| Faith Community Nurse Network Logo | **FCCN Leader Planning Guide****Living Well with Chronic Conditions****Virtual Workshop via Zoom** |  |
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1. Identify your Leader:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Partner Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Plan the dates and times to hold your workshop 30 to 60 days before start of workshop:

Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Seven consecutive dates – an introductory session and six workshops sessions once a week for six weeks
* Consider whether the workshop will be open to the public or only for your congregation/community.
* Consider other events going on in the community.
1. Send notice to FCNN with workshop details via email (contact@fcnntc.org) and cc (cheryl@fcnntc.org) Who will do this? 🞏 Leader or 🞏 Partner Leader
* Include the following information: leaders and contact information, location, dates and time of workshop sessions (2.5 hours each), **date and time of pre-session,** and whether or not the workshop is open or closed to the public.
1. FCNNTC office will create class on YourJuniper.org and open registration.
2. FCNN will:
* Manage /monitor participant registration
* Mail participant workbooks to participants
* Support participants during form completion, if needed (registration, HIPAA consent, pre-survey and release form)
* Provide technical assistance during workshop
* Complete data entry
* Maintain HIPAA Secure Zoom licence
* Promote workshop
* Provide Training to leaders regarding facilitating Zoom workshops
1. Leaders will:
* Prepare for and facilitate virtual class with Zoom (including pre-session)
* Maintain workshop attendance record
* Promote workshop within their community/congregation
1. Juniper/Innovations for Aging will:
* Create and distribute JotForm links, which capture all participant forms
* Provide technical assistance related to Zoom or JotForms.
* Promote workshop
* Provide powerpoint charts
1. Identify resources available to you: Who will do what?
	* + - * Who will be responsible for screen sharing? (Powerpoint charts and whiteboard)

 🞏 Leader or 🞏 Partner Leader or Both

1. Review your Living Well with Chronic Conditions Leader Manual (Background and session-specific sections).
2. Market your program. Who will do what? FCNNTC office will produce marketing materials as needed.

(Note: this list is organized in order of effectiveness and may, or may not, be valid during pandemic.)

Leader Partner Leader FCNN Site/Facility

1. Invite people from existing waiting list 🞏 🞏 🞏 🞏
2. Personal invitation by current/ 🞏 🞏 🞏 🞏

 past participants

1. Website advertisement 🞏 🞏 🞏 🞏
2. Flyers and/or posters 🞏 🞏 🞏 🞏

1. Leadrers direct participants to register at yourjuniper.com or contact fcnntc.org.
2. Confirm registration one week prior to class. FCNN will send Leaders an updated class roster (via secure email) 1 week prior to the pre-session.
3. At pre workshop, complete registrations, collect fees, complete HIPAA form and pre-survey. The pre-session is facilitated by the Leaders and/or FCNN and is designed to practice various Zoom features (ie mute/unmute: turning camera on and off; finding and using the chat box, etc).
4. FCNN mails workbook to particpants and emails workshop Zoom link to participants and leaders along with tips for using Zoom and FCNN contact information. **The same link will be used for join each session.**
5. Before the pre-session, Juniper emails JotForm link with the participant pre and post surveys to Leaders.
6. Leaders send particpants the pre-survey JotForm link before the 1st session and the post-survery after the last session.
7. FCNN will be available to assist participants with JotForm questions or to collect the data over the phone, if necessary.
8. Leaders send a reminder email to participants the day before each session.
9. At the start of each session, Leaders confirm that participants on Zoom are on the class roster.
10. Leaders take attendance at each session and, if needed, remind participants to complete the JotForms. Leaders send FCNN the completed class attendance form **after session 6** via secure email.

**Important Safety Notes for Virtual Workshops**

* **Participants must have and use video and audio capabilities so that Leaders can see them throughout the class.**
* **Leaders need to be sure to have all participants’ addresses, phone numbers, and emergency contact numbers.**
* **Leaders should observe if any participant(s) drop off the session before the end of the session (without notification) and follow up with them after the session.**
* **Should an accident or something worrisome happen, use your best judgement to determine if emergency care is needed.**

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