

Creating Normalcy for Young People in Foster Care

Webinar Set-Up Checklist

(Details related to these items follow the checklist)

Webinar Checklist:

- Register for live webinar scheduled for Tuesday, April 19, at 6:00 PM via http://fcrp.unc.edu/creating_normalcy.asp (registration deadline is April 8).
- Access archived webinar “on demand” at <http://fcrp.unc.edu/webinars.asp> (recording will be available by April 29).
- Review Technical requirements (see page 2 for details).
- TEST your technology the day before the webinar begins.
- Log on at 5:45 PM on April 19.
- If you are hosting a SaySo Town Meeting, please complete your report and email by the determined due date.

Location Checklist:

- Confirm your use of the room (see page 3 for details)
- Pre-set the tables and chairs as previously determined (see page 4 for details).
- If having a panel, set area for panelists.
- Test audio equipment, microphones, speakers, music player, etc.
- Arrange for/pick up refreshments (see page 4 for details).
- Don't forget ice and plenty of napkins.
- Clean up the location after use.
- Reset the room arrangement as previously determined.

Participant Checklist:

- Confirm participants know the time and location. We suggest you ask everyone to arrive at 5:30 PM for the Live webinar.
- Arrange transportation needs as determined (see page 3 for details).
- Have a registration sheet for everyone to sign when they arrive. Be sure to email the number of participants in your group to sayso@ilrinc.com by May 1 (if having an April event) and June 1 (for a May event).
- Have name tags (stick-on is fine).
- Confirm time and location with any panelists.
- Review talking points for panelists (see page 5-6 for details).
- Prepare a flipchart, posters, handout, or PowerPoint with Discussion Questions clearly stated (see page 6 for details).
- Copy handouts (make a few extra) as determined (see page 5-6 for details).
- Review “Facilitation Tips” as needed (see page 7 for details).

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Webinar Technology Needs

(for live access on Tuesday, April 19 at 6:00 PM)

Technical Requirements

When setting up a room so a group can participate in the webinar you will need the following:

1. A computer with broadband Internet access and the latest version of Adobe Flash Player
2. An LCD projector and screen
3. Speakers

Please note:

- There will be no call-in number for this webinar.
- Audio will be streamed over the internet.

We strongly urge you to test, prior to the webinar, your computer's capacity to join in the webinar by visiting this link:

http://admin.adobeconnect.com/common/help/en/support/meeting_test.htm.

Testing your speakers is also strongly recommended. To test the speakers go to:

<http://jif.adobeconnect.com/webspeakertest/>

You will be able to log in to the webinar room starting at 5:45 on April 19.

We will start promptly at 6 p.m.

Please note: closer to the event day you will receive an email with login information to access the webinar room.

Creating a Webinar “Viewing Party” Things to Consider When Setting Up a Group



“Set-up” refers to the “foundation” of the group, not just the physical elements of your surroundings (although they are important).

1. Member Recruitment: Determine how large you want the group and recruit at least a third more. For many reasons, youth attendance will be less than youth interest/registration. Recruitment suggestions include:

- Recruit/remind young adults and foster parents every time you see or speak with them about the event.
- Have other foster care workers pre-inform youth to be involved.
- Publicize the activity. Send out emails, newsletters to all eligible youth with fun and engaging graphics that are attractive to youth.
- Gain support of residential facilities and foster parents for youth to attend.
- Arrange transportation where needed.
- Invite other young adults groups to join you.

2. Location: An appropriate location can “make or break” a group activity. For this webinar event, you will need to consider the following items:

- Is the location “roomy” enough for the number of people you expect?
- How are the acoustics? Listening to the webinar is key the event’s success; poor acoustics will make this difficult.
- Does it have adequate parking for the size group you plan to have?
- Is technology equipment on-site or do I need to bring my own?
- Select a location that is reasonably easy to find or on a bus line.
- If possible, choose a place that is not like a DSS office or school. An open room that allows for refreshments and interaction is best.
- Consider the safety of your participants, especially if meeting at night. (The Live Webinar will be at night.)
- Be sure that weather changes will not affect your location.

3. Room Configuration: The way a room is arranged (from chairs to location of refreshments) is important for the group’s level of comfort and affects the atmosphere of group interactions.

- Arrange the room ahead of group time (ask for volunteers to help). This sends a message to the group that they are special and you are ready for them.
- Consider the group activity.
 - If a panel is planned for after the webinar, be sure to have the front of the room arrange for all your panelists to be together with access to a microphone.
 - If small group discussion is planned for after the webinar, be sure that chairs are either pre-arranged in a circle or participants have space to quickly arrange themselves.
 - If you plan to include writing, place chairs around the outside of arranged tables to promote face-to-face interaction of those sitting at the tables. (But be sure they can all see the webinar during that portion of the event.)

4. Atmosphere: The atmosphere of the location will set a “tone” for your activity. Even the most formal and “dull” room can be modified to set the appropriate tone for the activity. For instance,

- Appearances are very important to youth. The way you dress can affect the comfort of the group. Dress for the activity.
- Decorations can add excitement and curiosity for any activity. It can be as simple as a few balloons, some posters with simple quotes about normalcy, a table with handouts over a colored tablecloth, or a collection of prizes to be raffled at the end of the activity.
- Music can add a welcoming and comforting feeling. Make sure you are familiar with the music before you play it for the group.
- Information on a flipchart, whiteboard, poster, or handout about the agenda for the activity may help alleviate some anxiety for youth members. Note: Anxiety is always present with any learning.
- Refreshments are a must! Have food and drink available as members arrive. Be sure the food is “youth friendly.”

5. Time: We suggest you plan for a two hour event. Keep these issues in mind:

- If your event is not a LIVE event, suggest that youth determine the time to meet to view the webinar.
- The webinar will last 60 minutes (including technology instructions provided at the beginning).
- Allow 30 minutes before the webinar to get everyone registered, provide refreshments, use the restroom, and participate in icebreaker/introductions.
- After the webinar, facilitate a 30-minute activity to promote discussion using the questions provided in the webinar:
 - Panel: Invite panelists to present their perspective on the questions. Panelists may include: current foster youths, alumni, foster parent, GAL, local leader who is invested in foster care, judge, social worker, etc.
 - Following this panel, ask participants to turn to those near them and provide a response to the following question: “What do I have to do to help youth/myself have opportunities for more normal activities while in foster care?”
 - Small Groups: Have participants form small groups of around six people. Use the discussion questions to allow young adults and supportive adults to begin their discussions around normalcy.

6. Materials: You are welcome to provide supplemental materials to support the messaging of the webinar. The materials you choose to help increase learning or reduce anxiety. Materials refer to written exercises, presentations, brochures, and guest speakers as well.

- Be sure guest speakers/panelists know their audience.
- Be sure that any written instructions can be easily understood by all members.
- Print extra handouts in case more people attend than expected and you can suggest participants take an extra handout to someone who could not attend.

Webinar Discussion Questions

(Note: The questions on this page can be projected, printed on notecards, or provided as a handout to participants.)

These questions are posed at the beginning of the webinar to help participants think about them during the webinar to discuss at the conclusion. Panelists can respond to these questions or they can be discussed in small groups

1. What is normalcy to me?
2. What would I do differently (to promote normalcy)?
3. What do I need to do to have more normal opportunities?
4. How can I make it happen? (What do I need to do to have those normal opportunities?)

Post-Panel Question

In order to gain full participation, the following questions are posed for all participants to discuss with others sitting near them. Ask participants to turn to their neighbors and share their responses to:

“What do I have to do to help youth/myself have opportunities for more normal activities while in foster care?”

“How will more normal opportunities make a difference in my life?”

Facilitation Tips

The following tips may be helpful if you have not had facilitation training:

1. **Be predictable.** Starting and ending sessions on time will help youth feel safe.
2. **Give reasons** for your directions. This will help gain youth’s trust in you.
3. **Share information** about your own experience and ask participants to share their own.
4. **Express confidence** in the group.
5. **Listen** to participants’ ideas.
6. **Acknowledge** participants’ ideas.
7. **Record** participants’ ideas on a flipchart or board.
8. **Ask questions** that the participants probably can answer.
9. **Turn questions back to the group.**
10. **Use the speaker’s name** when referring to comments made previously.
11. **Point out positive behaviors** and their effects.
12. **Reinforce** and elaborate group compliments of an individual.
13. **Give constructive feedback** and build behaviors through positive reinforcement.
14. **Admit when you are wrong.**
15. **Avoid arguments** and making “right” and “wrong” judgments.
16. **Spend time with participants** during breaks and before and after the activity.
17. **Focus on the participants’ concerns** rather than your own preoccupations.
18. **Show that you enjoy your time with the group.**
19. **Keep notes and honor follow-up commitments.**