

## Tips and tricks to make your virtual training experience successful

- 1) Prepare before the first day of training. Make sure you have all links and course materials ahead of time
- 2) Ensure you have a proper workspace area so you can effectively attend the virtual training away from distractions
- 3) Book yourself as 'unavailable' in your calendar and turn on your OOO. This time is yours to learn
- 4) Invest in a hands-free headset
- 5) Log in 10-15 minutes prior to the start time to ensure you are set up for success
- 6) Close your email and other distractions
- 7) Always have your camera on to ensure you receive your full CPE's
- 8) During the training place yourself on mute unless you have a question or in a workshop/ breakout room
- 9) Ensure your internet connection is reliable
- 10) The Instructor will schedule frequent breaks as well as a 1-hour lunch each day
- 11) We recommend a minimum of 1 monitor for standard seminars and 2 monitors for all lab seminars
- 12) Ask questions, participate! Feel free to "raise your hand" for any issue