



## Preparing for your virtual Training

We are looking forward to meeting you on your virtual training course very soon.

Our trainer will aim to guide you through some of the key priorities and signpost to various resources so you can delve a little deeper, if you wish to, after the course.

We would like to send you a few tips things in advance to help the session run smoother.

Looking forward to seeing you

Dovetail Team

## Preparing for a virtual course TIPS:

I'm very much looking forward to meeting you. Please come prepared to learn, to reflect, and to share any useful tips with your peers. As the training is virtual, please can I ask that you:

- Have the same mindset as if you were in a physical classroom. Virtual learning is not inferior and is not a reason to be any less engaged.
- Log on at the start of the session on time so it's not too disruptive or distracting with people coming and going (test the link in advance and download any updates to the platform of your device for example)
- Stay for the whole session. Attendance will be monitored and if you are absent for any of it you will not be allocated a certificate.
- Have your Camera on if you have one. It creates a much more inclusive and classroom environment if your camera is on and you have mic facilities to be able to join in. Otherwise, it's just me talking to a screen and wondering if anyone is out there! Test your cameras and mics in advance.
- Have your phone nearby in case you have any technical issues on your desktops or laptops, you can log in from there if needed (the screen will be a bit small - but good in a tech emergency!). You may also wish to look things up as we go along, and your phone might be useful for that.
- Make yourself comfortable and the whole thing will be a lot more enjoyable for you and have refreshments to hand.

