

ONLINE INSTRUCTOR-LED PARTICIPANT EXPECTATIONS

BE PRESENT

Training from home or from another location, where the trainer is not actually in the room, has its own unique experience. Please be courteous to other participants in the virtual classroom. Even if you have yourself on mute, your side conversations or movements can be distracting to others. Avoid multi-tasking, remain focused on class and the trainer, and show respect to other classmates. Be sure you have someone to look after your children, if needed, to avoid disruptions.

KNOW HOW TO MUTE

In order to make Video Conferencing successful, you will of course need a microphone to be heard, and we want you to feel free to participate in class. However, even the slightest noise can cause distractions in class. For example, typing on a keyboard, flipping through a book, or dogs barking, will be amplified at other locations. So, as a general rule, please use the on-screen mute button as soon as you enter the classroom. Stay at that setting unless you desire to join in on class discussion. When that discussion is over, place your setting back on mute.

Participants will receive 1 warning from the instructor if they are causing distractions in class; if the behavior continues the trainer will remove them from class. No Develop Credit or Refund will be issued.

Also, we encourage you to *minimize* using the virtual classroom chat feature (typing responses). Please feel free to unmute yourself to ask questions and to participate in conversation when appropriate, just as if you were in a face to face classroom.

RULES

The same rules that apply to our face-to-face sessions apply to our Live Online classes. Chances are, if it is not appropriate behavior for a face-to-face classroom, it is not appropriate behavior in a virtual one. Do not talk on your cell phone or do other activities that would distract you and/or your classmates.

If you miss more than 15 minutes of class, Develop Credit will not be issued. There are no exceptions to this rule, so be sure your equipment is working properly prior to the start of class, and be sure the instructor can see you at all times.

Driving while attending class is never allowed under any circumstances, if a trainer see's you are driving you will immediately be removed from class. No Develop Credit or refund will be issued.

SPEAK CLEARLY & BE SEEN

Every participant must be seen within the view of the webcam, if you can't see yourself in the onscreen view, then the trainer can't see you either. When the trainer takes role call at the beginning of class, if you cannot be seen, you will not be marked as attended. Please make sure your name is accurate as well. No Develop Credit or refund will be issued.

In order to receive credit for this class; you will be required to participate in the small group breakouts and large group discussions.

DRESS APPROPRIATELY

Wear what you would normally wear to a face-to-face training. Please avoid wearing anything you would not wear to an in-person event. Stretching out in bed, or laying down on a couch is not professionally appropriate for Live Online Professional Development training.

BE YOURSELF & ENJOY THIS EXPERIENCE!

The Live Online are designed to make training easier on you! Don't be afraid to join in the discussions or ask questions. Class participation is what will make your training the best possible experience for you.

