

Facilitation Checklist for *Tales & Travel Memories* for Persons Living with Dementia

Use this checklist to ensure that your program will meet the needs of persons living with dementia.

Purpose: Will the program...

- Encourage active participation in program activities by persons living with dementia?
- Allow participants to engage at their own pace and level of ability?
- Stimulate the cognitive abilities of participants?
- Stimulate social interaction of participants?
- Promote feelings of competence and well-being among participants?

Planning: Does the program design...

- Reflect a wide variety of adult interests and experiences?
- Appeal to varying abilities and disease stages?
- Concentrate on one or two topics per program? (Less is often more with this audience.)

Program delivery...

- Arrive at least 15 minutes early to set-up prior to arrival of participants.
- Arrange the room to enhance participation. (Tables arranged in a U shape promote ease of use of materials and allow participants to view each other.)
- Make sure there is adequate lighting and that no distracting music/television is playing in the background.
- Greet each person as s/he comes into the room. (Get down to their level, if necessary, and introduce yourself. Offer to shake their hand and ask for their name. This will help to establish trust and rapport.)
- Wear a name tag and give participants a name tag, if possible.
- A facility staff member should attend the program to care for any physical/mental needs of the attendees.

When conducting the program...

- Speak slightly slower than normal in a clear voice just loud enough to be heard in the space being used. (There is no need to shout.)

- Give people time to process your comments. (Some people have hearing loss as well as dementia; both can slow mental processing.)
- Give only one instruction at a time.
- Ask questions that are open ended and don't require a "correct" response.
- Make sure that only one presenter speaks at a time. (Do not speak over each other.)
- Call people by name when possible. (Name tags will help.)
- Set the pace of the program to meet the needs of the participants.
- Let participants accomplish a task at their own pace.
- Invite individuals to read aloud from the story or facts. (Many people with dementia can still read.)
- Circulate among the participants during the book browsing segment, trying to engage them in one-on-one conversations based on what they are seeing in the books.

Evaluating the program...

- Was the atmosphere calm and conducive to participation?
- Did more people volunteer to read than you expected?
- Did participants stay for the entire program?
- Did participants engage in conversations with the presenters or with each other?
- Did people smile and make eye contact?
- Did people extend thanks or ask you to come back again?
- Ask facility staff for their evaluation of the appropriateness of the program and the participation level.

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