

4Ms Training for Older Adults and Caregivers: How to Use the Facilitator's Guide



Dear Facilitator,

The **4Ms Training for Older Adults and Caregivers: Facilitator's Guide** is a roadmap for how to deliver a 60-minute training. In the facilitator's guide, you will find a suggested script and tips for how to facilitate, whether in an online or in-person session. Please feel free to adapt the language to the population you serve. The language currently speaks directly to older adults. If you are training a group of caregivers, this is where you can adapt the language. Instead of "I hope that you use the 4Ms as you advocate for yourself," consider updating the language to "I hope that you use the 4Ms as you advocate for your loved one." Below, please find a breakdown of the trainings sections.

MATERIALS

The list of materials are what you will need to deliver an in-person training. If you are facilitating virtually (e.g., via Zoom), you will share the PowerPoint presentation slides on the screen. The slides can be shared before the training by emailing a PDF document of the slides, or you can print them out and distribute them to participants if you are training in-person.

INTRODUCTION

The introduction is your opportunity to introduce yourself to the audience. During the introduction, you will briefly describe the purpose of the 4Ms and your objectives for the day. The objectives are what participants will come away with by the end of the training.

THE 4MS OVERVIEW

The overview is where you talk about each of the 4Ms. You explain each one and then ask participants what comes to mind when they hear each M. Participants may be slow to answer out of fear that they do not have the right answer. You can encourage participation by restating the question and then providing an example.

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FACILITATOR'S TIP

The facilitator's tip is a suggestion for how to deliver each part of the training. At times, it may highlight a consideration that is easy to forget. You will find facilitator's tips throughout the guide.

ACTIVITY

The activity is the part of the training where participants brainstorm how to use the 4Ms. They will create sample questions or talking points that they can discuss with healthcare providers. If you are delivering the training in person, you will divide people into four smaller groups; each group will sit together and discuss the M that they were assigned. If you are facilitating virtually, participants will be divided into four virtual breakout rooms.

WRAP-UP

During the end of the training, summarize the 4Ms. Tell participants who they can contact if they have more questions. Pass out or send a link to the evaluation. This will give you feedback on what worked or what did not.

Good luck as you train older adults and caregivers on the 4Ms!