



Requirements and Best Practices for a Successful Workshop

Here are requirements and best practices that were identified in the pilot stages that resulted in a successful workshop and experience for all those that participated. Be sure that the requirements are implemented and consider the best practices below

Requirements:

1. One-on-One sessions with participants conducted for technology, Home Safety Checklist done and confirmed and that the participant is appropriate – meets the target population identified in program manual introduction.
2. Send all participants the Virtual Exercise Manual, Handouts, Home Safety Checklist and additional material list – All found in the “Pre-workshop” folder.
3. Ground Zero Session 1 week prior to Session 1 with all of the participants
4. Use the approved session PowerPoints – be sure to personalize only the yellow highlighted areas. No additional items or removal of items is allowed.
5. Leaders and Guest Experts are not allowed to use videos or own PowerPoints, unless shared in the “Stepping On Adaptations Approved” document.
6. Break out rooms are never to be used.
7. Group participants are not to be muted during the workshop, unless there is background noise, and at then should only be brief.
8. Leaders should be logged on 30 minutes before the session
9. One leader to have display in background
10. Review with co-leader as to who will take lead on technology and glitches participants encounter.
11. Review as to who will handle the PowerPoint, video sharing and types ideas for brainstorm. This should be the same person.

Best Practices:

Before Workshop Starts:

1. Do sound checks with co-leaders, guest experts and participants during one-on-ones and prepping.
2. Reinforcing the importance of logging on 15 minutes prior to session starting and to plan for 2.25-hour sessions, with break.
3. Tech person to mute individuals as needed, keep group unmuted for entire session.

During Workshop:

1. Leaders and guest experts to wear contrasting colors – even shoes – to their background
2. Remind participants about a demonstration of the exercise BEFORE they practice as a group.
3. Reinforcing safety – environment free of distraction, clutter and throw rugs, wearing safe footwear, chair with arms, solid/sturdy surface
4. Leaders to encourage use of the audio files for each exercise when practicing outside of class – Leader to share files from WIHA Leader site.
5. Reinforce often – the importance of safety first and only advancing when ready and give permission not to practice that day if participant felt unsafe
6. When going through the Apple quiz game, ensure participants are in a view to see each other
7. Leaders to do a check in and make sure that they are talking less than the participants