



WEEK SIX: THE SECOND DECISION VIRTUAL FACILITATION TIPS

SUMMARY

If your chapter is planning to facilitate associate member education virtually, you may need to adjust the delivery method of various activities in the Model Associate Member Education Program to better align with an online format. This resource offers tips & best practices for facilitating Week Six: The Second Decision in such a format.

Week Six Welcome

- Whenever you ask for participants to respond to a question (e.g. “What do you think they mean in their quote?”) be sure to specify if participants should respond by unmuting themselves or by writing their answers in the chat.
- When the facilitator guide asks you to flip chart responses, consider instead opening a blank Word document and sharing your screen as you take notes to achieve a similar effect. It may instead be helpful to set up a Google Doc so that all associate members can see the notes in real time.

Addressing Concerns

- Instead of passing out notecards for this activity, consider asking associate members to complete an anonymous Google Form. Then the facilitator can send comments directly to random individuals so that they can still share the concerns raised by other associate members.

Week Six Wrap-Up

- When encouraging associate members to complete a handout or answer a questionnaire, they may find it helpful to take notes in a Word document instead of printing or editing the PDF. If associate members choose to do this, encourage them to save their responses so that they can come back to it later.
- Be sure to share the information that associate members can use to join into the next meeting (e.g. capstone projects). If it is not ready, tell associate members when they can expect to receive that information.