

Small Groups

**TIPS FOR A SUCCESSFUL ONLINE SMALL GROUP**

**Online Small Groups are a different experience compared to face-to-face meetings. With technology, people are still**

**able to connect, but the approach is different than when you are meeting in-person. Below are some tips that will help**

**you have a successful online Small Group.**

1. **Focus on FUN!**

Establishing virtual relationships can be difficult. For the first couple of meetings, focus on fun. Tell your stories, ask icebreaker questions, find fun activities to do together!

1. **Plan for a 45-60 minute group meeting.**

Your meeting time online needs to be shorter than when you meet face-to-face.

1. **Determine what platform your group will use to meet.**

Zoom, Google Hangouts, and Skype are all popular options. Communicate the meeting platform you decide to use to your group as soon as possible.

1. **Download and test software ahead of time.**

Encourage your group to do the same to minimize technical difficulties when it is time to meet.

1. **Familiarize yourself with platform settings.**

It is helpful to know the options that are available ahead of time in case you need to use them during your meeting. Walking your group through those setting at your first meeting can be helpful.

1. **Set up your environment.**

You don’t want any distractions while hosting your online group. Background noise can make it difficult to hear or be heard.

1. **Set your camera at eye level.**
2. **Encourage “mute” discipline.**

Phones, doorbells and kids can all create unexpected noise. Encourage each member to mute themselves when they are not talking to lessen distractions for your group.

1. **Resist the temptation to multi-task.**

You want to focus your attention on who is talking. Your group members will be able to tell if your attention is somewhere else. Encourage your group not to multitask as well.