

ADOBE PROJECT GRANT

BEST PRACTICES



In Making Virtual Program Delivery a Success

Resources, Tools, and Examples shared by
the Adobe Project Grantees



PROGRAM DELIVERY



Virtual program delivery requires everyone to join through conference calls. Here are some recommendations on virtual program delivery.

SUPPORT

The young people are also getting use to this new virtual setting of learning and creating. As facilitators, it's important to **provide support and understanding** in this unprecedented times. The types of support you can provide participants are:

- being flexible with expectations and timelines
- possible change of topic focus on what is currently important and inspiring to them

CONSISTENCY

Set a scheduled time for video program delivery. This allows the young people to have **consistency** as they are getting used to the “new normal”. A set time provides structure and routine the young people can rely on during this unknown times.

Make sure for each session:

- share the agenda before hand
- have scheduled breaks
- make it personal - example share a funny meme

ADAPTING PROGRAM STRUCTURE

Learning virtually is very different than learning in-person. Facilitator must ensure these virtual sessions are engaging.

To keep participants engaged, make virtual sessions **not overly long** and use interactive **online engagement tools**. To continue engagement and creativity, assign tasks that can be completed before each virtual session. It also important to **remember to reevaluate current curriculum** to set new program outcomes and expectations for this new virtual setting.

TRY THESE TOOLS

VIDEO CONFERENCING TOOLS

- [Adobe Connect](#)
- [Skype](#)
- [WebEx](#)

For more stable call quality and using other features like sharing presentation slides, videos, screens, and even breakout rooms.

COMMUNICATION TOOLS

- [Slack](#)
- [WhatsApp](#)
- [Facebook Messenger](#)

These messengers allow participants to ask non-urgent questions, make comments, and continue the conversations with each other. These messenger tools are easier to use than email.

ONLINE ENGAGEMENT TOOLS

- [Kahoot](#)
- [Mentimeter](#)
- [Padlet](#)
- [Poll Everywhere](#)

Online engagement tools makes virtual learning more engaging and interactive.

INSPIRING CREATIVITY VIRTUALLY



Inspiring creativity through virtual programming can look very different. Here are some examples of how organizations have adapted their curriculum to inspire creativity among their young people.

HOW TO CREATE WITH WHAT YOU HAVE?

Virtual programming does not allow the participants to have access to the same equipments as they would for in-person programs. Many organizations have revamped their curriculum to teach participants to use the tools that are available to them in order to continue creating media pieces. This can include using **mobile technology** to create media or using **archival materials** to practice editing work and even create something new.

MINI PROJECTS

Finding inspiration while physical distancing can be challenging. To inspire creativity, many organizations are allowing participants to **choose a topic of their choice** to create media pieces. Many times, these topics are relevant to the current situation or something that is important to them. To inspire creativity, these media pieces are showcased on the organization's social media channels.

MASTER CLASS WORKSHOPS

To continue to learn and to be creative, organizations are focusing on **facilitating virtual workshops** on pre-and-post productions skills. These skills are equally important as production skills. Invite guest speakers, experts, or organization's graduate alumni to facilitate virtual workshops to learn new skills or even master what they already know.

EXAMPLES OF TASKS

CREATING WITH WHAT YOU HAVE

- Using mobile devices to take pictures or make a short-film
- Creating a stop motion film using items at home
- Editing archival footages and pictures to create something new

MINI PROJECTS

- Videos or pictures to post on organizational social media
- One-min-videos to inspire others
- Create media on a topic that is relevant during this time

PRE & POST

PRODUCTION WORKSHOPS

- Script Writing
- Storytelling
- Storyboarding
- Photo Editing
- Film Editing
- Digitalizing Your Work
- Creative Clouds Apps

GENERAL WORKSHOPS

- Creative Careers
- Spoken Word & Poetry
- Journey of a Creative

NEW ORGANIZATIONAL FOCUS



All of the unknowns and creation of the "new normal" is requiring organizations to reevaluate organization goals and expectations. Here are some guidelines to support your organization and team at this time.

GOALS & EXPECTATIONS

The new virtual program delivery requires organizations to restructure and set new overall goals and expectations. The following are examples of areas of which key performance indicators may need to be adjusted accordingly to address the "new normal".

Organizational Goals and Expectations



With virtual program delivery, organizations may not have the same impact as in-person program. Reevaluating organization goals for what is achievable at this time can create new pathways to reach young people and continue to provide a space for creativity.

Program Themes & Topics

Engaging the young people virtually is very different. Not having lab hours and access to equipments will require facilitators to revamp program curriculum. Many program coordinators have altered the program structure to focus more on skill development sessions. This includes pre-and-post skills and even giving participants the space to plan their own mini media projects that inspires them.



Virtual Showcase & Celebration



It is important to celebrate and showcase the amazing work of your young people. With the unknown of how this COVID 19 pandemic will unfold, many organizations are altering in-person exhibitions and celebrations to a virtual setting. Live virtual showcases allows more people to join in the celebration, even from different parts of the country and globe.

Quality of Media Productions

Participants may not have access to industry standard equipments. It is important to remember that creating media with resources they have at home (personal mobile devices or archival materials) may not have the same "quality". As program facilitators, it is important to set new expectations and communicate this with the participants.





CREATING NEW ORGANIZATION STRUCTURES

Working and connecting virtually is something we are all getting acquainted with. Virtual work hours are not the same as working in-person. Here are a few tips to help you with this new virtual work setting.

Create home office ambience, set some daily rituals and plan ahead.



Think of your new working space as an extension to your office. Plan in the morning what you need to complete before the end of the day and try to stick to it.

Connecting with your team members

Your team is not in the same physical space as you are use to. It is important to set scheduled team check-in calls to connect and collaborate to make sure you're on the same page for your projects and to feel supported.



Set a Schedule and Stick To It



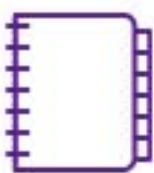
Having clear guidelines for when to work and when to call it a day will help to maintain work-life balance. This also implies to replying to messages in messengers from your young people.

Schedule Break Times

It is important to give yourself adequate time during the day to walk away from the computer screen and phone.



Organize your "To Do List"



Use a calendar and agenda to plan out the weeks and month. Have a tasks lists and cross out tasks as you complete them. Also, use colour code to understand urgency of the tasks. Check out tool Kanban and Habitaca to help with your workflow.