

# Trainer's Guide: What is a Power of Attorney?



This Guide is designed to support legal clinic workers who want to train community workers about issues related to Powers of Attorney in Ontario. It is part of a series of Trainer's Guides that cover a range of legal topics.

## **Toronto: Community Legal Education Ontario, October 2021**

Community Legal Education Ontario (CLEO) developed this Trainer’s Guide with the invaluable assistance of experts at the Community Advocacy & Legal Centre (CALC), and Sudbury Community Legal Clinic. We are also very grateful for the input and support of the project advisors, including: CALC Community Legal Clinic for Brant, Haldimand, Norfolk; Connecting Ottawa; Don Valley Community Legal Services; and Kinna-aweya Legal Clinic.

We also gratefully acknowledge funding for this project from The Law Foundation of Ontario.

This is one in a series of Trainer’s Guide for community workers. The Association of Community Legal Clinics of Ontario and the Ontario Justice Education Network are project partners on the series. Visit the [CLEO Connect website](#) for a list of legal topics.

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Companion to Trainer’s Guide: [PowerPoint Slides](#) with notes and instructions for trainers

# 1. Introduction

## About the Trainer's Guide

### *Who is the Trainer's Guide for?*

This Trainer's Guide is for legal clinic staff who are training workers at local community organizations about Powers of Attorney (POAs) in Ontario.

Front-line workers at community organizations often help people who come to them with questions about their legal rights. Community workers can give good help and solid referrals if they have the knowledge and skills to do so. Training from legal clinic experts can help.

### *The Trainer's Guide Series*

This Trainer's Guide is part of a series that provides training materials on several legal topics that community workers often ask for.

We developed our Trainer's Guides with flexibility in mind: each legal clinic can use them to adapt and customize a training workshop for their communities. We designed the training for a session that lasts approximately **2 hours**, but trainers will want to adapt it to suit their own style and to meet the needs of their audience.

We have included a companion piece for the Trainer's Guide: [PowerPoint slides](#) that include activities and resources, as well as notes and instructions for trainers.

- **The Trainer's Guide**

The Trainer's Guide includes the following sections:

1. **Introduction (p. 1)**: This section provides a training snapshot and outline of the training. It also includes background information about POAs for trainers.
2. **Summary of Training and Instructions for Trainers (p. 5)**: This section provides a summary of the PowerPoint slides and training activities. It includes some instructions for trainers. The slides and notes are adaptable and intended to be edited by the trainer.
3. **Activity Handouts (p. 12)**: This section shows handouts that trainers can use during the training. It includes [a link to the handouts](#) so trainers can download and email them to participants before the session, share their screen during an online training, or print and provide them at a face-to-face training.
4. **Supporting Documents (p. 16)**: This section shows sample documents to help trainers plan their training. It includes links to a [flyer](#), [agenda](#), and [evaluation form](#) that can be customized.

- **The PowerPoint Slide Deck**

The [PowerPoint slides](#) are intended to be customized by the trainer.

## Getting Ready and Learning Goals

Before you deliver the *What is a Power of Attorney?* training, spend some time on the following preparation activities and think about the learning goals. Expect to spend at least 2 hours. For an online training session, ask a colleague to assist you, to monitor the chat, etc.

### 1. Review the goals of the training

The goals of the training are to help community workers learn:

- What is a Power of Attorney (POA) for Property?
- What is a Power of Attorney for Personal Care?
- What are some similarities/differences?
- Do's and Don'ts of choosing a POA
- Tips and resources for community workers to support their clients in making POAs

### 2. Familiarize yourself with the resources

Get familiar with the tips and resources listed in **slides 51–61** of the slide deck. **Read the Trainer's Guide and PowerPoint presentation.** Add local resources and information about your legal clinic — location, hours, and intake procedures. Do what you need to feel comfortable sharing the content, including editing and printing notes. See [tips](#) to print PowerPoint content in black and white to reduce ink, and [how to](#) remove slide notes before you share them with participants.

Think about ways to engage your audience. Anticipate possible questions from participants and think through how you will respond. Read the **FAQ guide** on page 3 of the Trainer's Guide, which includes background information about POAs to help you prepare. Make note of any questions you aren't comfortable answering and say that you will get back to the person.

### 3. Customize the slides and learn about the activities

Consider the participants and the manner in which you will deliver your training (webinar or face-to-face training). Think about how long each activity may take. Choose the activities you want to use from the options provided. You may want to offer the training in two parts — POA for Property and POA for Personal Care if your participants have time for two training sessions. Revise the slides to reflect your choices.

Depending on the level of engagement and discussion during each session, you may not be able to cover all of the activities. This is expected. They are there for you to choose from. If you'd like to create a Word Version of your PowerPoint slides, follow the tips in this short video.

If you have any questions about using these training materials, please contact Kristin Marshall at CLEO, at [kristin.marshall@cleo.on.ca](mailto:kristin.marshall@cleo.on.ca).

# FAQ Guide — What is a Power of Attorney?

## Background Information for Trainers

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### Part 1: Power of Attorney for Property

#### 1. What conditions and restrictions can I add to my Power of Attorney (POA) for property?

The most common condition relates to when the POA is to start — for example, including a condition that it is not effective until they become incapable of managing their property.

Apart from that, you can add conditions or restrictions on just about anything to your POA. A couple of (more common) examples:

- a time limit on how long the POA is effective (just while you are wintering in Florida; or during an expected upcoming hospital stay)
- a limit on what property your attorney can access (just a bank account to pay day-to-day bills, but not your house or investments)

However, just because you CAN include conditions and restrictions doesn't necessarily make it a good idea. Including conditions and restrictions may make it difficult (or impossible) for your attorney to act in all the ways they need to if you become incapable.

#### 2. Why not just use a joint bank account?

A joint bank account won't help if you become incapable and have other property (a house, a car, RRSPs). Also, no one will be able to file your income tax if you become incapable.

Using a joint account can be risky — the other person becomes a legal owner of whatever is in the account. Some of these risks include:

- The other person can spend the money anytime, on anything
- If the other person gets sued or divorced, the funds could be taken
- There could be negative tax implications
- On the death of one joint-account holder, the surviving owner automatically becomes the sole owner of the whole account. You have to think about whether that's really what you want. If you have more than one child, they would not inherit what is in the account.
- If the other person becomes incapacitated, disabled, or dies, that person will not be able to manage the asset — and no one else can, either — whereas a Power of Attorney could have a substitute named.

#### 3. What if there is no one to appoint as a POA?

There is the option to hire a company to act as your attorney. They will charge a (usually not insubstantial) fee. Otherwise, the Office of the Public Guardian and Trustee will be appointed as your Statutory Guardian for Property if you become incapable and have not done a POA.

#### **4. What are the record-keeping obligations of an attorney for property?**

The legislation lays out a long list of records that an attorney for property must maintain. Essentially, they must keep track of all the money (or other property) that flows in and out, what they did with it, and when. Anyone acting as an attorney for property should review the legislation carefully to ensure they are maintaining all the required records. They could be asked to produce these records at any time by the grantor, the grantor's POA for Personal Care, a dependent of the grantor, or the courts.

#### **5. Is an attorney entitled to be paid?**

Yes. An attorney is entitled to be paid compensation according to a fee scale described in law. This amounts to roughly 3% of the transactions they perform in a year. The POA document can permit compensation to be taken at a higher rate, if preferred.

#### **6. What if an attorney breaches their duties?**

If the grantor is mentally capable of revoking the POA, they should be sure to get legal help to revoke the POA ASAP. The law holds attorneys to a high standard. Theft, fraud, and forgery by an attorney can be reported to the police. The Public Guardian and Trustee can also be contacted to protect an incapable person being victimized by financial abuse. It may also be possible to sue the attorney to recover the money.

#### **7. How much does an attorney for property have to spend on the grantor each month?**

There is no set "required" amount since what is reasonable depends on each individual person's circumstances. It is the attorney's job to make sure that the grantor's needs are met, based on the grantor's income and lifestyle.

March 2021 — Created by the Community Advocacy & Legal Centre (CALC)

## 2. Summary of Training & Instructions for Trainers

This section gives an overview of the training. It is meant to be read as you go through the PowerPoint presentation. It will help you get a general sense of the training and understand the approximate time that you want to allocate for each part. It also provides some instructions and suggestions for how to offer the training activities.

The time allocations are estimates, assuming a total training length of 2 hours.

### Training Snapshot (for trainer)

	Slides	Suggested Time
1. Welcome, Agenda, and Introductions	1–4	5 mins
2. <b>Activity 1:</b> Myth Busting	5–11	10 mins
3. Learning Goals   What is a Power of Attorney (POA)? and definitions	12–15	10 mins
4. <b>Part 1:</b> Power of Attorney for Property	16–27	15 mins
5. <b>Scenario:</b> POA for Property and Q & A	28–30	15 mins
BREAK	31	10 mins
6. <b>Part 2:</b> Power of Attorney for Personal Care	32–39	15 mins
7. <b>Activity 2:</b> Who is a “substitute decision maker” (SDM)?	40–45	5 mins
8. <b>Scenario:</b> POA for Personal Care and Q & A	46–48	15 mins
9. <b>Activity 3:</b> The Legal Landscape	49–50	5 mins
10. What can community workers do?   Useful Resources	51–61	10 mins
11. Wrap-up, Feedback, and Evaluation	62–64	5 mins

## Training Summary and Instructions

Read this section as you review and adapt the PowerPoint slides. We highlight specific slides to provide training tips for activities that engage participants.

<b>1. Welcome, Agenda, and Introductions</b>	Slides 1–4	5 mins
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- Welcome participants and introduce yourself and your clinic
- Share the agenda and participant expectations
- Discuss logistics of the training or workshop
- Discuss role of community workers
- Provide a land acknowledgment

## Set Ground Rules and Expectations

Share the outline so participants know what to expect. Emphasize that the goal is to create an anti-oppressive environment. Briefly discuss: the right to pass (participants don't have to answer a question or make a contribution if they don't want to); confidentiality (what is learned, leaves, and what is shared, stays); and respect for each other.

Tell them if you will take questions as you go or at specific times. If the training is held in person, point out where the bathrooms are, water, and other logistics. State up front that there will be a break. Reflect this in the agenda and confirm with the audience at the outset, adjusting timing if necessary. Tell participants to make themselves comfortable. For online, say whether you prefer them to use their video, if this is possible. Let participants know that you will share the slides after the presentation.

<b>2. ACTIVITY 1: Myth Busting</b>	Slides 5–11	10 mins
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This activity presents six statements below. Participants decide if they are true or false, followed by a discussion of the correct answers.

- I don't need a POA if I have a will. **FALSE**
- I don't need a POA if I don't own a home. **FALSE**
- I need a POA if I am married. **FALSE**
- I don't need a lawyer to do a POA. **TRUE**
- I don't need a POA unless I am sick. **FALSE**
- I don't need a POA if I have a joint account. **FALSE**

Show **slide 11** so participants can see the correct answers at the end.

**Discussion:** Ask participants to share any questions they have about POAs that they hope will be addressed in the training. Tell them they will get a chance to ask more questions later.

<b>3. Learning Goals   What is a Power of Attorney (POA)? and definitions</b>	Slides 12–15	10 mins
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This section lists the learning goals, and outlines what will be discussed during the training, including similarities and differences between POAs for Property and POAs for Personal Care.

**Slide 13** — Ask participants to brainstorm about what sorts of things they think might be included under “property”.

*Online:* Participants can use the chat box to give answers, or you can post a whiteboard so they can respond anonymously.

*In person:* Participants can respond by raising their hand.

**Slide 15 — Why is it called a *continuing* POA for Property?**

Ask participants why they think the word “continuing” is used in reference to POAs for Property? What do they think it means? Discuss why it is not used when describing POAs for Personal Care.

<b>4. PART 1: Power of Attorney for Property</b>	Slides 16–27	15 mins
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This section outlines the role of a Power of Attorney for Property, describes who can take on this role, and addresses issues about mental capacity and capacity assessments.

**Slide 22 — Who can be a POA for Property?**

Ask participants what other traits they think it would be good for a POA for Property to have. See what their responses are and make sure you share any points from the notes in the Slide that they miss.

**Slide 23 — Can I have more than one Attorney for Property?**

This section reviews some of the considerations people should keep in mind when appointing a POA for property. Although it is possible to appoint more than one, it is a decision to be made carefully. Can the attorneys work together? And does the grantor want them to act jointly or separately?

**Acting jointly** means they have to make all their decisions together.

**Acting separately** means they can divide responsibilities between themselves.

Review the notes for slide 23 to discuss with participants.

**Slide 27 — How often should I update my POA?**

Ask participants what are some situations when they might want or need to update their POA? Discuss the answers and include anything they miss from the **My Power of Attorney is Complete — Now what?** handout. You will share this handout after Part 2 when you ask participants a question about updating a POA for Personal Care.

**5. Scenario: POA for Property and Q & A**

Slides 28–30

15 mins

This section provides a scenario based on a POA for Property issue commonly faced by people who receive Ontario Disability Support Plan (ODSP) benefits. It poses five questions arising from the scenario.

Read the scenario to participants and then pose the questions while participants can still see the slide. You can break participants up into smaller groups to discuss the questions or pose them to the entire group. Discuss the answers.

Ask them if they have any other questions related to POAs for Property. If there are any questions that you are not comfortable answering, tell them that you will get back to them with an answer.

**Slide 31 — Break:** Tell participants to take a 10-minute break. Tell them when to return.

**6. PART 2: Power of Attorney for Personal Care**

Slides 32–39

15 mins

This section outlines the role of a Power of Attorney for Personal Care, describes who can take on this role, and addresses issues about mental capacity and capacity assessments.

**Slide 32: Introductory slide for Part 2**

Ask participants to brainstorm what sorts of things they think might be included under “personal care”. Discuss their answers and include anything they miss from the slide notes.

*Online:* Participants can use the chat box to give answers, or you can post a whiteboard so they can respond anonymously.

*In person:* Participants can respond by raising their hand.

**Slide 33: Who can complete a POA for Personal Care?**

Ask participants: How do the requirements for this type of POA differ from a POA for Property? Discuss their answers.

**Slide 34: What does “mental capacity” mean?**

Ask participants: Is this different from the definition of mental capacity for POA for Property? How is it different, and why? Discuss their answers.

**Slide 35: Who assesses mental capacity to do a POA for Personal Care?**

If there is time, ask participants if who assesses mental capacity here is different from who assesses mental capacity for a POA for Property? Discuss their answers.

**Slide 36: Who can be an Attorney for Personal Care?**

Ask participants to think about which traits would be good to have in a POA for Personal Care. Discuss their answers and add any points they miss from the slide notes.

**Slide 37: Can I have more than one POA?**

Depending on your time, you can pose one or both of the following questions:

- Who recalls what you need to watch for if you are appointing multiple attorneys?
- What are the pros and cons of appointing attorneys jointly vs separately?

Discuss participants' answers or share the information in the notes from slide 23.

**Slide 39: What if I don't have a POA and I'm mentally incapable?**

Depending on your time, you can ask participants what they think happens in this situation or share the information in the slide notes.

**7. Activity 2: Who is a “substitute decision maker” (SDM)?**

Slides 40–45

5 mins

This activity poses two questions to discuss with participants:

1. Who do you imagine could be a substitute decision maker?
2. Who do you imagine would be first, second, third?

Ask participants to brainstorm **who** they think is part of this hierarchy, putting the more important ones higher on the list.

**Slide 41** provides a list of people who can act as substitute decision makers in Ontario. Discuss their answers and share information in the slide notes.



**Handout:** Share the **Substitute Decision Makers** handout

**Slide 42: What about my wishes for medical treatment?**

Tell participants that there are resources that can help people think through their wishes. [Dying with Dignity](#) and [Speak Up Ontario](#) provide free information on their websites to encourage discussions about different types of wishes. Their websites are included in this slide; remind participants that the entire slide deck will be shared.

**Slide 45: How often should I update my POA?**

Ask participants if they remember some of tips for updating a POA for Property from Part 1. Discuss their answers.



**Handout:** Share the **My Power of Attorney is Complete — Now what?** handout

**8. Scenario: POA for Personal Care and Q & A**

Slides 46–48

15 mins

This section provides a scenario based on an issue commonly faced by caregivers or community workers who help people who want to do a Power of Attorney for Personal Care, and poses questions for discussion.

Read the scenario to participants and then pose the questions while participants can still see the slide. You can break participants into smaller groups to discuss the questions or pose them to the entire group. Wait for responses and then share points from the slide notes that aren't raised. Ask participants if they have any other questions related to POAs for Personal Care.

**9. Activity 3: The Legal Landscape**

Slides 49–50

5 mins

This activity highlights the differences between POAs, Wills and Advanced Care Plans. It is meant as a review for participants.

**Slide 49** shows a flowchart that lists Powers of Attorney, Advanced Care Plans, and Wills. If there is time, ask for a volunteer to describe what each document is. Ask participants to respond YES or NO to the question whether the documents are *legally binding*? Otherwise, just discuss the answers in **slide 50**.

**10. What can community workers do? | Useful Resources**

Slides 51–61

10 mins

**Slide 51** provides the opportunity to remind participants of what community workers can do and should keep in mind when dealing with clients:

- the importance of who they choose to be their POA

- some of the differences between POAs for Property and POAs for Personal Care
- the importance of these documents and planning ahead (end-of-life and accidents)

**Slide 52** provides information about where people can get help from a lawyer to do a Power of Attorney.

**Slide 53** includes self-help information, including the Ministry of the Attorney General's POA kits as well as CLEO's Guided Pathways. Explain that CLEO has developed "[Guided Pathways](#)" to help people complete POAs for Property and POAs Personal Care.

**Slides 54–60** include screen captures of several pages from the POA Guided Pathways interview. The slides include notes that describe how to log in and how to use the interview. The notes also highlight the advantages of using the Guided Pathways interview to create a POA and describe the guidance and instructions that enable users to include limitations and restrictions when they create a POA.

**Slide 61:** Walk participants through the CLEO resources on the slides. If there is Wi-Fi (in an in-person workshop), go to the Steps to Justice website (<https://stepstojustice.ca>) to highlight the variety of legal questions there, particularly those regarding POAs and wills. Explain that Steps to Justice has clear legal information on many common questions. Tell them the links are embedded in the slide and you will share the PowerPoint after the presentation. CLEO also has many print resources that can be ordered for free to distribute or they can be viewed online and printed.

CLEO also has COVID-specific legal information on [other legal topics](#).

Explain and add any other local resources where clients can call or go for help.

## 11. Wrap-up, Feedback, and Evaluation

Slides 62–64

5 mins

As you conclude your training, respond to any outstanding questions, offer to follow up with additional information, if applicable.

Tell participants that this training was developed in collaboration with the Community & Advocacy Legal Centre in Belleville and the Sudbury Community Legal Clinic, whose expertise and assistance has been invaluable.

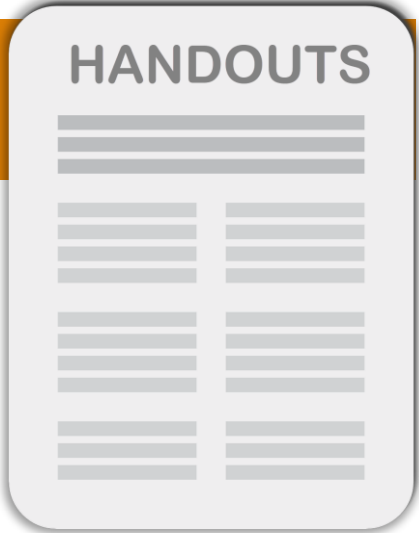
Give participants the evaluation form, acknowledge the funders and thank participants.



**Handout:** Share the Evaluation Form

# 3. Activity Handouts

This section shows the handouts that trainers can give to participants during the session.



- [Wills, Powers of Attorney, and Advance Care Planning](#) ..... 13
- [Substitute Decision Makers](#) ..... 14
- [My Power of Attorney is Complete — Now What?](#) ..... 15

## Wills, Powers of Attorney, and Advance Care Planning

Wills, Powers of Attorney, and Advance Care Planning are often discussed together. It is important to understand how they differ from each other so you can make informed choices about these documents.

### What is a will?

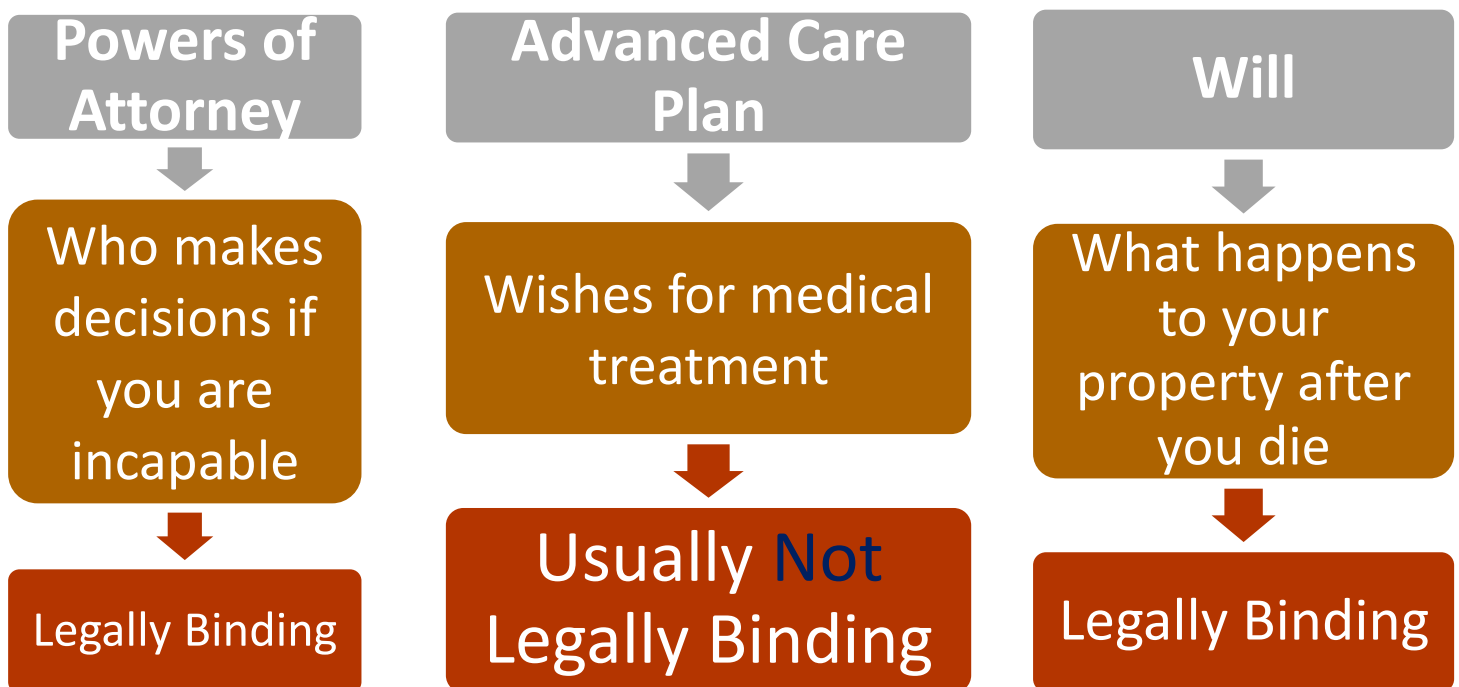
A will is a legal document that says who gets your property after you die. The property you own when you die is called your estate. The person you trust to carry out the directions in your will is called your "estate trustee" or "executor".

### What is a Power of Attorney?

A Power of Attorney is a legal document that gives someone else the power to act on your behalf. This person is called your "attorney". Your Power of Attorney is cancelled at your death.

### What is Advance Care Planning?

Advance Care Planning (ACP) encourages you to think about what is important to you before you get ill. ACP allows you to let others know your future health and personal care wishes based on your values and beliefs about what you do and don't want.



## Substitute Decision Makers (SDM)

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### **What is a Substitute Decision Maker (SDM)?**

If you become mentally incapable of making personal care decisions, someone else must make them for you. This person is called your "substitute decision maker" (SDM).

### **What can my Substitute Decision Maker do?**

An SDM can only make decisions about medical care, admission to long-term care, and personal assistance services received in long-term care. If your SDM is appointed by the court or named in your Power of Attorney, then they can also make decisions about your day-to-day life like what you eat, where you live, what clothes you wear.

### **Is a Power of Attorney the same as a Substitute Decision Maker?**

Completing a Power of Attorney for Personal Care allows you to choose who your SDM should be. If you name your brother in your Power of Attorney for Personal Care, then he becomes your SDM.

### **Who will my Substitute Decision Maker be if I do not have a Power of Attorney?**

The *Health Care Consent Act* provides a ranked listing of your possible SDMs. The individual highest on this list who meets the legal criteria is your SDM. The criteria: they must be at least 16, mentally capable of making decisions, available, and willing to make the decisions.

1. Guardian appointed by the court
2. Attorney for personal care
3. Representative appointed by the Consent and Capacity Board
4. Spouse, common-law spouse or partner
5. Child (over the age of 16) AND/OR parent with custody rights
6. Parent with access rights only
7. Brother or sister
8. Any other relative by blood, marriage, or adoption
9. The Office of the Public Guardian and Trustee (OPGT)

### **What happens if there is more than one person that meets the criteria — for example, someone with three children?**

They are all given equal decision-making authority. If there is a disagreement that cannot be worked out, the Office of the Public Guardian and Trustee will make the decision instead.

*March 2021 — Adapted from handout created by the Community Advocacy & Legal Centre (CALC)*

## My Power of Attorney is Complete — Now What?

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### Where should I keep my Power of Attorney (POA)?

You should keep your POA somewhere that is protected but with quick to access in an emergency. You can use the same place you keep other important papers. You should let your attorney know where to find your POA. You should NOT use a bank safety deposit box or a storage box or locker with a passcode only you know. You can keep an electronic copy, but banks and other institutions may insist on seeing the original signed copy.

### Who should see my POA?

You may wish to give copies of your POA to your attorneys, your family members, your bank or credit union, your primary care provider, and your long-term care home. If this POA is replacing an older one, anyone who has seen the original POA should know it has been cancelled and replaced.

### How often should I update my POA?

We suggest that you review your POA documents every few years to make sure that they are up to date and reflect your wishes. Here are some situations where changes might be needed:

- If you change your legal name
- If your attorney changes their legal name
- If your attorney dies
- If your attorney becomes unsuitable because of: mental incapacity or poor health; they move far away; they do not want to do the job anymore; or there is a falling out between you and them
- If you or your attorney moves out of the province — different areas have different laws about POAs

### Can I make changes to my POA myself?

Handwritten changes may create confusion, lead to disagreements, or invalidate the documents. If you need to make a change, we recommend doing a new POA. You can do a new POA yourself or get help from a lawyer. Please remember that your right to make changes is lost if you become mentally incapable.

### What happens if I want to cancel my POA entirely?

Doing a new POA will usually cancel the old POA. If you do not want a new POA, there is a formal process to cancel your POA. It must be done in writing with two witnesses. You may want to get help from a lawyer to cancel your POA to be sure it is done correctly. Please remember that your right to cancel your documents is lost if you become mentally incapable.

### What happens if my POA is lost or destroyed?

If you had help from a lawyer to do your POA, you can ask them if they kept an original. If all the original documents are lost, you will need to make new ones.

*March 2021 — Adapted from handout created by the Community Advocacy & Legal Centre (CALC)*

## 4. Supporting Documents

This section provides sample documents that trainers can adapt and use for the training.

[Flyer](#) .....17  
[Agenda](#).....18  
[Evaluation Form](#) .....19



# What is a Power of Attorney?

## Legal Information for Community Workers



Do clients come to you with questions about Powers of Attorney?

Do you wonder what to say or how to help clients?

This free workshop is for you! It will help you understand what is important to consider when making a Power of Attorney so you can help clients know what to do and where to go for help.

### You will learn:

- **What is a Power of Attorney (POA) for Property?**
- **What is a Power of Attorney for Personal Care?**
- **What are some similarities/differences?**
- **Do's and Don'ts of choosing a POA**
- **Tips and resources for community workers to support their clients in making POAs**

DATE and TIME: *add date and time*

PLACE: *add venue (online or physical)*

REGISTER: *add registration details*

# What is a Power of Attorney?

## Legal Information for Community Workers



## AGENDA (sample)

- |  |             |
|--|-------------|
| • Welcome, Introductory Activity (Myth Busting)  | 9:00–9:15   |
| • What is a Power of Attorney? and other definitions   | 9:15–9:35   |
| • Part 1: Power of Attorney for Property (including scenario, activity, and discussion)      | 9:35–10:00  |
| <b><i>BREAK (10 minutes)</i></b>   |             |
| • Part 2: Power of Attorney for Personal Care (including scenario, activity, and discussion) | 10:10–10:45 |
| • What can community workers do?   Useful Resources  | 10:45–10:55 |
| • Wrap-up, Feedback, Evaluation  | 10:55–11:00 |

## Evaluation Form

### Legal Information for Community Workers Training: *What is a Power of Attorney?*

	<b>1</b> Strongly <b>DISAGREE</b>	<b>2</b> ↓	<b>3</b> ↓	<b>4</b> Strongly <b>AGREE</b>
1. The objectives of the presentation were clearly stated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The facilitator communicated the ideas clearly and effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Before the presentation, I felt confident about my knowledge of Powers of Attorney.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. After the presentation, I feel more confident about my knowledge of Powers of Attorney.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Before the presentation, I knew where to find legal help for clients about problems with Powers of Attorney.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. What was the most useful part of the presentation and why?

7. Do you have any suggestions for how the presentation could be improved?

8. How will you use this information in your work?

9. Other comments and/or suggestions for future training topics: