**fdcw** The Foundation for Developing
Compassion & Wisdom

# Facilitating UE Courses Online

## Pre-course Information:

**Consider sending the following information ahead of your course:**

Tips and links for advice on using Zoom technology (example see attached pdf "Useful functions in Zoom meetings in a nutshell").

Any course materials that they will need to have on hand which they can either print or save to a second device.

A reminder of the course Zoom link a day prior

**Invite participants to:**

Join 5-10 minutes ahead of start time to address any technical difficulties.

Join from a quiet location with strong internet connection.

Turn internet connection off to other devices and close other programs on their connection device to allow for better connectivity.

Engage fully by giving their complete attention to the course and not multi-tasking. The more committed you are to experiencing the course fully, the more satisfying the results.

## Preparing yourself

Have **a knowledgeable tech support** person or consider co-facilitating and sharing the tech activities.

**Restructure face-toface materials. Adapt timelines** for online and include tech instructions in the timelines to share with your co-host or tech support before the session. Consider reducing the number of PPT slides to allow for gallery view interaction.

**Don't expect to cover the same quantity of information** online. Consider compensating for this by asking participants to do certain activities at home between sessions, e.g. mind & heart reflections

Explore methods and activities that are suited to online and make use of the technology and potential for community connection, eg breakout rooms, sharing via chat or whiteboard. Consider what methods and activities may need to be adapted or replaced.

**Video check:** Check your seating area background. Is it too busy or distracting? Adjust ambient lighting. Check that you appear on camera in a central position on the screen: not too distant and not too close up.

## Delivering

**Encourage participation** by regularly encouraging comments, questions and discussion. Try never to speak for more than 5 minutes – you may lose participant attention.

**Encourage movement** during the breaks or include simple movements such as yoga stretches or Chi Gong in the course.

Plan to ask for **final feedback** by email or Survey Monkey to help improve your delivery

The more you are **comfortable and relaxed** in presenting, the more participants will feel the same way. A caring and light-hearted atmosphere will enhance learning and enjoyment for everyone.

Encourage the **use of gallery view** of participants to enhance community connection

Plan to move between **PowerPoint presentations** and gallery view and plan to close PowerPoint for discussions, debriefs and feedback.

## Using PowerPoint's, showing Video, Chat and Break Out Groups:

**Practice** brings confidence and familiarity. The more we are comfortable with the basic technology, the more we will be relaxed and comfortable presenting. Screen sharing and video presentation need some practice. Open a meeting and practice alone or with a friend or two.

**Use chat sparingly** to avoid participant distraction. Avoid creating a situation where participants are multitasking between the presentations and chat activities.

**Use chat** for short participant feedback or comments that can be read aloud to the group.

Consider how you would like to use chat and the white board to enhance your feedback, debrief and question time activities. These can be saved and sent to participants.

**Maximise participant involvement** and connection by including breakout group discussions and pair work.

**Give precise instructions** for break out groups and pairs activities and check to confirm that everyone understands them.

**Remember** that there's no shared physical space, no room, no flip chart and it's easier for some participants to remain silent online.