

GUIDANCE FOR ONLINE TRAINING SESSIONS



PREPARE IN ADVANCE

- Make sure you are dressed well for your online session.
- No pyjamas or inappropriate clothing.
- Have your worksheets, a notepad and a pen ready.
- Turn your phone on silent.



UP-TO-DATE

- Always make sure your Personal Mentor has up-to-date contact details for you.



SET UP A COMFORTABLE WORK CALL ZONE

- Create a quiet work zone.
- Set up a space where you feel safe to talk.
- Make sure you feel comfortable.



CLEAR BACKGROUND

- Make sure your background is clear.
- Avoid having family pictures or personal items in the background.
- If you are unsure, speak to your Personal Mentor.



PRIVACY

- Your privacy and wellbeing is important to us.
- If you would like to speak to your Personal Mentor after a session – please ask.



ONLY YOU

- Make sure that only you can be seen on the video camera.

CONTACT

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