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 | | |
| Time | Agenda | Materials Needed |
| 20 min | Welcome Introductions  Review the concept of a dementia friendly community Overview of the 2-part training | Agenda and materials |
| 10 min | The Assessment Phase  - Process  - Timeline  - Job descriptions | Work plan  Team Lead and Team Member job descriptions |
| 45 min | Preparations for conducting an effective interview  - Look at an interview questionnaire  Schedule the interview appointment Thank you letter for interviewees Leave behind materials | Community member interview  Call script ACT Action Resources Thank you letter Is Your Community Prepared? flyer 10 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 |  |