

Get in the digital driving seat Top tips for taking activities online



Over the past year Scottish Recovery Network has delivered and taken part in a range of digital activities to share learning and keep people connected. Along the way we picked up some ideas for running activities online.

You don't have to be a technical expert!



There are lots of organisations who can help you work out the nuts and bolts before your first session and give you practical advice on how to support participants.

Choose your online platform. We found Zoom user friendly and accessible with their own [video tutorials](#) but you may prefer other options such as Microsoft Teams or Google Meetups.

Get familiar with the digital tool(s) you are using and their functions. Try things out at home with different devices or with family and friends.

Have a co-facilitator and take the opportunity to check in with each other. Are you comfortable with your roles? Who is doing what? Take some time to do some technical testing together.

Keep your platform secure. Set up a waiting room where you can see and control who is joining the group during the session. Provide a unique passcode with your joining link and NEVER promote your link on public platforms.

Have a clear plan of action in place in case of unexpected events but remember if something does go wrong it's all learning!



[SCVO](#) provide great digital advice and support including how to be safe online.

An accessible and welcoming space

Before going online check in to see if people are ok using the technology. Alleviate nerves and offer a one-to-one catch up online or via telephone before a group session. This is especially important with new participants.

Develop a session plan. For groups, having a focus can be beneficial. This could be an activity or themed discussion. What do you want people to get out of the session? How will you know it went well?



Let people know what to expect. Emailing out a digital welcome pack is a great idea and can include instructions on how to join, session outlines and information about online security and participant wellbeing.



Get creative! Make your group feel part of something by posting out art materials, resources, treats and surprises!

Be inclusive and where possible offer audio / dial in options, BSL interpreting and captioning. Would a welcome pack in BSL be helpful too?

Open the session 15 minutes before for some informal / catch up time between the people taking part. Being online can be tiring so schedule in comfort breaks to re-energise people.



Set the tone as friendly and welcoming. Take time to do introductions. A connecting up activity is a light touch way to make people feel more comfortable in the space.

Develop a group agreement. This is a mutually developed agreement that aims to support a positive group experience. Be open and flexible to challenges that might come up. It creates an honest and more comfortable space.

Utilise breakout rooms if anyone needs to take time out or you need additional rooms for conversation. If there are quieter participants encourage use of the chat function.

If it's a small group encourage people to remain unmuted. This allows for a more natural flow of conversation. If people have a lot of background noise or your group is large, it's helpful if they are on mute or use headphones.

Wellbeing after logging off

Keep the digital space open for 15 minutes for informal chat and winddown before logging off.

Encourage people to do something for their wellbeing following the session.

Make sure people know where they can access further support out with your session whether from you or other organisations.

Take time to debrief and reflect with your co-facilitator or someone else appropriate.

Take the opportunity to thank people for coming along. Ask people for feedback on the experience and take this into consideration as you plan future activities.



A community of sharing and learning

A lot of this is new to many of us and we are learning along the way. We encourage you to give it a go, share experiences (good and bad), tell us your top tips and shout about great places to get support and advice.

Join the digital chat online using the #DigitalDrivingSeat or get in touch:

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