

Instructions for Sample Advance Care Planning Exercises

1. ACP Activities in the Workplace: Small Group Discussion (Can be completed in pairs, small table groups, or as a large group discussion), (5 minutes for each segment with large group debrief for 2-3 minutes)

Goal: For participants to reflect upon their professional experiences with ACP and begin to consider how they might more effectively engage with others about this topic.

- Invite participants to share their professional experiences with Advance Directive discussions: *How many have talked with others about Advance Care Planning? If you haven't yet had this discussion with a patient share what factors might have prevented this from occurring (are there organizational barriers that impede this? Lack of confidence in your role? Lack of clarity regarding who to have these discussions with? Other factors?)*
- Think about a patient whom you **haven't yet** talked to about this: *What are some of the barriers or challenges that have kept you from having an ACP discussion with this person? (What additional skills or resources do you need to move forward with this conversation?).*

2. Personal Experiences with ACP: Dyad Discussions (3-5 minutes for each person to share with large group debrief for 2-3 minutes)

Goal: For participants to reflect upon their own more personal experiences with ACP and begin to consider how they might more comfortably engage with others about this topic.

- Briefly discuss your first personal or family experiences with ACP conversations. *How many of you have completed an Advance Directive (How was that experience?). If you haven't yet completed one, what are the barriers or challenges that have kept you from doing this (lack of awareness regarding its importance? Lack of confidence in the process? Uncomfortable with the topic? Worried about the response from others?)*
- *Has anyone helped a family member with ACP? Who has been asked to be a Surrogate? (How many have had to **act** in that capacity?)*
- Possible discussion prompts to debrief the exercise: *How well did that go? What have you learned since? What do you want to learn from today to make these discussions easier in the future?*

3. Discussion Questions Exercise (Dyad or small table practice questions; 5-7 minutes with large group debrief for 2-3 minutes)

Goal: For participants to increase their confidence in answering a range of common ACP questions.

- Distribute the *Let's Talk Practice Questions* handout and have the participants practice answering the questions with one another. They can answer whatever questions they like, or the facilitator can guide them to answer certain groups of questions by table or discipline.
- In the exercise debrief, explore areas of confidence and questions that were more challenging (explore what made some questions more challenging).

4. Postcard Exercise (5 minutes)

Goal: For participants to reflect upon the lessons learned and to prioritize one aspect of the day to remind them at a later date.

- At the close of the session, pass out postcards and have participants self-address them as you invite them to write a note to themselves as a reminder of lessons learned (ie: "learn more about a specific resource") or an activity that they may want to do in the future (ie: "talk to Mom and Dad about their Advance Directives" or "create a folder for ACP materials in the ICU").
- Collect the postcards and stamp them, and a few weeks following the training, send them back to the participants as a reminder of what they had learned and what activities that they had promised themselves they wanted to accomplish.