



Online Passport to Healthy Living: Supporting Healthy Aging of Older Adults in Ontario

Facilitator Training Session #5
Preparations for managing online platform

SESSION GOAL: Prepare to navigate online platform for in support of workshop facilitation

SESSION OBJECTIVES:

- ▶ Experience Module #4 Passport Toolkit observing online facilitation
- ▶ Focus on management and navigation of online platform
- ▶ Identify technology required in preparing to manage online delivery
- ▶ Debrief on experience to date



Best Practice Guidelines - Zoom

- ▶ Today's meeting is set up in 90 minute segments to allow for breaks
- ▶ Presentations are in the morning - stretch as you wish
- ▶ Small groups and large groups will enable interaction and brainstorming
- ▶ In discussions, one person speaks at a time
- ▶ Use the hands up image if you wish to speak
- ▶ If not speaking, turn off your video, e.g. during presentations
- ▶ Reboot your computer before your next session to maximize function



Agenda - Segment 1

- 9:15 **Login in** to Zoom for system check of mics, speakers – Once complete, pause and get your coffee!
- 9:30 **Welcome** – Review agenda and objectives
- 9:35 Debrief Session #4 - Reflection
- 10:00 Experience Module 4 – Assessing online adaptation, facilitation
- 10:30 Break**



Recap Session # 4

- ▶ What is one thing you learned?
 - ▶ Accepting technical difficulties and working with it.
 - ▶ the more we know the more we want to know
 - ▶ How to be a co-host; that felt fairly comfortable.
 - ▶ Explaining exercise activity adapted; How to use video is new
 - ▶ Understanding that sometimes things don't always go to plan and that's okay! (Ugh, internet issues!)
 - ▶ Better understanding of the expectations of the workshop and the facilitator's role
 - ▶ Adapting to technical issues.....Learned how to do break out rooms
- ▶ What is one question you still have?
 - ▶ How to use the tool kit and the passport comfortably to teach.
 - ▶ How to insert videos or materials
 - ▶ Do we create all PowerPoint slides for our presentation or do you provide what you used and we modify it?



Recap Session #4 - Continued

- ▶ What word describes how you are feeling?
 - ▶ I am feeling great about this whole learning experience and look forward to each workshop
 - ▶ Excited
 - ▶ Optimistic
 - ▶ I am excited about this whole new learning process.
 - ▶ Feeling positive
 - ▶ Unsure about expectation for presentation
 - ▶ feeling less confused



Reflection - Breakout Rooms 10 minutes

- ▶ Last week you developed a lifestyle action plan - Did this help with your goals?
- ▶ Each person speaks to their goal and their progress - what are the pros, cons? How are you overcoming barriers?
- ▶ What activities are you planning for this week?
- ▶ How are you feeling about progress on your Zoom goals?
- ▶ **Report to Large Group - 10 minutes**

Module 4: Physical Activity



**Module 4:
Physical Activity**

A View of the Workshop

Purpose: To increase awareness of the importance of physical activity and ways of incorporating it into daily routines.

Objectives:

- To identify activities that can be easily incorporated into daily life to increase physical activity levels
- To identify ways the group could continue to meet

Equipment/ Materials needed:

Tool Kit

Passports

Pens/pencils/markers

Handouts

Flip chart/masking tape

Tennis balls (optional)

Optional: Computer with CD disk drive, and monitor or projector


Background Knowledge

Physical Activity


Tips for the Leader

Workshop Format **Minutes**

Welcome	3
Session Overview	5
Reflect on Previous Module/Group Check-in	20
Safety	3
Physical Activity Warm-up	10
Presentation	15
Video: New Physical Activity Guidelines for Older Adults	8
Nutrition Break	15
Video: Maintaining Strength with Age	3
News Bites	5
Daily Dose	5
Activity: Sustainability	15
Video: Physical Activity and Exercise	3
Physical Activity	10
Goal Setting	10
Closing	10
Evaluation	10
Post Class Self-Reflection (For Leader)	10



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Canada's 24-hour Movement Guidelines for adults 65+

Instruct us to:

- ▶ Be physically active each day
- ▶ Minimize the time we sit
- ▶ Get enough sleep

- ▶ **Moderate to vigorous aerobic activities** that add up to 150+ minutes a week
- ▶ **Muscle strengthening** using major muscle groups at least twice a week
- ▶ **Physical activities** that challenge **balance** daily
- ▶ **Limit time we sit** to 8 hours or less; No more than 3 hours screen time
- ▶ **Get 7-8 hours** of sleep - consistent bed and wake-up times

Upper body daily dose

This is the second routine of five mini exercises and is associated with getting dressed in your bedroom. One set equals performing an exercise for the number of counts specified.

Tight grip shoulder circle

Standing tall, raise your arms to shoulder height, making a tight fist with each hand. Do 10 large circles with your arms moving forward, then 10 circles with your arms moving backward. Don't forget to breathe!



Activity

What you need: Tennis ball or other small rubber or foam ball

- This simple exercise should help if you have trouble picking things up or holding on to them.
- It also will help you open things more easily, like that pickle jar. You can even do this exercise while reading or watching TV.

Instructions

1. Hold a tennis ball or other small rubber or foam ball in one hand.
2. Slowly squeeze the ball as hard as you can and hold it for 3-5 seconds.
3. Relax the squeeze slowly.
4. Repeat 10-15 times.
5. Repeat 10-15 times with other hand.
6. As you get stronger, repeat with each hand..4



Agenda - Segment 2

- 10:45 Continue *Module 4 Your Personal Passport to Healthy Living Toolkit*
- 11:15 What do need to facilitate online? PowerPoint, laptop, Internet connection, mic
- 11:45 Debrief and reflections on the morning session
- 12:00 Close

Homework: Navigate Zoom and explore Circle of Health: create questions for next session

Handouts:

- ▶ Tips for navigating Zoom; videos for setting up breakout rooms, polls, invitations
- ▶ Passport for Healthy Living, Community Leaders Guide, Toolkit
- ▶ Facilitator Tips; Tips for teaching online
- ▶ Adult Education Principles
- ▶ Circle of Health



News Bite - Anyone bring a bite!



Sustainability - Breakout Rooms 15 minutes

- ▶ Brainstorm ways in which your group can meet after the course
- ▶ How might it be possible to stay connected?
 - ▶ To meet your life style goals?
 - ▶ To develop as a facilitator?
- ▶ What resources are in your community?
- ▶ **Highlights to the large group**



Preparing to Facilitate

- ▶ Create a technology checklist - see poll
- ▶ Identify the module and your facilitation partner
- ▶ Develop PowerPoint presentations
- ▶ Decide on resources
- ▶ Navigate Zoom on your own
- ▶ Develop a list of questions



Next Session - adjusted schedule

- ▶ 11:00 Review expectations of pilot and confirm module to facilitate
- ▶ 11:15 Small Group: Explore plans to facilitate selected module
- ▶ 11:45 Large Group: Present ideas to group for feedback
- ▶ 12:30 Lunch

Module 5 will be reviewed early in the morning, and completed after lunch

Evaluation

Workshop Objectives

- ▶ Experience Module #4 Passport Toolkit observing online facilitation
- ▶ Focus on management and navigation of online platform
- ▶ Identify technology required in preparing to manage online delivery
- ▶ Debrief on experience to date and prepare for Session 6

▶ Poll #3 Did the workshop meet the objectives?

1. Yes
2. No



Debrief

► **Poll #1 Check the facilitator functions you observed**

- a) Analyze and Conceptualize
- b) Communicate
- c) Facilitate Group Dynamics
- d) Manage
- e) Relate to Others
- f) Facilitate online



Debrief

Polling Question #2 - What learning styles were considered

1. Active
2. Visual
3. Intuitive
4. Reflective
5. Global
6. Sequential
7. Sensing
8. Verbal



Debrief - How is it going?

I liked

- ▶ Longer discussion times in breakout rooms x6
- ▶ Liked being a host
- ▶ Enjoy the polls
- ▶ Enjoy sharing my experience and hearing that others are sharing as well
- ▶ Sharing information x2
- ▶ Like how the breakout rooms have become social opportunities and have created dynamics; a networking opportunity, possible collaboration in future
- ▶ Love the chat room

I wish for

- ▶ Want to practice on Zoom
- ▶ Having a running tip sheet on what we have learned on Zoom that we can use in planning presentations x2
- ▶ Want to be the co-host x4
- ▶ Need more practice x2
- ▶ Is there somewhere on Zoom to record the ideas to structure report back
- ▶ Excited to get into facilitation; feel more confident at this point

