Edge Virtual Training Etiquette

www.edgetraining.org.uk

As we continue to work in the virtual world, we would like to share with you our agreement and expectations regarding online courses.

We know that virtual training has provided opportunities that we will undoubtedly still maintain into the future, but it also presents challenges that we all work hard to mitigate. Therefore, we would appreciate the support of all participants in adopting the following etiquette whilst attending our online training. **Most of all, we want you to continue to learn from and enjoy our training.**

BASIC STARTING POINT- adopt the same principles you would if you were attending face to face training. If you wouldn't do it in person, don't do it online.

Do be prepared with the link in advance and be prepared to log in at least 10 minutes before the start of the course. Please resolve any device or broadband issues in advance of the training.	Do feel free to use the CHAT to add comments or links and interact, as advised by the trainer.
Please dress appropriately.	Please do not smoke or vape during the sessions.
Please leave CAMERAS ON, unless advised otherwise by the trainer. We do understand that there might be factors that prevent this, but if so, let the trainer know at the start. We know people often feel shy but eye contact is a crucial part of training and interaction.	Please stay on 'mute' unless speaking.
Mobile phones on SILENT or OFF please. Do not take calls during the training (unless exceptional circumstances)	Our sessions must not be recorded.
Don't arrive late or leave early- you are expected to be 'present' and in attendance for the full course whether in breakout rooms or main rooms unless we are alerted in advance. We are required to feedback attendance (or partial attendance) to the commissioners.	Be aware of who is listening. Much training can involve sensitive issues. If you are in a busy office or home with young people, it might not be a suitable place to attend the training.
Environment- please make sure you are in a space free from distraction so that you can fully engage.	Please do complete the evaluations as guided by the trainer. Your feedback is really important to us so please do complete it. It will take no more than 2 minutes online.
Please do not join if you are driving.	Above all, please do enjoy the training!

Finally, many thanks for reading and adhering to this etiquette for virtual training.