

## Taking part in Facts4Life training sessions



### Come and join us

Our joining instructions, including a Zoom link (for online courses only) and any other information you need, are sent out at least one working day before the event. Some courses also include hard copy materials so please make sure that we have your postal address.



### Preparing for training

We advise using a PC or laptop to join our session. Please use one device per person as this makes it easier to take part in the training. We use a waiting room in Zoom. Please be ready five minutes before the training starts and make sure that your username matches the name on the booking. We may not admit you if we are unable to identify who you are.



### Lights, camera, action

Please make sure that your camera and microphone are working and let us know if there are any issues. We ask that you have your camera on during the session. Please use a filter or the blur feature if needed. We also ask for microphones to be muted unless the trainer advises otherwise. This minimises any background noise and allows all delegates to hear the trainer clearly.



### It's the taking part that counts

Participation is an important part of our training. Our sessions include a combination of training from our trainers as well as group discussions and breakout rooms for smaller discussions.

Please do take part as much as you can. We always aim for the training to be interactive and for you to also benefit from engaging with colleagues in other settings.



### Confidentiality

Be mindful of sensitive areas which may be discussed. You may choose to wear headphones if you are in the same room as someone else. Any confidential information discussed within the session should not be shared. We will not record the session (unless specifically stated by your trainer before the session) and attendees are not permitted to record the session.



### How did we do?

Feedback is important to us. It helps us to learn from sessions we provide and to continually improve the services we offer. You will receive a feedback form, either hard copy during the session or via a link.



### Next steps

If you have any questions about your booking or the course you are attending please contact us at [info@facts4life.org](mailto:info@facts4life.org). We run a wide programme of training sessions for Early Years, Primary and Secondary age groups including specific Mental Health and Pastoral sessions. For more information, please click [here](#).