GUIDE SHEET: ONLINE FACILITATOR

15 key questions to ask yourself when preparing to facilitate an online group

PREPARE MENTALLY
Get yourself in the right space before you start

POSITIVITY: How will I make this space feel positive?

EMPATHY: How will I show that I care?

ENERGY: How will I keep energy levels up?

INCLUSIVITY: How will I support those that struggle?

HUMILITY: How will I create a positive relationship with failure?

PREPARE TECHNICALLY
Technology is there to help, don't let it become the focus

SPEED: Is my internet connection good enough? Check at www.speedtest.net
Minimum: 1.5 MBps up and down. If too low, you may need to move closer or plug in to your router.

TEST: Are my video and audio working? Do a test call at http://zoom.us/test

CONTROL: Do I know how to use Zoom? Get help https://zoom.us/docs/en-us/covid19.html

CONTENT: Do my videos/presentations work? Test anything you plan to share beforehand.

BRIEF: Do my attendees know what to expect? Email the GUIDE SHEET to participants.

INTRODUCE THE SPACE
Collective understanding makes everything easier

OUTLINE: Have I explained what will happen?

AGREEMENTS: Have I set out rules that everyone agrees to?

TRUST: Have I mentioned and invited trust?

MODERATION: Have I explained my role in the group?

PARTICIPATION: Is everyone clear on how we will work together?