

The Authority is NOW virtual



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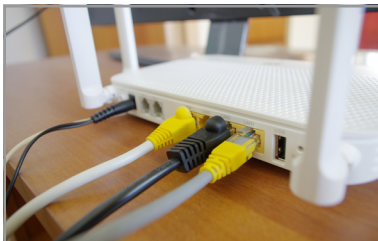
Virtual Training Tips

Optimize Your Virtual Training Experience



1. Find a private/quiet space

If possible, find a quiet space to attend training with minimal background noise and where attendees can feel comfortable speaking at a normal volume. This will allow for clearer communication between the instructor and attendees.



2. Test your hardware and internet connection

Attendees should plan to test connections and equipment before joining the training. This will ensure less of the training is spent trying to resolve technical issues.



3. Join us on camera

When possible, attendees should plan to be on camera for the duration of the training. This will allow for better communication and engagement for the instructor and attendees.



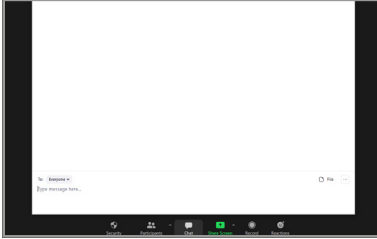
4. Mute your microphone

Attendees should be sure to keep their microphones muted when not actively speaking during the conference call. This will help maintain clear communication and prevent unintended background noise or cross-talk.



5. Check your background

Double-check that the space that will appear behind attendees when on camera is clear of distractions or inappropriate material. If necessary, utilize Zoom settings to blur or alter the background (not available in Zoom web client).



6. Utilize the chat

Attendees can utilize the chat function during training for comments, questions, or other discussion items to help avoid talking over the instructor or attendees during the training.



7. Focus on the training

Attendees should plan to be present at virtual training and avoid working on other tasks for the duration. Taking notes on the content discussed during the meeting is fine, but other activities should be kept to a minimum or avoided.



8. Silence or turn off cell phones

To minimize distractions, it is recommended for attendees to silence or turn off their cell phones, if possible.



9. Dress for success

Attendees should wear appropriate work-related or business-casual attire when attending virtual training.



10. Appoint a group-designated typer

If multiple attendees must share a single workstation to attend a virtual training, designate one attendee to manage the keyboard and controls for the duration of the training.