



Best Practices for Use of iLead as a Live or Virtual Family Program

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

- 1) Review the role of a facilitator using the [iChoose Facilitator Guide](#) and consider who the facilitator should be. After the first few lessons, you may want to allow various family members to be the Facilitator.
- 2) Review the content to make sure it is understandable for the younger children in your family. If it is not, take time to think through how you might want to adapt it.
- 3) In the case of multiple families participating, review the number of participants and set up groups that will ensure that no group has more than 12 people
- 4) Email lesson one to participants, along with ground rules that lay out what the process of participating in a roundtable looks like. (available at JMLF.org/iLead) Suggest each participant print it out or find a notebook that they can record their answers in. Please also ask each participant to take the iChoose pre-survey: [iChoose Content Pre-Survey](#)
- 5) Secure Zoom, Google Hangout or a similar platform that will allow you to video conference with participants. Many of these options are free.
- 6) Set meeting time and invite participants, along with a note letting them know they need to have lesson one and a pen to be ready to participate. No pre-work is needed.
- 7) For your first lesson, you will need to take about 15 minutes to set up the experience. You will want to address basic best practices of using Zoom if multiple families are participating. Take time to set the tone for how the roundtable experience will go. (A sample script is available at JMLF.org/iLead)
- 8) Begin the roundtable. The Facilitator will need to be proactive to keep this moving quickly and call out each person's name until the group gets into a rhythm.
- 9) Remember to follow the icons. Be clear to tell participants that the action item will be revisited at the beginning of the next lesson 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, put it in your phone as a reminder, leave a note on your mirror, ask a friend to hold you accountable, etc.
- 10) Be intentional to check in with one another during the week and ask how it is going with living out action items.
- 11) Moving forward you will want to send out the lesson the day before the scheduled meeting.
- 12) When you finish Unit One please reach out to Melissa.Linares@jmlf.org and request Unit 2. Please share about your experience and pass on any positive or negative feedback you have received from participants.