Getting Ready to Facilitate Living Your Best Life (With Diabetes!)

1. **When will you hold the class**?

When thinking about when to hold a class, think about the time of day and year that would be best. If you know the participants who will be attending, ask them about times and days that work best for them.

1. **Who will you invite? Will you send invitations? Make phone calls? Put up signs in the waiting room of your clinic? Other ways?**

To participate in this class, people will need internet access, and a computer, tablet or smart phone with a camera and microphone (internal is fine). Beyond that, have a conversation with who you want in your class, and how you will let them know about the classes.

1. **How will people register? Who will keep track of the registrations and send reminders?**

Because participants are mailed tool boxes for this class, you will need to register people in advance. You will need enough time to gather materials and mail materials. Make sure you have people registered 2-3 weeks before the first class.

1. **Who will send out and collect the pre and post-tests participants take?**

Pre and post tests will need to be sent out via Survey Monkey (or another method) before the first class and after the last class. Will you do that? Will someone else in your organization?

1. **How many people in a class?**

The more people in the class, the longer the class will take. More people, means longer discussions. A good amount of people in a class is less than 10, especially for your first class. After you become more comfortable with teaching, you may decide to invite more people.

1. **How much time will each session take?**

Plan for each session to be around 1- 1 1/2 hours. Even though the class is online, every session has hands on learning activities, which take time. You’ll also want to make sure people have time to ask questions and share ideas. More people in a session will take longer than fewer people in a session.

1. **Materials**

All of the sessions require materials. It is best to go through all the lessons in advance so you know what you need for each session. The most important piece is not to wait until the day of the class to look through the materials list so that you are flustered.

1. **Preload end of day evaluations in your Zoom (or other platform) polls.**

**9. What you will need to facilitate Living Your Best Life (With Diabetes!):**

1. The lesson plan for the session. Read the lesson through a few times in advance so you are comfortable with the topic and the questions you will ask the participants to get them engaged and sharing.
2. The PowerPoint for the session.
3. Materials for the activities. Do you have all the materials needed to do the activity and are they organized?
4. A computer with a great built in camera or a web camera and a great built in microphone or another microphone.
5. Self-confidence. Don’t worry if you are nervous, that is normal. You will be less nervous as you do more classes. Knowing your lesson plan and activities in advance, practicing with your computer to test your camera and mic, and practicing with them, will help you feel more confident. Also, remember you do not have to have the answers to questions. The most important thing is to help participants problem solve where or who they can ask to find answers.
6. A warm personality. People participate when they feel comfortable and cared for.