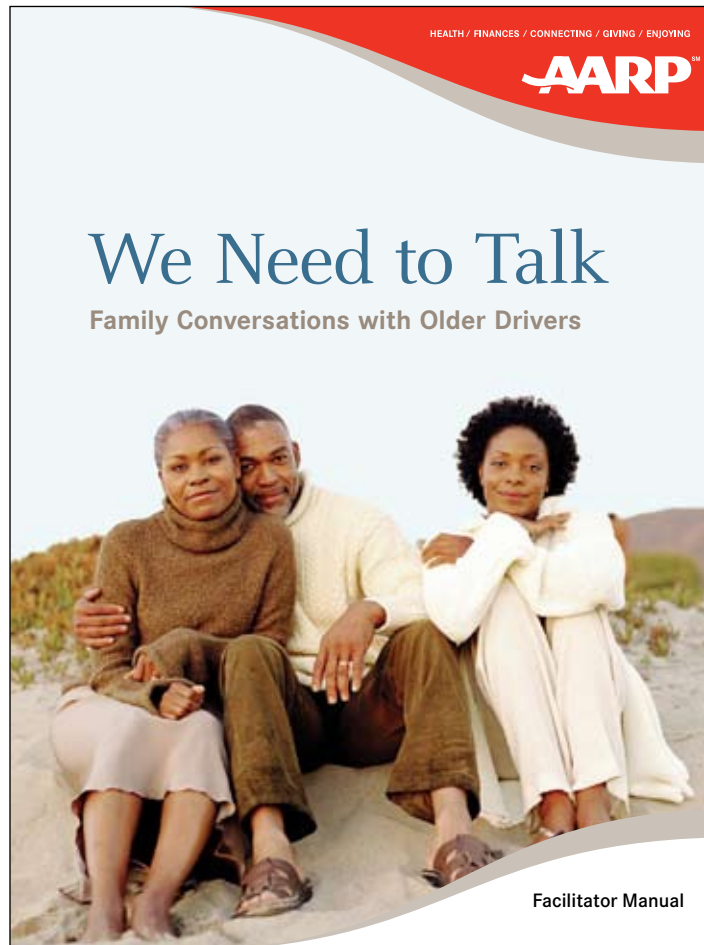
Building Partnerships through *We Need to Talk*

In addition to promoting successful conversations among families and friends about safety and staying connected to the community when one is concerned about an older driver, the *We Need to Talk* program provides state office staff concrete opportunities to cultivate and strengthen community partnerships. The continued ability to remain safely on the roads is not simply an issue that affects the driver; it affects families, friends, and communities. Engaging organizations as potential partners in this single issue opens up new opportunities for working with those partners on broader-reach issues critical to the successful aging of people age 50 and older and to the well-being of communities for all residents.

Appendices*


Appendix A

We Need to Talk Facilitator Manual and DVD



Appendix B

Sample Training Workshop Agenda



The power to make it better.™

"We Need To Talk...Family Conversations with Older Drivers"

[INSERT STATE OFFICE NAME] – Volunteer Facilitator Training
[INSERT DATE]
[INSERT PLACE]

Agenda

	Welcome - Introductions Setting the Scene
9:30 a.m.	<ul style="list-style-type: none"> • Mobility Options—Meeting Changing Needs • Mobility and Livable Communities—AARP Goals
Agenda Review • Overview of Training	
9:45 a.m.	<ul style="list-style-type: none"> • AARP Older Driver Quiz • Current Status of <i>We Need to Talk</i> Nationwide • Training Agenda Review
WNTT Seminar—Overview	
10:00 a.m.	<ul style="list-style-type: none"> • Family Decision-Making Process in Brief • Seminar Learning Objectives • View <i>We Need to Talk</i> Video (12 minutes)

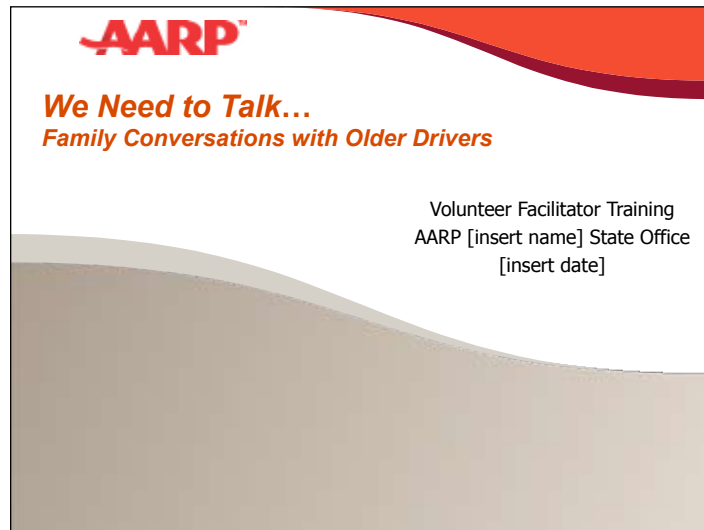
WNTT Volunteer Facilitator Training - For more information, please contact:
[INSERT STATE OFFICE STAFF PERSON INFORMATION]

APPENDIX B: SAMPLE TRAINING WORKSHOP AGENDA

*All of the appendices are included on the attached CD. They are presented here for reference, and only the first page of each appendix is shown.

Appendix C

Instructor PowerPoint Presentation



Appendix D

Volunteer Facilitator Position Description

**NATIONAL PROGRAMS VOLUNTEER
DRIVER SAFETY PROGRAM
FACILITATOR-We Need to Talk**

"AARP believes that volunteer service is a unique and valuable contribution which benefits both the volunteer and society..."

The "We Need to Talk...Family Conversations with Older Drivers" seminar is a program developed by AARP Driver Safety Program in collaboration with The Hartford Corporate Gerontology Group and the MIT AgeLab.

Position Function
The *We Need to Talk* seminar will provide tools and information to adult children, caregivers, and friends who want to discuss limiting or stopping driving with an older adult. The facilitator leads a presentation and discussion with participants who attend the *We Need to Talk...Family Conversations with Older Drivers* seminar.

Responsibilities

- Coordinates date and location of seminar event.
- Facilitates seminar event.
- Promotes *We Need to Talk* seminar priorities and goals.

Qualifications

- Has demonstrated sound program management and organizational skills.
- Has demonstrated excellence in program responsibility and leadership.
- Has experience and skills in making quality presentations.
- Has demonstrated a sincere interest, knowledge and ability in motivating and working with others.

Term of Service and Length of Service

- One (1) year with option to renew as appropriate

Training Required

- One (1) *We Need to Talk...Family Conversations with Older Drivers* training event.

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Appendix E

Building Partners & Promoting Programs

We Need to Talk ... Ideas for Building Partners and Promoting Seminars

Potential Partners & Locations

- ✓ Local chapters of national organizations
- ✓ AARP local chapters
- ✓ Bookstores
- ✓ Churches
- ✓ Civic groups
- ✓ Senior centers
- ✓ Family councils (at facilities)
- ✓ Country clubs
- ✓ Churches
- ✓ Gyms/health clubs
- ✓ Banks
- ✓ Alzheimer's Association chapters
- ✓ University retirement groups
- ✓ Red Cross branches
- ✓ United Way
- ✓ Alumnae associations
- ✓ Workplace EAP
- ✓ Area Agencies on Aging
- ✓ Service Organizations (e.g., Rotary, Civitan, Kiwanis, Lions)
- ✓ Assisted living communities
- ✓ Fraternities /sororities
- ✓ DMV
- ✓ Highway patrol department
- ✓ Law enforcement
- ✓ YMCA, YWCA
- ✓ VFW & American Legion
- ✓ Transportation providers
- ✓ Local medical society
- ✓ Local hospitals and rehabilitation centers
- ✓ Chambers of Commerce
- ✓ Ministerial associations
- ✓ Caregiver organizations
- ✓ Golden age groups
- ✓ Professional associations
- ✓ *Faith in Action*

- ✓ Council on Aging
- ✓ Cooperative Extension service
- ✓ Family caregiver support program
- ✓ Condition and disease-specific family support groups (diabetes, stroke, sleep apnea, seizures)
- ✓ SHRM (Society for Human Resource Management)

Events:

- ✓ Workplaces—lunch 'n learns
- ✓ Library—community programs
- ✓ Health Fairs
- ✓ Council on Government meetings

Media:

- ✓ Personal Emails
- ✓ Flyers
- ✓ Postcard mailings

Media & Message Placement:

- ✓ Hospitals/doctor/dentist office waiting rooms
- ✓ Service departments
- ✓ Gym/health clubs
- ✓ Service department at car dealers
- ✓ State Inspection Stations
- ✓ Info to 211 services
- ✓ Special interest publications, (e.g., *Boom, Today's Woman*)
- ✓ AAA (Auto club) newsletters
- ✓ Local cable TV stations
- ✓ Senior newspapers
- ✓ Retirement community newsletters and newspapers
- ✓ Grocery store information rack

Strategies:

- ✓ Piggy-back on other programs

APPENDIX E: PROMOTING SEMINARS

Appendix F

We Need to Talk Fact Sheet



We Need to Talk...Family Conversations with Older Drivers

Fact Sheet

Seminar Overview

AARP developed this free seminar in cooperation with The Hartford's Corporate Gerontology Group and the MIT AgeLab, based on their ongoing research on older drivers. The purpose of the seminar is to help family members, caregivers, and friends have sensitive and successful conversations with loved ones about driving safety, especially when it is time to limit or stop driving.

Older Driver Facts

- Most older adults are safe drivers. However, the risks of accident, injury, and fatality increase with age, and especially with changes in medical conditions or declines in physical and mental function.
- Older drivers and their close relatives prefer that conversations and decisions about driving safety be handled within the family, with the exception of possibly including doctors in those discussions.
- Conversations about the need to modify driving can be difficult for older drivers and their families.

Seminar Participants Learn to:

- Recognize the value of driving to older adults and how a perceived loss of independence can affect decision making;
- Create opportunities to talk about driving safety and transportation needs;
- Make objective observations of driving skills;
- Help meet transportation needs if driving is limited; and
- Develop a plan for more successful and sensitive conversations about limiting or stopping driving.

Total Time: 60 to 90 minutes

For More Information: [Insert Contact Information]

APPENDIX F: FACT SHEET

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Appendix G

Introductory Letter to Potential Partners in Business



[INSERT DATE]

Name
Company
Title
Address
City, State, Zip

Dear :

In the 1980s, American businesses adapted their human resource policies to accommodate the needs of workers with young children. Now, many of those same workers face a new responsibility: providing care for an older parent, relative, or friend.

People over age 65 are the fastest-growing segment of Americans. By 2030, one in five drivers will be age 65 and older. Adult children are increasingly concerned about their parents' ability to continue driving safely. Moreover, they are eager to learn about how to have productive conversations with their parents about this important issue.

That's why AARP has developed a new seminar titled, *We Need to Talk... Family Conversations with Older Drivers*. AARP developed the seminar in cooperation with The Hartford's Corporate Gerontology Group and the MIT AgeLab, based on their ongoing research on and with older drivers.

The purpose of the seminar is to help adult children, caregivers, and friends have sensitive and successful conversations with family members when they are concerned about a person's driving safety. This seminar recognizes that:

- Most older adults are safe drivers. However, the risks of accident, injury, and fatality increase with age, and especially with changes in medical conditions or decline in physical and cognitive function.
- Older drivers and their close relatives prefer that conversations and decisions about driving safety be handled within the family, with the exception of possibly including doctors in those discussions.
- Conversations about the need to modify or stop driving can be difficult for older drivers and their families.

We Need to Talk seminar participants learn how to:

APPENDIX G: INTRO LETTERS TO BUSINESSES

1

Appendix H

Introductory Letter to Potential Partners in Aging Services



[INSERT DATE]

Name
Agency
Title
Address
City, State, Zip

Dear :

The ability of an older adult to participate in the life of their community is often dependent on the individual's access to transportation. For most older adults, that means driving their own vehicle.

By 2030, one in five drivers will be age 65 and older. More importantly, people are expected to drive more miles each year and to drive later in life. AARP wants to ensure that older adults remain safe on the roads as long as possible and to help them and their families make the transition to transportation alternatives when a person must limit or stop driving.

That's why AARP has developed a new seminar titled, *We Need to Talk... Family Conversations with Older Drivers*. Adult children are increasingly concerned about their parents' ability to continue driving safely. Moreover, they are eager to learn about how to have successful conversations with their parents about this important issue. AARP developed the seminar in cooperation with The Hartford's Corporate Gerontology Group and the MIT AgeLab, based on their ongoing research on and with older drivers.

The purpose of the seminar is to help adult children, caregivers, and friends have sensitive and successful conversations with family members when they are concerned about a person's driving safety. This seminar recognizes that:

- Most older adults are safe drivers. However, the risks of accident, injury, and fatality increase with age, and especially with changes in medical conditions or decline in physical and cognitive function.
- Older drivers and their close relatives prefer that conversations and decisions about driving safety be handled within the family, with the exception of possibly including doctors in those discussions.

APPENDIX H: INTRO LETTER TO AGING SERVICES

1

Appendix I

Staging a Training Checklist

Staging a *We Need To Talk* Facilitator Training Workshop

Staging a *We Need to Talk* (WNTT) facilitator training workshop takes time and careful preparation. The following information is provided as guidance to help state office staff plan and organize a training session for volunteer facilitators so they are best prepared to conduct a *We Need to Talk* seminar for families and friends in the community.

This Staging a Facilitator Training Workshop details:

- Materials, audiovisual, and other items needed to conduct a facilitator training for volunteers; and
- Key milestones in a timeline that state office staff should carefully consider when staging a training.

Materials Needed

The core WNTT training materials include:

- The *We Need to Talk* Facilitator Manual. The manual includes: a DVD with two videos to be shown during the training; relevant background information regarding conversations about driving with families and friends; instructions and key message points the trained facilitators will use when conducting *We Need to Talk* seminars; and an array of appendices that facilitators will duplicate for use in their seminars. A copy of the Facilitator Manual, the videos, and the appendices are included in the DVD that is part of this guide;
- The *We Need to Talk* facilitator training PowerPoint presentation (see **Appendix C**);
- Fact sheet detailing volunteer facilitator responsibilities;
- Sample media advisory and press release; and
- Copies of information about transportation alternatives in communities, including taxis, van services, para-transit, bus schedules and job access transportation services. A brochure template in which to insert this information is included as an appendix in the *We Need to Talk* Facilitator Manual found on the DVD with this guide.

APPENDIX I: STAGING A TRAINING
CHECKLIST

1

Appendix J

Sample Seminar Promotion Postcard



We Need to Talk...

Family Conversations with Older Drivers

With the goal of helping older adults transition from driving to not driving with dignity, we are hosting a 60-minute informative seminar. This could make a lifesaving difference to older drivers and their loved ones.

AARPTM

HEALTH / FINANCES / CONNECTING / GIVING / ENJOYING

Appendix K

Sample Web site/Email Announcement for Seminar

[Copy for Website or Blast Email Announcement]

Time to Talk about Driving Safety

AARP *We Need to Talk* Seminar Offers Tips
for Talking with Older Drivers

[INSERT CITY/TOWN] area families and concerned friends are invited to an informational seminar to learn how to talk with their loved ones about staying active in the community when it's time to limit or stop driving.

Hosted by [INSERT STATE OFFICE and/or PARTNER], the free [INSERT 60- or 90-] minute seminar will help participants understand:

- The meaning and importance of driving to older adults;
- Opportunities to begin a dialogue;
- Warning signs that a driver may need to limit or stop driving; and
- How local alternate transportation can keep a person connected to their community.

Want to find out more? Join us.

Who: [INSERT STATE OFFICE AND/OR PARTNER]

What: Free seminar for families and friends of older drivers

Where: [INSERT PLACE]

When: [INSERT DATE AND TIME]

[INDICATE IF ADVANCED REGISTRATION IS REQUIRED; INCLUDE CONTACT NAME AND NUMBER AND EMAIL]



Notes



Notes