Community Assessment/Interview Team Training
Session 1 Agenda

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| Objectives: |
| * To orient Interview Team Members on the ASSESS phase
* To practice the interview process
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| Time | Agenda | Materials Needed |
| 20 min | WelcomeIntroductionsReview the concept of a dementia friendly communityOverview of the 2-part training | Agenda and materials |
| 10 min | The Assessment Phase- Process- Timeline- Job descriptions | Work planTeam Lead and Team Member job descriptions |
| 45 min | Preparations for conducting an effective interview- Look at an interview questionnaireSchedule the interview appointmentThank you letter for intervieweesLeave behind materials | Community member interviewCall scriptACT Action ResourcesThank you letterIs Your Community Prepared? flyer10 Warning Signs |
| 10 min | Role play the interview | Community member interview |
| 10 min | Practice an interview | 3 copies of each interview  |
| 10 min | Next meeting information:Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Questions/Comments |   |