

A Delegate Checklist for Live Online Learning

Before the event starts

- Check that you can **access the software** being used, use a test link if possible and download any add-ins that might be needed
- Make sure you have a working **headset** to leave your hands free to use the keyboard and mouse – use **Computer Audio** rather than Phone call
- Add the **event** in to your calendar so that you are reminded before it starts

At the time of the event

- Access the **link** for the session **15 minutes** prior to the start time to ensure that you are all set up
- Switch your **mobile phone** to silent
- Move to a **quiet area** to minimise disruption
- Remove any **distractions** - Close any unnecessary programmes that you have open, e.g. email, and put yourself in to do not disturb on online messenger type applications
- Best to use the computers audio to access a virtual session so a headset is needed
- Test out your **headphones**, can you hear the trainer, and can they hear you? Use the inbuilt audio/sound checker within the virtual software

After the event

- Complete the **post course feedback** form, and be honest
- Practice** what you have learnt
- Do any **follow up** work or follow on courses, if applicable