



Technology Tips for Virtual Facilitation of National DPP Sessions

If you are new to facilitating groups virtually, practice to get comfortable with the tools and techniques mentioned below. The more you are relaxed, reassuring and engaging, the easier it will be for your participants to participate. Remember, the most important communication is the communication between participants!

Identify Your Technology Needs

Many organizations pay for access to video and audio-conferencing platforms. Explore with your organization what is the easiest, cheapest and most convenient way to hold virtual sessions.

Consider these questions:

- Is the program free/paid for?
- Do all participants have access to a computer and/or phone?
- Does it require participants to download special software/application?
- Does the platform allow for participants to call in from a phone if they do not have computer access?
- Can you share files/handouts? If not consider another way to share files (eg. DropBox, Google Drive, email)
- Can you record a meeting?
- Does the platform allow for participant interaction? (eg. Drawing, take a poll, raise their 'hand,' chat, etc.)

Video and Audio Conference/Meeting Platforms

- Zoom
- Skype
- Google Hangouts
- WebEx
- GoToMeeting
- Global Meet
- Adobe Connect
- Review a long list of [online collaboration tools here!](#)

File Sharing Tools

- DropBox
- Box
- Microsoft OneDrive
- Google Drive
- MintBox

Encourage Webcam Use

- The use of webcams for those that are able and comfortable, will help participants feel more connected to the group and Lifestyle Coach.
- As a Lifestyle Coach, log into the meeting early to make sure your video is clear and the lighting is good.
 - Can participants clearly see your face?
 - Is there glare on your face or glasses?
 - Make sure people can see your face when you look into the web cam as you speak. It might take practice!



Technology Tips for Virtual Facilitation of National DPP Sessions

Use Popular Web Platform Tools

Virtual “Flip Chart”

Platforms like Zoom and Adobe Connect, have a virtual white board or flip chart to record a brainstorming session. Many of these tools have the option for the participants to be able to write on the screen as well as the facilitator.

- *Example: “What are some strategies for sneaking in physical activity at home?”*
 - The coach waits for responses and types them up real time as if they are in front of the flip chart. He/she can elicit from specific people if they are quiet.
 - “I am going to give everyone two minutes to think to yourself of 1-2 strategies for [fill in the blank], and then we will share and scribe our collective thoughts.
- *Example: “There are several common challenges to getting regular physical activity on the screen. Using your ability to write, put a mark or dot next to the challenge that you can most relate to.”*
 - **Summarize the results!** “It looks like finding time is number one, aches and pains is number two. Now let’s do some brainstorming...”

Polls

Some platforms have the ability to create a poll that the group could participate in. Using a poll gets folks interacting with the platform and is a fun way to get responses to a question.

- *Example: “On the screen we have poll about different challenges people face when they go out to eat. Vote for the challenge that impacts you the most.”*
- Try out [PollEverywhere!](#)

Chatbox

Most distance learning platforms have a chat box feature where participants can comment, ask questions and interact. Lifestyle Coaches can use the chat box for engaging thoughts and ideas.

- *Example: “Type in the chat box an idea for eating at a potluck or buffet without going overboard.*

****If you use the chat box in the first sessions a lot, participants may get used to being more passively engaged. Use chat box as a way to vary your engagement!***

Use Virtual Games, Ice Breakers & Physical Activity To Vary Your Facilitation!

- [Kahoot](#): Create and play your own e-learning games
- [Icebreaker](#): Start your meetings with a question – a pool of 200 questions to choose from!
- [Doodle](#): Find a time that works for everyone to meet
- [Sit and Be Fit YouTube Channel](#): Chair exercise videos for a physical activity break