

Getting the best out of your virtual learning session.

Joining and participating in a training session via an online platform is a new experience for most of us.

To ensure you get the most out of your online training, please:

- Familiarise yourself with the relevant platform e.g. Zoom, Skype, etc **before** the session starts
- Make sure:
 - you're sitting in a quiet environment
 - you're unlikely to be interrupted
 - you won't be overhead (if the training is on a sensitive or confidential topic)
- Turn off your mobile phone and emails
- Get a pen, paper and a drink **before** the session starts
- Log in at least 15 minutes beforehand to resolve any technical issues so the training can start on time
- Ensure your video and microphone are turned on so you're able to fully participate
- Mute yourself when you're not speaking to minimise background noise
- Follow the ground rules set out by the trainer at the start of the session, in the same way you would do in a 'face to face' session