



Best Practices for Use of iLead as a Virtual Small Group Program

The Best Practices below demonstrate how iChoose, the first volume of iLead, can be facilitated virtually through a platform such as Zoom or Google Classroom/Hang Out.

- 1) Review the [iLead Sponsor Guide](#) and the role of the student facilitator in the [iChoose Student Facilitator Guide](#). Send the iChoose Facilitator Guide to your students. You, as the educator, will be the sponsor and will be available to help if students get stuck, or as a resource should any significant issues surface. Please also ask each participant to take the iChoose pre-survey: [iChoose Content Pre-Survey](#)
- 2) Secure Zoom, Google Hangout or a similar platform that will allow you to video conference with students. Many of these options are free.
- 3) Set meeting time and send electronic invites to students, along with a note letting them know they need to have lesson one and a pen (if not using the responsive PDF) to be ready to participate. No pre-work is needed.
- 4) Email part one of lesson one to students and suggest they provide responses directly in the PDF, print it out or find a notebook to record their answers.
- 5) Prior to beginning the first lesson part, you will want to take about 15 minutes to set up the experience using the iChoose Student Facilitator Guide as your starting point. You will want to address basic best practices of using Zoom, as well as set the tone for how the group experience will go. (A sample script is available at JMLF.org/iLead).
- 6) Begin the group. The initial facilitator will need to be proactive to keep this moving quickly. Provide a list of participants in the chat feature and let people know that is the order you are moving in. Facilitator should call out the next person to read until the group gets into the rhythm.
- 7) Remember to follow the icons. Be clear to tell participants that the action item will be revisited at the beginning of the next lesson part and each participant will be asked to provide an update on how well they lived out their action step. Suggest they come up with a plan to help them remember to live it out, such as put it in your phone as a reminder, leave a note on your mirror, ask a friend to hold you accountable, etc.
- 8) You may want to set up a place to have ongoing discussion to allow participants to interact during the week. This can be done as a closed Facebook group, a What's App group chat, a text group or whatever works in your setting.
- 9) Moving forward you will want to send out the lesson part the day before the scheduled meeting. Take this opportunity to also communicate which student will be the next facilitator for the next lesson part.
- 10) Remind participants that they will be asked to share how successful they have been in living out their action step.