

# VIRTUAL WORKSHOP INSTRUCTIONS TEMPLATE

## *COMMUNICATION TEMPLATE for LSCC VIRTUAL WORKSHOPS*

Use the template below to communicate with virtual workshop participants how they can prepare and what they can expect. Add in any additional items that they might need to bring like supplies or a journal to take notes in and consider sending a short video or document introducing yourself, the assumptions your operating from and what they can expect from their time with you. Include your introduction, these instructions, and the information on how to join your workshop in an email to all workshop participants.

### EXAMPLE INSTRUCTIONS

**Before the training:** Take time to set up your space. Make sure that you have chosen a space that is private and free from distraction.

Parker Palmer says that one of the five features of spaces that invite the soul and create safety is *graceful ambience*. You can count on us to take care of the other four, but in this virtual training, you will be responsible for creating a space in which you can belong to yourself by maintaining a grounded and soothing atmosphere. Here's how:

- 1) **Seeing:** Even though we will provide a few breaks, you will be looking at your screen for a long time. Be sure you are in a space with a window and possibly some plants or art that you love for visual relief.
- 2) **Hearing:** Spaces with soft surfaces like carpet, upholstery, pillows and soft blankets will absorb sound well and feel more calming to your body. Perhaps consider using a playlist of songs that you love before the call and during the breaks so that your ears get some love!
- 3) **Feeling:** Choose clothing that fits well, that feels comfortable and that you can move easily in, but avoid "sleepy" clothing. You might also consider introducing another living thing into your space - like a plant or a pet that's soothing to your sense of touch. Perhaps you have some clay or other item that you enjoy fidgeting with too.
- 4) **Smelling:** What smell do you love? Pipe tobacco? Vanilla extract? Eucalyptus oil? A favorite candle? It might feel silly at first, but bring that into your space with you, make sure it is present and accessible to you.
- 5) **Tasting:** Please come to the training with a cup of something! It can be warm or cold, but something that tastes good and comforting to you. Also, prepare an additional drink and snack ahead of time for our break.

**Join us a few minutes before [start time including time zone] on the so that we can start right on time.**

