



## Virtual Session Checklist

Use this checklist to help you successfully plan and deliver a PreventT2 session each time. For specific preparation guidance for a given module, refer to the “Things to Do” checklist in each Lifestyle Coach Guide.

### 1. REGULAR SESSION MATERIALS

Gather the following materials for your session:

	Lifestyle Coach Guide
	Participant Guide (Have a copy available for each participant and yourself; Use an electronic version for virtual sessions.)
	Participant Notebook (This is optional; Have a copy available for each participant and yourself.)
	Relevant participant handouts (multiple printed copies, as needed): <ul style="list-style-type: none"><li>• Activity Log</li><li>• Food Tracking Activity Log</li><li>• Weekly Food Log</li><li>• Weight Log</li><li>• Action Plan Journal</li></ul>
	Lifestyle Coach Log
	Timer (watch, clock, or phone app) to keep activities within the time limits.
	Computer/laptop with webcam (If you do not have a camera on your computer, consider using your cell phone.)
	Pens or pencils, as needed
	Paper or sticky notes, as needed

## 2. UPCOMING SESSION PREPARATION

	Familiarize yourself with the module Lifestyle Coach Guide and Participant Guide.
	Check all website links in materials to ensure they take you to the desired page(s).
	Review the program meeting schedule.
	Prepare and distribute a yearlong session calendar with meeting logistics to distribute prior to the first session (optional).
	Communicate any changes to the date of a session to participants in advance.
	Download any necessary software on your computer.
	Set up session invite with log in information and send to participants.
	Set up the preferred delivery/pickup method for how participants will receive their Participant Guide and handouts.
	Prepare a presentation space in a room that is quiet and private with minimal background distractions.
	Access your virtual classroom and conduct a dry run of the session, if possible. Practice describing features you will use, including polling, whiteboard, breakout rooms, and chat.
	Download a quick tip sheet guide from the web-conferencing tools' website and send to participants (optional).
	Communicate with participants through your private online community, via text, or email to answer questions or initiate discussion prior to the session.
	Send note to participants reminding them to join the class from a quiet, private location.
	Set up and inform participants about the virtual weigh-in protocol.
	<p>Collect participants' weight and physical activity minutes through email, text, phone, or privately scheduled meetings. Remember to:</p> <ul style="list-style-type: none"> <li>• Record each participant's weight in your Lifestyle Coach Log.</li> <li>• Remind participants to record their weight in their Weight Log.</li> <li>• Review participant Activity Logs and record their minutes of activity in your Lifestyle Coach Log.</li> </ul>

### 3. DAY OF SESSION

	Arrive early. Log in 15-20 minutes before the session starts.
	Test all technology and applications to ensure they are working properly, including video and audio.
	Display resources you will be sharing.
	Greet participants and ensure they can see and hear you.
	Take attendance.
	Remind participants to silence their cell phones during the session.
	Remind participants to mute their lines when other people are talking to decrease background noise.
	Ensure participants include their names in the web conferencing tool.
	Encourage participants to keep their camera on during the session to maintain a sense of community.
	Demonstrate and explain how to use the web-conferencing features, such as the whiteboard, chat feature, raising hand feature, and screen share.

### 4. IN-BETWEEN SESSIONS

	Schedule and conduct one-on-one calls or check-ins with participants, as needed.
	Document any concerns that you may have following your session and report it to the Program Coordinator, if applicable.
	Provide Lifestyle Coach Log data to the Program Coordinator.
	Communicate with participants through your private online community, via text, or email to keep an ongoing discussion about the session's topic.