

PREVENTION FIRST

TIPS FOR TRAINING

Are you READY? Let's go!

Read your reminder and confirmation emails thoroughly.

These emails contain essential information, including pre-session assignments and instructions for accessing your training materials for virtual classroom training.

You can find your unique Zoom links in your confirmation emails. Please check your spam folder if you do not receive confirmation emails. Have access to your Zoom link **at least two days before** virtual classroom training. If you cannot locate it, please use the contact information in the reminder email from one of the trainers. You are required to sign in using your individual Zoom link.

Ensure you have appropriate technology for virtual classroom training sessions.



Audio capability is required. Most computers have a built-in microphone, although headsets with a microphone are preferred.



Cameras are highly encouraged, especially for discussions and breakout rooms.



For optimal virtual classroom experience, we recommend using a laptop or desktop over a mobile device like an iPad or phone. If you do use a mobile device, please make sure to install the mobile app for Zoom before logging in. Please don't Zoom and drive.

Actively engage in the training session.

Expect an interactive and collaborative learning environment in both the classroom and the virtual classroom. Your active participation in discussions, polls, chats, and breakout rooms is required. Your participation and/or non-participation affects your learning and the learning of others in the training space with you.

Dedicate time and space to training.

Inform your supervisor, colleagues, and household members that you will be participating in training. During the virtual training event, make sure that you are in a location that is quiet and has limited distractions. If you cannot be in a quiet place, please consider using headphones to block the background noise. This will benefit your learning and the learning of others in the virtual training space with you.

You can't make it anymore? Please cancel.

No-shows at training events create many challenges for the trainers and take away an opportunity for another one of your prevention colleagues to attend training if we have a waitlist. Please review the [Training Policy](#) carefully for instructions on canceling your registration and requirements for receiving a certificate of completion and CEUs.