

# A Guide on Organising Dementia-Friendly Singapore (DFSG) Kopi Chat

This guide aims to assist keen community partners on organising an informal consultation session with residents to identify arising needs, gather feedbacks and challenges faced among residents on dementia, mental health issues and caregiving.

The DFSG Kopi Chat serves as a useful platform for community partners to identify and understand better trends, challenges and opportunities on dementia, mental health issues and caregiving needs of residents to better support them on ageing well at home and in the community.

## Step-By-Step in Planning the DFSG Kopi Chat:

1. Finalise a date and time for the session.
2. Decide if Adviser or any GOH to be present during the session:
  - Yes – Arrange with Constituency Office to check on Adviser and/ or GOH availability and to soft book the calendar.
  - No – Proceed to the next pointer.
3. Identify a potential room/ venue with these considerations in mind:
  - Location preferably to be easily accessible by residents.
  - The size of room/ venue will be decided based on the number of residents attending. To take into consideration there should be sufficient space between the groups.
4. Proceed to book the room/ venue. Can consider to recce the room/ venue prior to the session.
5. Get ready an EDM for publicity, preferably 3 – 4 weeks before the session to allow ample time for registration and to publicise to residents.
6. Plan for the session, including the details listed below.

## **Details to Include When Planning the DFSG Kopi Chat**

### **A. OBJECTIVES**

- To gather ground feedbacks and identify arising needs from residents about dementia, mental health issues and caregiving through an informal consultation session.
- To get a deeper understanding of the residents' needs, how they support themselves and how else to support them.
- To co-create solutions with residents on building a caring and dementia-friendly nation.

### **B. TARGET AUDIENCE**

- Residents

### **C. GROUPING AND SEATING ARRANGEMENT**

- Target number of participants for the DFSG Kopi Chat: 50 residents, split evenly into groups of at most 6 to 8 residents per group.
- When planning the groupings, it is preferable to have variations in the demographics within each group:
  - Gender
  - Age
- Group the participants based on their preferred language of communication to facilitate the discussions among the participants and facilitator.
- For a more conducive discussion, ensure that there is sufficient space between the groups.

### **D. MANPOWER**

- Allocate 1 facilitator to each group.
- Assign the facilitators to the appropriate groups based on their preferred language of communication.

### **E. PROGRAMME OF THE DAY**

- Include light refreshments (breakfast/ tea break) in the programme.
- Session can be conducted in the morning or afternoon based on the preference by the organizer.
- It is recommended for participants to be seated in their respective groupings from the start of the session to limit movements when facilitated group discussion kicks in after the dementia awareness sharing.

Sample programme of the day for a **morning session**

Time	Programme Details
8.00am – 8.30am	<p><b>Breakfast</b></p> <p>Participants can still enjoy their breakfast while listening to the sharing.</p>
8.30am – 8.40am	<p><b>Introduction</b></p> <p>Welcome message and brief introduction to the programme of the day.</p> <p><i>*Allocate some time for opening speech by Adviser/ GOH if they were to be present.</i></p>
8.40am – 9.10am	<p><b>Dementia Awareness Sharing (30 min)</b></p> <p>Proposed topics:</p> <ul style="list-style-type: none"> <li>• What is dementia?</li> <li>• Signs and symptoms of dementia (Use ABCD signs and symptoms)</li> <li>• Communication tips with persons living with dementia (Communicate with CARE)</li> <li>• Ways to reduce the risks of dementia (Use ABCD approach)</li> <li>• How residents can help as a Dementia Friend? (Be KIND)</li> <li>• Where are the dementia Go-To Points (GTPs)?</li> <li>• Available resources to support persons living with dementia and their caregivers</li> <li>• CREST contact details for residents to seek help</li> </ul>
9.10am – 9.50am	<p><b>Facilitated Group Discussion (40 min)</b></p> <p>Questions can be curated based on the outcomes that the organizer would like to derive from the discussion. Examples of questions are as listed below:</p> <p><b>A. Engage community by raising dementia awareness</b></p> <ul style="list-style-type: none"> <li>• <b>Q1:</b> Have you had any experience in dealing/ communicating with persons living with dementia? What did you notice about them?</li> <li>• <b>Q2:</b> How can you differentiate a normal ageing process from the symptoms of dementia?</li> </ul>

	<p><b>B. Empower at risks and caregivers with services and support that cater to their needs</b></p> <ul style="list-style-type: none"> <li>• <b>Q3:</b> What do you think that persons living with dementia and their caregivers will need to age well in the community?</li> </ul> <p><b>C. Enable community to keep a lookout for persons living with dementia</b></p> <ul style="list-style-type: none"> <li>• <b>Q4:</b> How can you help a neighbour/ loved ones who might show the signs and symptoms of dementia?</li> </ul> <p>Facilitators can summarize and share with everyone the pointers shared by the participants.</p>
9.50am – 10.00am	<p><b>Closing</b></p> <p>Thank participants for their participation and to give away collaterals and goodie bags (if any).</p>

Sample programme of the day for an **afternoon** session

Time	Programme Details
2.00pm – 2.10pm	<p><b>Introduction</b></p> <p>Welcome message and brief introduction to the programme of the day.</p> <p><i>*Allocate some time for opening speech by Adviser/ GOH if they were to be present.</i></p>
2.10pm – 2.40pm	<p><b>Dementia Awareness Sharing (30 min)</b></p> <p>Proposed topics:</p> <ul style="list-style-type: none"> <li>• What is dementia?</li> <li>• Signs and symptoms of dementia (Use ABCD signs and symptoms)</li> <li>• Communication tips with persons living with dementia (Communicate with CARE)</li> <li>• Ways to reduce the risks of dementia (Use ABCD approach)</li> </ul>

	<ul style="list-style-type: none"> <li>• How residents can help as a Dementia Friend? (Be KIND)</li> <li>• Where are the dementia Go-To Points (GTPs)?</li> <li>• Available resources to support persons living with dementia and their caregivers</li> <li>• CREST contact details for residents to seek help</li> </ul>
2.40pm – 3.10pm	<p><b>Tea Break</b></p> <p>Participants can still enjoy their tea break while engaging in the discussion.</p>
3.10pm – 3.50pm	<p><b>Facilitated Group Discussion (40 min)</b></p> <p>Questions can be curated based on the outcomes that the organizer would like to derive from the discussion. Examples of questions are as listed below:</p> <p><b>A. Engage community by raising dementia awareness</b></p> <ul style="list-style-type: none"> <li>• <b>Q1:</b> Have you had any experience in dealing/ communicating with persons living with dementia? What did you notice about them?</li> <li>• <b>Q2:</b> How can you differentiate a normal ageing process from the symptoms of dementia?</li> </ul> <p><b>B. Empower at risks and caregivers with services and support that cater to their needs</b></p> <ul style="list-style-type: none"> <li>• <b>Q3:</b> What do you think that persons living with dementia and their caregivers will need to age well in the community?</li> </ul> <p><b>C. Enable community to keep a lookout for persons living with dementia</b></p> <ul style="list-style-type: none"> <li>• <b>Q4:</b> How can you help a neighbour/ loved ones who might show the signs and symptoms of dementia?</li> </ul> <p>Facilitators can summarize and share with everyone the pointers shared by the participants.</p>
3.50pm – 4.00pm	<p><b>Closing</b></p> <p>Thank participants for their participation and to give away collaterals and goodie bags (if any).</p>

## F. PAST DFSG KOPI CHATS

### Clementi DFC

- Dementia Kopi Chat at Clementi Zone 3 RC, 12 March 2023, attended by 42 residents
- Dementia Kopi Chat at Clementi Zone 4 RC, 18 March 2023, attended by 50 residents



Adviser Dr Tan Wu Meng was present to grace the event.



Residents learnt about the signs and symptoms of dementia and how they can communicate better with persons living with dementia through the sharing by Fei Yue.



Facilitators engaged residents in small groups for discussion on how to build a caring and Dementia-Friendly Singapore together.



Laminated handouts were used during the group discussion for ease of facilitation.



DFSG tote bags, pins, drink sleeves and brochures were distributed as items in the goodie bags.

## G. TIPS ON ORGANISING A SUCCESSFUL DFSG KOPI CHAT

To organise a successful DFSG Kopi Chat and to entice more sign up, organizer can consider the tips suggested below.

### 1. Pair with a talk

If the DFSG Kopi Chat is focusing on dementia, preferably to pair the group discussion with a talk related to dementia to increase awareness of the condition. Similarly, to consider including a talk if the topic is on mental health issues or caregiving.

### 2. Engaging speaker

Speaker should be engaging and preferably able to plan a two-way communication between the participants and speaker.

### 3. Briefing for facilitators

Consider having a briefing for the facilitators before the session to explain their roles during the facilitated group discussion and to address any enquiries.

### 4. Include light refreshments

Consider incorporating either a breakfast or tea break to allow residents to bond over food.

### 5. Word of mouth

Encourage residents to invite their friends to join the upcoming session/s for those who have missed the earlier session.

### 6. Location

Consider organizing the session at the void deck/ pavilion of the respective Residents' Committee (RC)/ Residents' Network (RN), which is more accessible to residents.

### 7. Collaboration with Constituency Office

It is important to collaborate with Constituency Office in engaging the residents. Some of the areas that organizer can seek help from Constituency Office are:

- Provision of venue and refreshments
- Provision of logistic items i.e. markers, flip charts and chairs
- Provision of facilitators in group discussion
- Publicity via poster/ banner
- Monitor sign up rate