

Getting the Most out of your Online Consultation with IY Mentors/Trainers

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While face-to-face IY group consultation is the best group leader learning because of the opportunities for modeling practices and supportive input from other group leaders, it is not always possible. Barriers to this approach may include the cost of a trainer/mentor to travel to the location as well as the group leaders' time and travel. Moreover, there can be difficulty in finding a date that suits all group leaders for a face-to-face meeting without interfering with other agency obligations. Online consultations offer opportunities for more consultation scheduled at group leader convenience and in small groups, even with dyads. However, it should not replace face-to-face consultation but supplement it.

This document provides some tips for getting the most out of your online consultation calls with accredited IY Mentors and Trainers.

1

STEP ONE: DEFINE THE SCOPE AND STRUCTURE

- Online consultation calls are typically 1-hour in length and can include multiple group leaders and agency managers.
- Consultation calls can include a discussion of video segments sent to the IY mentor/trainer for review. Or, consultations may be a discussion of questions and issues related to program delivery.
- For discussion of videos, plan on reviewing no more than 2 video pair group leaders in a 1-hour Zoom/Skype call. Keep video clips to 10-20 minutes for mentor review.

2

STEP TWO: GROUP LEADER PREPARATION FOR THE ONLINE CALL

- If no video is to be sent, review your goals and questions in advance of call and email agenda to IY mentor or trainer 1-2 days prior to Zoom/Skype call.
- For discussion of video segments, first review with co-leader (using the group collaborative checklist) and pick 10-20 minute segments from the group video for mentor/trainer review. Record time code on area to be reviewed.
- Complete Online Call Prep Form that is attached. This outlines brief background of video clip (session topic and context for what has been covered previously in session) as well as your goals for the video clip and any other issues you want to discuss.
- Send video clip to mentor/trainer 7-10 days in advance of the Zoom/Skype call. Work with your agency to set up a release of the video clip that is encrypted or password protected so that only the mentor or trainer can open it.

- Include with video clip, session checklist, participant evaluations, and Online Call Prep Sheet.
- Confirm time for Zoom/Skype call.

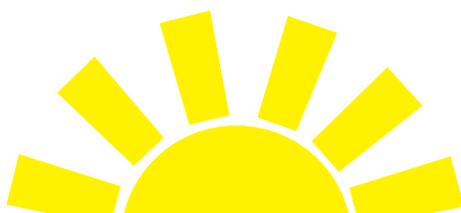
3

STEP THREE: FOLLOW-UP CONSULTATION

- We recommend after the initial training group leaders have a face-to-face consultation early on when first delivering the program - ideally after the first or 2nd group session. This will help group leader to know the mentor and start developing a personal relationship before the online call occurs. If this is not feasible, then scheduling an online call in advance of the group starting is very useful.
- Set up Zoom/Skype calls: ideally 3 of these spread throughout the group sessions. For example, every 2-3 weeks. An 18-session group would get one call at session 4, 8 and 12.
- If feasible, a 2nd face-to-face consultation would happen about 2/3 way through the program.
- After the group has been completed it is helpful to have a follow-up online call to summarize key learning and evaluations and plan for future goals. Additionally, a Zoom/Skype call can be set up to help group leaders prepare their first set of materials for accreditation.



NOTE: Plan your goals ahead of time for each call and summarize your goals for the next call.





Preparing for your Online Consultation Call

Name of Group Leaders:

Date:

Video clip time codes:

Session Topic: _____

Brief description of background of video clip:

Goals for video clip sent:

Any other specific issues I would like to discuss:

