

Time Travelling with Technology (TTT) Facilitators Manual

1. **Preparation** - Position 3-4 residents comfortably in a semi-circle configuration around a TTT compatible screen. Ensure residents have clean glasses and working hearing aids before commencing the session. Minimise external noise where possible. The facilitator sits or kneels at a position of same height or lower to the residents within conversational distance and without obstructing the view of the screen.
2. **Introduction** – Keep what you say short and simple begin the session with ‘Hi everybody welcome to TTT, today we will be visiting locations known to you...’ then introduce the session theme i.e. ‘in Australia...’, ‘Internationally so I hope you have your passports...’ or ‘from our school days’. Confirm with the residents they are ready to begin the session.
3. **Privacy** – Be sensitive let the residents know that you will be asking them questions about the different locations displayed on the screen. That you understand some memories may be private and if they do not feel like sharing a particular memory or would like to stop at any time that this is okay.
4. **Resident engagement** – Play games encourage the residents to identifying the location displayed on the screen ‘OK so does anybody recognise this location?’ The facilitator should describe the image – ‘I can see water/a large building/lots of traffic, does anyone know where we are?’ Once the location has been identified encourage the resident to tell you a little more of what they recall happened at this place.
5. **Active Listening** – Provide the resident with your full attention use active listening skills to convey interest and encourage sharing. Maintain eye contact, nod your head and smile. Ensure your body language indicates to the resident that you are interested in what they are saying. Consider using posture to lean into the person mirroring their body language and mimicking speech, or use simple verbal encouragements of ‘yes’ or ‘hmm mmm’.

6. **Facilitating discussion** – Be patient, relaxed and pace the conversation using humor where appropriate. Adopt a non-judgmental approach do not interrupt and provide the resident additional time to express themselves. Allow for silence and use open ended question prompts to restart the conversation – ‘How did you get to school from home? Who travelled with you? Did you stop along the way? Were there any stops along the way?’ Prompts can provide an opportunity for the resident to clarify, explain or further develop the memory.
7. **Resident interaction** – Be flexible encourage discussion among residents during the session. Other residents in the group may recognise a location of another adding their own memories to the conversation. Be willing to change the session plan as their contribution can build a collective memory and enhance social connections among residents.
8. **Positive reinforcers** - Remember a few key points from the conversation to use as positive reinforcers – i.e. ‘that’s quite an achievement’. Ask questions, paraphrase back what has been said to clarify with the resident and check your understanding of the event. The memory can be revisited or built upon in subsequent TTT sessions.
9. **Moving on** – Aim for each resident to have adequately reminisced a location before moving on to the next resident. The facilitator will make their way around the semi-circle configuration visiting each residents and discussing locations several times. With each new location the facilitator begins again with point 4 on the facilitator’s manual. Resident require a maximum of three different locations in each session with approximately 3 minutes spent reminiscing each location in a 30 minute session.
10. **Concluding the session** – To conclude the session verbalise to the residents - “that this is all we have time for today.” Obtain feedback by asking the residents if they have enjoyed the session. Finally ask where they would like to visit next week to inform the theme for the following TTT session.