

# VIRTUAL TRAINING PREPARATION

We appreciate that virtual training is a different type of experience from face-to-face training. We ask that participants attend the session in the same spirit they would a face-to-face session.

Here are a few suggestions to support you and ensure you are fully prepared and ready for the training, and to help ensure everyone is able to get the most from the session:

- Find a quiet and comfortable space – without interruptions or background noise and with a good internet connection
- Please be logged in to Zoom with your audio and camera switched on ten minutes before the start time. If you haven't used Zoom before, make sure you have downloaded it and tested the link in good time before the start of the session
- Keep your audio and video enabled throughout the session
- Think about how you set up your camera
- Take opportunities offered to network and engage with other participants
- Be ready to engage and respond openly to facilitators
- Think about how you will support engagement through body language and facial expressions
- Log off from your emails and check your mobile is on 'Do not disturb' mode
- Grab yourself a drink and enjoy the session!

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