



Idaho Community of Practice Tip Sheet #3 Making Technology Work for You

Accessing Materials

Hybrid Group (Access material before/after group)

- Give a specific assignment clients need to complete off-line
- Email the material before the group
- Mail paper copies to members who can't read it online the week before group
- Consider a Learning Management System that you can post assignments on and track participation and viewing of assignments

During Group

- Put material in GoogleDoc and share link in Zoom chat box (give 5-10 minutes to read it)
 - Allows you to track the cursor of each user accessing the document. Can have them type their name at the bottom after reading the document
- Share the document on your screen. Help educate members how to zoom in on their phones in the onboarding session.
- Share a video through your screen

Building Engagement with Educational Material

- Ask one member to pose a question to another group member about the topic (e.g., video watched or material reviewed). Then that client asks their question to a different member, and so forth. So each group member needs to come up with one content question and one self-reflection question they'll ask other members.
- Encourage members to share their verbal reactions about materials they have read or viewed. Encourage clients to be okay with disagreeing.
- Use a poll around relapse triggers. List several common triggers and have them identify their top trigger and then have a discussion around coping with the top ones. Builds universality and cohesion.
- Give clients a specific task while they are watching a video, then they need to report back to the group on the specific task (e.g., what's one thing they agreed with; what's one thing they disagreed with; what's one thing they could apply to their own life in the next 2 weeks)
- Keep a participant roster and keep track of who has participated and who has not. And if someone hasn't talked, then call on them.

Building Cohesion

- Consider doing ice breakers, close-out activities, etc, from Taking the Escalator Group Therapy Activities (<https://bit.ly/3fl1cMA>)
- Start the group with the ground rules and explain how group works. Emphasize this is their group. Use humor to keep it light and fun.
- Call people by name and link their comments to other members. Ask members to respond directly to each other.
- Consider using reaction buttons to represent different things (e.g., Thumbs up, means you agree; Clapping, means you agree and want to say something about it, Raised hand, means you



disagree and want to say something about it). In person, you can do this with throwing poker chips of different colors in the middle of the group circle onto the floor.

Organization of Your Group

- Create an outline that you fill in with specific topics/activities for each group
 - Check-in & Technology assistance
 - Ice-breaker (*helps engage members in less threatening way early in group*)
 - Lesson (*see tips for accessing materials above for different methods*)
 - Discussion (*use activities and prompts to have members interact directly with other members*)
 - Wrapping-up/Check-out

Assisting with Technology

- Provide an on-boarding session with clients to orient them to use the technology effectively.
- Be ready to provide technical support as necessary.

Developed by: Leann Diederich, Ph.D. and the Idaho Community of Practice group held on March 26, 2021.