

GETTING READY FOR THE EDUCATION SESSION: A CHECKLIST FOR YOU – THE OLDER PERSON/EXPERT



This checklist will help you prepare for the education session in which you've agreed to participate. You may also like to share it with your carer/support person or a staff member, so they can help you get ready and have a positive experience. The points marked with a * will only be relevant if you are travelling to the education session, rather than having the learners (students/audience) come to you.

In the days leading up to the Education Session

Have you:

- Made sure the education session does not clash with any appointments or other commitments?
- Written down the contact number(s) of the organiser and/or someone else in the organisation?
- Signed and returned any documentation (e.g. image release or consent forms)?
- Thought about whether you would like a carer or support person to attend the education session with you?
- *Made sure you know where the education session is being held (including printing out maps or directions)?
- *Confirmed what time you need to arrive, and how to get into the building?
- *Checked to see whether someone will greet you on arrival?
- *Arranged transport both to and from the education session?
- Found out how to get to the room/area where the education session is being held?
- Informed the organiser of any special needs or requirements you have (e.g. dietary, hearing, mobility, subjects you don't wish to discuss, etc.)?

- Informed the organiser about aspects of your culture that you would like to share and/or any cultural sensitivities that you may not want to discuss?
- Informed the organiser of how you would like to be introduced to the audience?
- Found out how many people will probably be present at the session and how long you might be speaking?
- Discussed with the organiser what you will be talking about and things you are uncomfortable sharing?
- Asked the organiser any questions and received answers and explanations that make sense to you?
- Prepared speaking notes or dot-points to assist you during your talk? Thought about whether you might like to take along photographs or other items to use as 'props' during your talk?

On the day of the Education Session

Before you leave home

Have you:

- Got the telephone number of the organiser in case plans change, or there is an emergency?
- *Confirmed your transport to and from the education session?
- Checked that your carer/support person is still able to attend (if relevant)?
- Packed any medications and spoken to your carer/support person or the organiser about what time you need to take them (if relevant)?
- Made sure you have any other necessary items (e.g. phone, hearing aids, glasses, walking aids, toiletry items, etc)?
- Packed your speaking notes, props etc. (if relevant)?

At the Education Session

Have you:

- Checked that you can hear the learners when they speak and that they can hear you?
- Tested the microphone (if provided)?
- Made yourself comfortable in the room/space?
- Noted and planned how you will exit the room if there is an emergency?
- Reminded yourself that you are allowed to say “no comment” to questions you don’t want to answer.
- Allowed yourself to speak from the heart? It may become emotional but that is OK. **It is your story, your words, your experience.** The students will learn from you sharing your lived experience with them. Thank you!
- Remembered that everything that happens in the session stays in the room (telling other people outside the room what happened is not okay. You can tell other people how you felt or what you did but not what the learners and organisers did or said).
- Acknowledged that you can interrupt or stop the session at any time for any reason by indicating to the organiser/educator that you would like to have a break or stop.

After the Education Session

Have you:

- Spoken to the organiser or their helper after the education session about your feelings while participating?
- Expressed your feelings to the organiser/educator about what happened?
- *Met your carer or support person for your transport home?
- Made it back to your home/room safe and sound?

During the days following the Education Session

Have you:

- Reflected on your experience?
- Been careful to keep the identities and comments of the learners and facilitator confidential?
- Asked the organiser how the learners benefitted from your session?
- Decided if and how you might participate another time?
- Been upset or uncomfortable about anything that happened at the education session?
 - If so, then contact the organiser/educator and honestly share your feelings so that something can be done about it, if possible.
 - If you are uncomfortable about speaking to the organiser/educator, then check in with someone at the organisation that hosted the session to voice your feelings.
 - At any time, you can access Beyond Blue (1300 22 4636) or Lifeline (Phone: 13 11 14) for situations that upset you.