7 Steps to Delivering NFI Programs Virtually… and Successfully!

24:7 DAD® | 24:7 DAD® KEY BEHAVIORS WORKSHOP | InsideOut DAD | UNDERSTANDING DAD™ An Awareness & Communication Program for Moms

1 Choose a virtual meeting system. Complete the system's tutorials to thoroughly understand functionality. Commonly used: Zoom, Skype, Google Hangouts, GoToMeeting.

Tip! *Ensure your selected system can accommodate the session lengths that you plan to offer. Some free systems only allow 45-minute meetings.*

2 Identify the primary facilitator. Use a co-facilitator whenever possible and to ensure that the virtual session can continue if the primary host loses connection.

3 Prepare ahead of time to deliver the program's content virtually instead of in person.

- Thoroughly review the program's content to identify modifications for delivering in a virtual environment instead of in person.
- Create slides or images to share on screen to keep participants engaged. Use icebreakers to engage participants from the start.
- Practice delivering the program's content using your chosen system, including turning on the camera and sharing your screen. Co-facilitators should practice, too!

4 Document group input, virtually. Ideas:

- Use a virtual "whiteboard," or other similar function in your meeting system, as the flip chart or whiteboard the facilitator would normally use. The dads will be able to see the facilitator enter the dads' responses.
- The facilitator shares his or her screen, then types dads' responses into a document (e.g. Microsoft Word) so that the dads can see their responses.
- The facilitator sets up a flip chart or whiteboard beside or behind them so that the dads can see the dads' responses and the facilitator writes them down. (Practice positioning the flip chart or whiteboard to ensure the dads can see it.)
- The facilitator writes dads' responses on a sheet of paper and then, after the facilitator records all the responses, reads the responses to the dads.

5 Equip fathers with fathering handbooks.

Tip! *If you haven't already given fathers the handbook, order them individually from NFI and have them shipped to the father's home address.*

6 Choose the days and times for your sessions (ideally the same each week) and email participants the information and link to access the meeting.

Tip! *Send a calendar invite for the session day/time (e.g. using Google Calendar) and include the virtual meeting link in the invitation. Create a meeting invitation to recur for the number of weeks you will meet to complete the program (e.g. 12 weeks).*

7 Host your virtual sessions.

- Log on early to start the meeting so that when participants join, they are placed into the "meeting room" rather than a "waiting area," which could cause confusion.
- Eliminate feedback and background noise by asking participants to mute their line when only the facilitator is speaking. (Depending on the system, the facilitator may also be able to mute participants.)
- Be respectful of everyone's schedule and end the sessions on time.
- As you conduct sessions, record anything that ran smoothly or poorly. The co-facilitator should do the same. Debrief after the session with your co-facilitator to identify areas for improvement.

National Fatherhood Initiative®

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