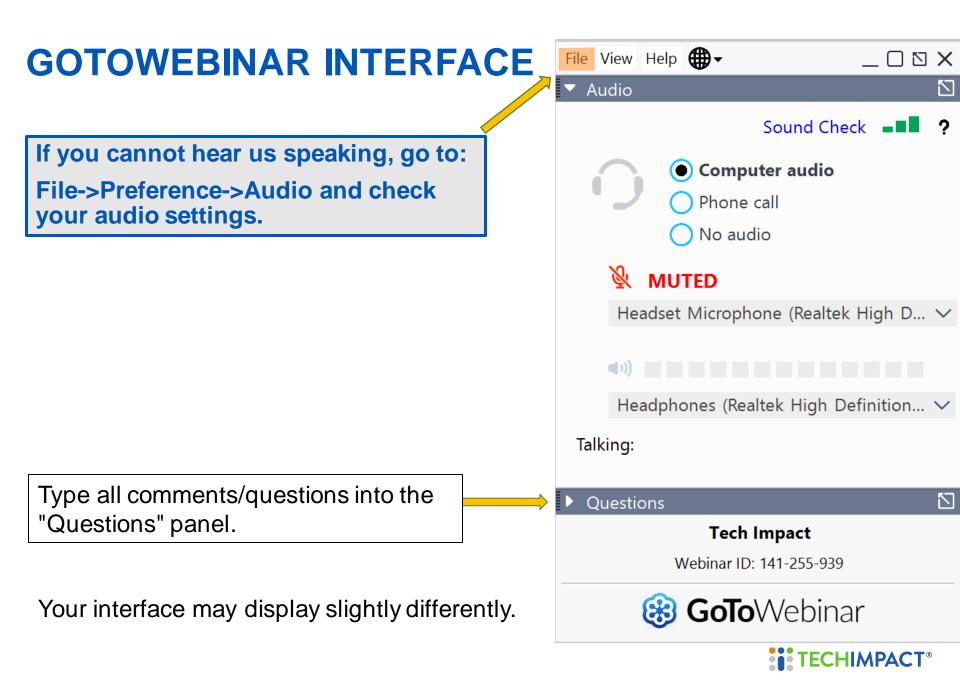
# **TECHIMPACT® REMOTE PROGRAM DELIVERY**

**Providing Self-Serve Information** 



OUR MISSION IS TO EMPOWER COMMUNITIES AND NONPROFITS TO USE TECHNOLOGY TO BETTER SERVE OUR WORLD.



We do this by delivering tech services, education, and training that help nonprofits and communities thrive.



NONPROFIT TECH SERVICES:

- Managed IT Support
- Cloud Services
- Strategic Consulting
- Security & Compliance
- Data Support
- Machine Learning & AI
- Community Integrated Design



#### NONPROFIT EDUCATION & TRAINING:

- Reports
- Consumer Guides
- Assessments
- Workbooks & Articles
- Online Training
- Free Webinars



#### WORKFORCE DEVELOPMENT:

ITWorks & CXWorks: Free IT and Customer Experience training programs

PunchCode:

12-week immersive

programming bootcamp



#### **TECH IMPACT'S TECHNOLOGY LEARNING CENTER**



#### www.techlearningcenter.org







#### **COURSE PAGE:**

#### https://offers.techimpact.org/course-pageremote-program-delivery

#### Course Page

#### Course Page - Remote Program Delivery

Please bookmark this Course Page. It will be consistently updated with the information you need to access the webinars, slide decks, and recordings.

#### Thank you for joining us for this course.

Important Information:

- GoTo Webinar is our webinar platform. You will receive email reminders with login information for each session, or you can find the links on this page.
- Every session will be recorded and available to individuals who have registered for the course.
- Be sure to add training@techimpact.org to your contacts to ensure meeting details do not get caught in your spam folder.

#### Remo Delive

This course the following

- Tuesd EST: P
- Wedn
   PM ES
- Thurs EST: B

**TECHIMPACT®** 



#### **KIMBERLY SANBERG**

Owner, Cairn Strategies

Pronouns: She/Her

I help nonprofits fundraise, engage supporters, build awareness, and achieve their goals with strategic digital marketing and communications, including social media, website strategy, advertising, and email.



# **TECHIMPACT® REMOTE PROGRAM DELIVERY**

**Providing Self-Serve Information** 

#### AGENDA

- 1. What is Remote Program Delivery?
- 2. Defining Your Goals & Audience
- 3. Benefits of Self-Serve Information
- 4. Your Website & E-Learning
- 5. Simple Expert Systems (AI)
- 6. Pros & Cons To Self-Serve
- 7. Homework



# WHAT IS REMOTE PROGRAM DELIVERY?

postOtv

#WOC IN TECH

#### DEFINITION

A remote program is a service provided that does not require in-person participation.

- Webinars
- Knowledge Bases
- Chatbots
- Guides on Your Website
- Instagram Live





#### WEB-BASED SELF-SERVICE

"Web-based self-service is online customer service and support...

This allows customers to find the answers and resources they need without ever having to speak with another person."

Source: HubSpot



#### YOUR FAQ PAGE ISN'T ENOUGH

- A searchable knowledgebase
- A blog or other section of your website that's regularly updated
- Video tutorials or tips
- An email series that includes "how to" messaging following registration
- A well-organized, easy to navigate website





# INNOVATION IN REMOTE PROGRAM DELIVERY

## NONPROFITS HAVE ALWAYS BEEN INNOVATIVE

New technology resources, as well as COVID-19, have changed the way nonprofits are able to offer programs.

The inability to have inperson programs calls for another moment of innovation for the nonprofit sector.





## **EXAMPLE: INVISIBLE PEOPLE (1/2)**

They use social media and chatbots to connect people to services and collect basic information.



#### WAV Homeless Peer Support Group

■ Private group · 1.3K members

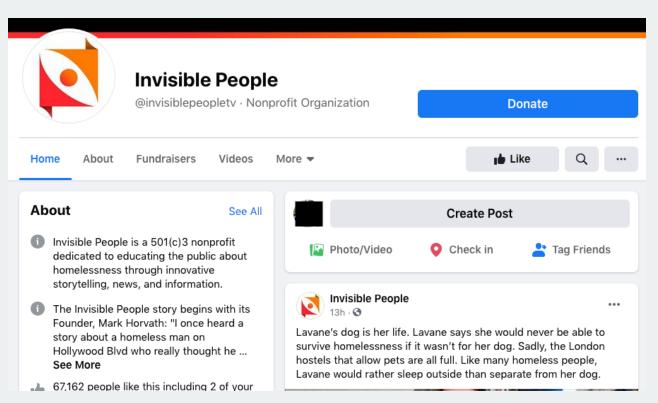
Join Group

•••

Source: Invisible People Facebook



## **EXAMPLE: INVISIBLE PEOPLE (2/2)**



Remote case management reduces workload for case managers and makes data entry more efficient. It also reduces the need for people experiencing homelessness to wait long hours to receive services.



Minnesota Zoo March 24 at 2:28 PM · 🔇

Today we're sharing a bear training session with you! There are many different types of training, but the one we focus on the most at the zoo is called "husbandry training." This type of training is important for not only giving the animals enrichment, but also for preparing them for routine medical exams, like getting blood drawn, checking teeth, and trimming nails.





32 Comments 102 Shares

...

#### EXAMPLE: MINNESOTA ZOO

Live video streaming (vs. a recorded video) is a way for audiences to interact with the zoo in real time.

The Bear Training is a dayto-day activity that was shared virtually through Facebook Live and Instagram Live.





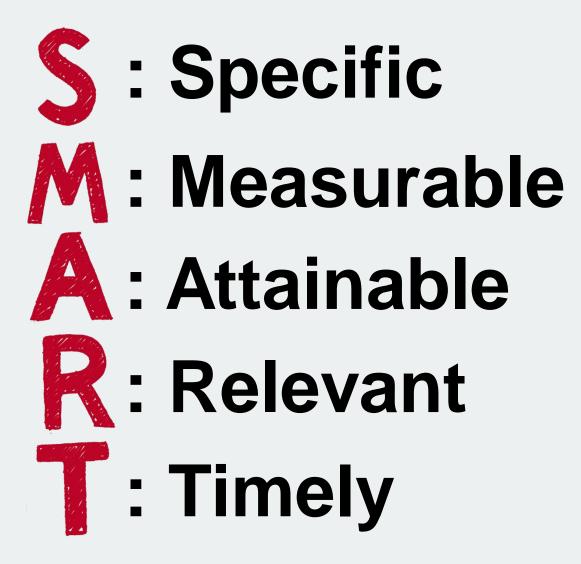
Share an example of a time your organization was innovative with program delivery.





# DEFINING YOUR GOALS & AUDIENCE

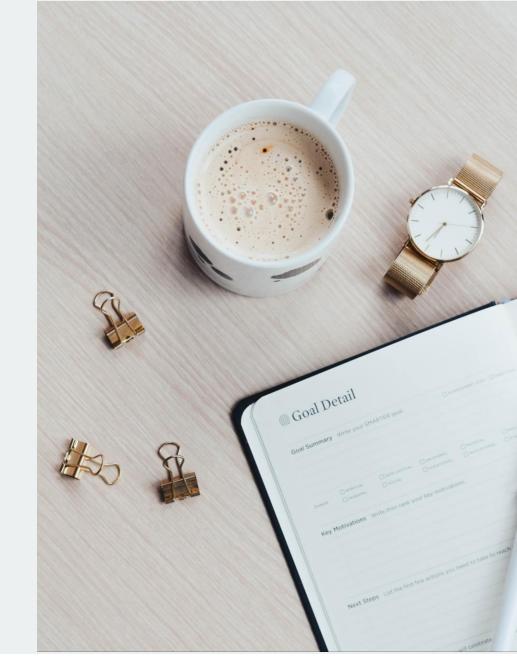
#### HAVE S.M.A.R.T. GOALS





## WHAT ARE YOUR GOALS?

- What kind of program (one-on-one services, community events, learning opportunities) are you offering remotely?
- What do you hope to achieve?







## WHO ARE YOU TRYING TO REACH?

- What do you know about your clients/supporters?
- What type of information are they looking for?
- Where do they get their information?
- What platforms do they use?



#### MEET PEOPLE WHERE THEY ARE.

You can have the most amazing new program, but if no one can find it, it won't help people.

Where are your clients?

If you don't know, ask them.





What goals do you have for delivering remote programs generally? For providing self-serve information specifically?





# **BENEFITS OF SELF-SERVE INFORMATION**

#### EXPANDS YOUR CAPACITY

How many clients and constituents are you *not* reaching because you don't have time, or they don't know about your resources?





## INFORMATION IS AVAILABLE WHEN CLIENTS NEED IT

Clients often need immediate answers and timely support.





#### **LOWERS BARRIERS**



For many, it's less intimidating to look up information than to speak to someone about it.



## **IT'S EFFICIENT**

Sometimes it's the most efficient way to connect people to the resources they need.

Self-serve information can be a standalone resource or a gateway to your organization's broader services.





#### **IT EXPANDS YOUR REACH**



Fundamentally, you can help more clients through selfserve resources.



# HOW TO USE YOUR WEBSITE

postOtv

#WOC IN TECH

## ANSWER QUESTIONS ASKED FREQUENTLY

Documenting frequently asked questions (FAQ) or key issues and posting them online is a smart place to start.





#### MAKE THE INFORMATION CLIENT-CENTRIC

Focus your content and page design on what your clients need most.

CLS is accepting new clients by phone only. Call 215-981-3700 to get legal help. Please click here for more information.		
오 Center City Office: 1424 Chestnut St. Phila, PA 19102 🛛 📀 North Philadelphia Law Center: 1410 W. Erie Avenue Phila, PA 1	9140 <b>f 🏾 🗹 in</b> 🔎 SEARCH	
HOME A SERVICES - SPECIAL PROJECT	S~ ISSUES HIDE MY VISIT ONATE	
CLS IS CONTINUING TO SERVE THE LEGAL NEEDS OF PHILADELPHIANS DURING THE CORONAVIRUS PANDEMIC.		



#### THINK ABOUT BOTH BROWSE AND SEARCH

Can clients navigate the site intuitively? Are the search terms in the language they would typically use?

CLS is accepting new clients by phone only. Call 215-981-3700 to get legal help. Please click here for more information.		
오 Center City Office: 1424 Chestnut St. Phila, PA 19102 🛛 🔍 North Philadelphia Law Center: 1410 W. Erie Avenue Phila, PA 19140	f 🍠 🗹 in 🔎 SEARCH	
THE ABOUT → A	HIDE MY VISIT DONATE	
CLS IS CONTINUING TO SERVE THE LEGAL NEEDS OF PHILADELPHIANS DURING THE CORONAVIRUS PANDEMIC.		



drawing a pension, but I can't locate my former employer. What should mon pension problems. People move and forget to notify former employers or move, merge, or go out of business and lose track of former employees. Locat os that a person can take to locate a lost pension, especially if internet access i e, contact your local public library or senior center. Many libraries and senior c

ost pension is to search your personal records. If you have any old papers from the pension plan administrator. If you have old income tax returns, you may b d W-2 form. If the address is no longer a good one, you may be able to locate et search for the employer's name, by using telephone books and catalogues of al library, or by contacting the U.S. Postal Service for a forwarding address. If mer employer, write a letter requesting information about the pension plan and

former co-workers, talk to them. Find out if they are drawing a pension. If a for eir monthly check comes from, and write the entity that issues the monthly ch not the plan administrator, it will be able to give you the plan administrator's is r co-worker is drawing a pension, you may not be vested in the pension. If you ension benefit will most likely not be the same as your former co-worker's bene to participant's work history.

mational returns with the Department of Labor. Information is reported on a L maintains a searchable database of Forms 5500. You can also print a copy of a reeerisa website and locate a Form 5500 under a former employer's name, the the form. Write the pension plan administrator and request an individual bene n provisions. It is important that communications with pension plan administr and keep them in a file. It is also important to send letters of inquiry by certifinat the letters were received.

#### plan was terminated. What should I do?

yer went out of business or merged with another company, the pension plan n te, a number of things can happen. Most commonly, benefits will be distribute hase annuities for vested plan participants. Upon termination, the plan adminis rporation (PBGC) that all vested benefits have been paid out in the form of lun ble effort, the plan administrator has been unable to locate a participant, the p participant so that he or she can contact the PBGC to claim the benefit.

te because the plans are underfunded. That is, there is not enough money in t vested participants. If an underfunded terminated plan was insured by the Per ont can contact the PBGC to see if pension benefits are due. The PBGC may also tor of a terminated plan. The PBGC can be contacted toll free at 1-800-400-72

receiving my pension, but I believe that the payments are lower than the a for calculating pension benefits. Each pension plan is different. Plan administi an participant receives the correct amount. However, pension plan administrat

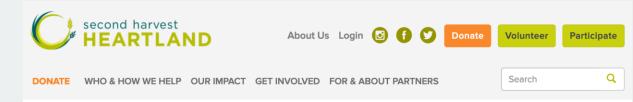
#### **BODY COPY: KEEP IT SHORT.**

It's often worse than leaving out details. Website visitors are likely to click away from this without learning anything.



## FORMAT TEXT FOR EASE OF SCANNING

- Use header text
- Use bullet points and numbered lists
- Keep paragraphs short
- Embed images and video
- Use buttons
- Hyperlink text



Who & How We Help	(
The Face of Hunger Today	5
Services, Partners and Programs >	0
Advocacy	I
How to Get Help	I
	6

### **Get Help Finding Food**

Second Harvest Heartland's employees, contractors, vendors and volunteers are continuing hunger-relief work that cannot be done from home during the COVID-19 crisis. We're working to ensure safety with extreme hygiene and distance. We're working around the clock to deliver as much food as possible to local individuals and our food shelf and meal program partners.

If you or someone you know needs nutritional assistance, we can help you locate emergency food services in your community.

#### Immediate food assistance

Contact your local food shelf or meal program. Especially now, we suggest calling ahead. Hours and availability may have changed due to the coronavirus.

#### Find a Food Shelf

Wisconsin Residents: Please visit Feed My People Food Bank for information.



### YOUR WEBSITE MUST BE RESPONSIVE



Responsive websites change based on the screen size and orientation of the device being used to view it.



## CONSIDER WHEN IT'S BEST TO USE PDF'S

A page on your website is usually easier to navigate – especially on a phone – and is more likely to turn up in a search.

The exception is if your clients will want to print the information or read through it like they would a publication. Then, having a PDF can be useful.







### **MAKE IT INTUITIVE**

- Don't bury the content so that people can't easily find it.
- Use categories and organization that make sense to people outside of your nonprofit.
- Think about how real people navigate from one page to another.



### **EXAMPLE: THE TREVOR PROJECT**



Welcome to the Trevor Support Center, a place where LGBTQ youth and their allies can find answers to frequently asked questions, and explore resources related to sexual orientation, gender identity and more! Remember, if you need immediate support or help, Trevor's counselors are just a **phone call, chat**, or **text** away. You are not alone.





### **EXAMPLE: AMERICAN FOUNDATION** FOR SUICIDE PREVENTION





### POLL

Is your website optimized so that your selfservice resources are easy for clients to find and use?

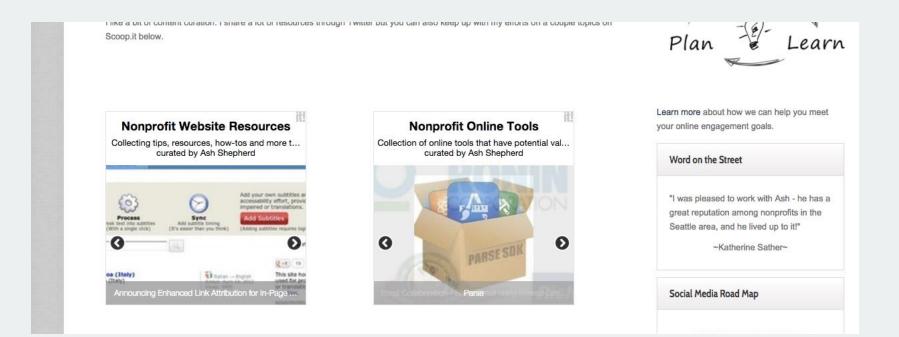
- A. Yes, it's great.
- B. Sort of, but it could be better.
- C. No, we have a lot of work to do.





# **E-LEARNING**

### **CURATE E-LEARNING CONTENT**



Gathering content from elsewhere can give your site a boost. Graphics and images help get the message across.



## RECORD LIVE WEBINARS

Recording webinars hands you a viable self-serve resource. Most offer this feature.

- GoToWebinar
- Demio
- WebEx
- Zoom







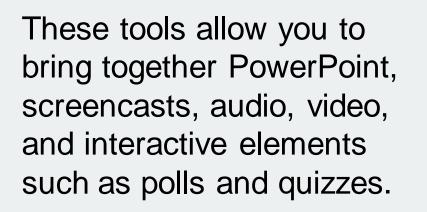
### **CREATE SCRIPTED VIDEOS**

A 60-minute live session can be turned into a 10-minute video.



### **CREATE CUSTOM E-LEARNING**

- Camtasia
- Articulate
- Adobe Captivate









### STRAIGHTFORWARD E-LEARNING MODULES

Home Live

### Introduction to Tactical Tech Planning

#### **Overview** Learning Objectives

#### Welcome to Tactical Tech Planning!

*Idealware's On Demand* **Tactical Technology Planning** will help you out of the technology doldrums and help you assess your organization's technology infrastructure and address your current and future needs. When you complete the training, you'll have a fully realized tactical technology action plan to guide your nonprofit. With it, you'll be able to solve your current technology issues, and better equipped to tackle future challenges.

This course is made up of five key sections:

- Getting Started
- Infrastructure
- Data
- Online Communications
- Action Plan





# HOW TO USE VIDEO

Stores

interactive

text

## **CREATING VIDEOS**

A reasonable investment in a microphone, lighting, and using your phone camera, it's easy to film short clips of staff offering tips or walking viewers through a process.







## THE TOOLS YOU'LL NEED

- Camera
- Audio/Microphone
- Tripod
- Lighting
- Editing software



## BEFORE YOU RECORD, ASK YOURSELF:

- Where will we share our video (social media, YouTube, website)?
- Who is our audience?
- Would long-form (10+ min) or short-form (0-10 min) video work best for our goal?





### **VIDEO CAPTURE**

The Minnesota Zoo features a daily animal video on Facebook and Instagram to continue animal education.

This is an example of a short-form video created without professional equipment.



Minnesota Zoo

This Rio! Rio is an Eastern Screech Owl animal ambassador in the Close Encounters Department. During Spring, these birds search for a mate by singing to each other. After the pair has found each other, the female lays eggs in a cavity of a tree, such as an old woodpecker hole. Because of this, when cutting down trees in the spring time, it's important to check to make sure that cavity nesters, like a family of eastern screech owls, aren't hidden inside. **\***: Zookeeper Dan

#ClosedButStillCaring #BringingTheZooToYou #EasternScreechOwl #Owl #WeNeedNature #NatureNurtures #MinnesotaZoo #MNZoo





### **BEST PRACTICES**

Keep it simple. Don't worry about the cool and overwhelming video and filters, etc.

Hook the viewer in the first 3-7 seconds.

Add subtitles. YouTube can add them automatically, but Facebook and Instagram do not.

Consider allocating budget to YouTube, Facebook, and LinkedIn to help you target an audience.





### **INTO THE CHAT**

How does your organization use video? Do you find it's effective?





# SIMPLE EXPERT SYSTEMS (AI)

### SIMPLE EXPERT SYSTEMS

A Simple Expert System is a (not complex) program that uses a set of rules to give answers to questions.

Text Message Today 9:20 AM

### Send me yoyo

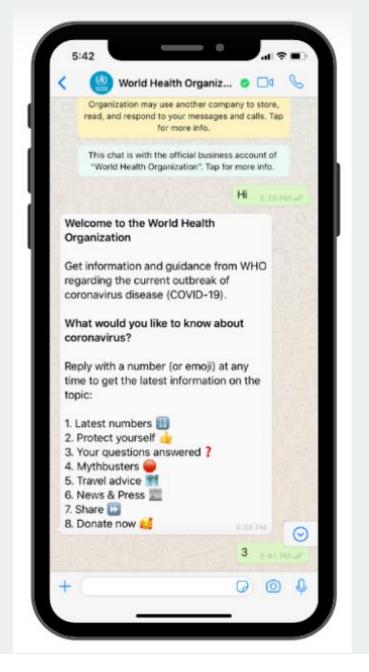
We could not find any matches. Maybe try "Send me San Francisco" or "Send me 🔬 " or "Send me something purple".



### **CHATBOTS**

### Ex. The World Heath Organization (WHO)

WHO built a bot on WhatsApp to share information on the COVID-19 Pandemic.







### Tech Impact

0	ł

Hi there! I am a virtual assistant for Fech Impact here to help you.

Are you a nonprofit looking for	
assistance?	

### Yes - I am a nonprofit

#### No

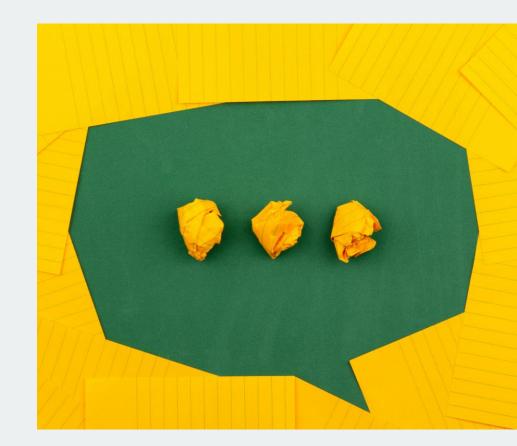
### **CHATBOTS** BENEFITS

- Engage new demographics
- Attract new donors
- Answer specific questions



## USES FOR CHATBOTS

- Interactive FAQs System
- Fundraising
- Online Storytelling
- Encourage Audience
   Action
- Human Resources





### **CHATBOT TOOLS**



- <u>ManyChat</u>
- <u>Chatfuel</u>
- Bots for Charity



### BROADCAST TEXTING

Distribute alerts, educational messages, contact information, words of encouragement, anything that may provide help or instruction.





### **ADDITIONAL EXPERT SYSTEMS**

		First Name	Middle Name		Last Name	- H
HOT <b>docs</b> "	John Smith	Courtney			Smith	le Lara
	Simple Will	Date of Birth Child Gender			er	
Options	Outline	11/14/1980		Female	Ψ	Act
Options Document preview Answer summary	<ul> <li>Testator Information</li> <li>Testator's Children</li> <li>1: Courtney Smith</li> <li>2: Garret Ian Smith</li> </ul>	Child is from Current marriage Prior marriage				
Help	<ul> <li>3: Katie Smith</li> <li>4: Michelle Smith</li> <li>4: Brian Kenny Smith</li> </ul>	Date of Birth 11/14/1980				

It's not as expensive as you might think to provide calculators, decision trees, or document assembly online.

Source: Hotdocs



### **EXAMPLE: DOCUMENT ASSEMBLY**



Español | 中文 -

USCIS is increasing citizenship application fees. Apply today to avoid additional cost! Need help? Click Help below or email support@citizenshipworks.org



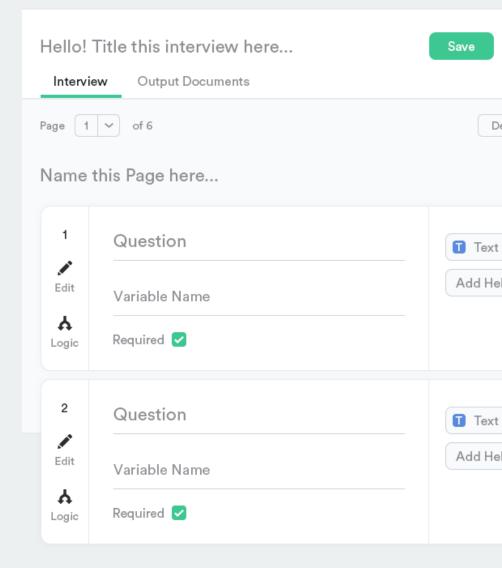
## Immigrants fill out basic information and create a legal, ready-to-file form.

Source: Immigration Advocates Network: Citizenshipworks.org



### DOCUMENT ASSEMBLY TOOLS

- Hotdocs
- Smokeball (mainly for lawyers)
- TheFormTool
- Documate



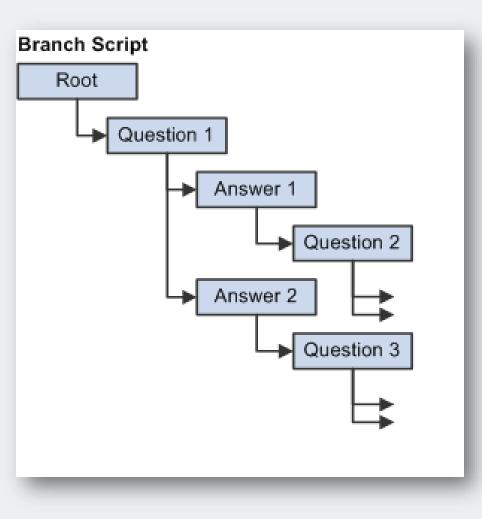


### EXAMPLE: VIRTUAL ASSISTANT TECHNOLOGY





The Audubon Society created an Alexa skill to teach bird calls. You can request a bird call by saying: "Alexa, ask Audubon to play an American Robin" or "Alexa, ask Audubon what a Northern Cardinal sounds like."



## INTERACTIVE ASSESSMENTS

Advanced form builders or survey tools can help you create branching assessments.

- TypeForm
- FormSite
- FormStack



## SELF-HELP LEGAL SERVICES

Initial screening to identify options. Plus a learning center, and legal referral search feature.



WHO IS IMMI T

TAKE THE QUESTIONNAIRE

INFORMATION CENTER

TPS Update 11/12/19 - New extensions for TPS expiration dates for El Salvador, Haiti, Honduras, Nepal, Nic

# Do you know your way to legal status?

More than 1.5 million people are eligible for immigration benefits and do not know it. Answer these questions to discover your path.

#### **Answer These Questions**

Immi legal experts help immigrants learn about their rights and options. Your answers are protected and private.

Source: Immigration Advocates Network: IMMI.org



### **INTO THE CHAT**

Has your organization tried any of these types of automated tools, like chatbots or online screening? If yes, what was your experience like?





# **IN CONCLUSION**

-

interactive text

### CONNECTING REMOTELY WILL BE DIFFERENT THAN CONNECTING IN PERSON



Program delivery may be more challenging remotely.



## THE ADVANTAGE IS REACH AND SAFETY

- You can provide information to a lot of people.
- During the pandemic, it's not always safe to meet in person.
- Align your staff's innovation and creativity skills with available technology tools.







## THE TRADEOFF CAN BE TRICKY FOR STAFF

Acknowledge that managing a self-serve system is different from one-on-one help.

Seek the staff members who are interested in transitioning how you provide services.



## HOMEWORK



### **HOMEWORK ASSIGNMENT**

Think about which of your programs you can make "self-serve" for your clients, then send the following information to training@techimpact.org by 10:00 AM Eastern on Tuesday.

- Brief description of the program.
- Who is the audience?
- Which tools will you use?
- How will you measure success?





## **QUESTIONS?**

Next Session

Helping Clients Remotely

Wednesday, September 23 1-2:30 PM EST



# THANK YOU

Colin Murphy: colin@techimpact.org

### **TECHIMPACT.ORG**