

Innovations Training Participation Guidelines

— Welcome —

To ensure a high-quality learning experience for everyone, please review the following participation expectations before attending an Innovations training. These guidelines help create an engaging, interactive, and productive virtual classroom.

BEFORE YOU JOIN

Attendees must have access to:

- A desktop computer, laptop, or tablet
- Cell phones are not permitted for video
- A working camera, microphone, and speakers
- Reliable internet access
- A power source or charging cord readily available

Class start:

- If you arrive after 8:30 AM or 1:00 PM, you will be required to reschedule
- Zoom Meeting opens 30 minutes prior to class start time
- Be prepared to test your equipment

DURING TRAINING

Attendees are expected to:

- Keep cameras on for the entire training
- Respond to polls and activities
- Participate in chat box and discussions
- Engage in breakout room activities
- Unmute and contribute when prompted

YOUR LEARNING ENVIRONMENT

We recommend:

- Using headphones when appropriate
- Informing coworkers, family members, or others that you are attending training
- Minimizing interruptions throughout the session

SET UP FOR SUCCESS

Please:

- Keep your camera centered on your face
- Sit upright and remain attentive
- Prop tablets securely in landscape mode
- Remain stationary throughout training

The following are not permitted during class:

- Driving or riding in a vehicle
- Walking around while connected
- Lying down or lounging on camera

Limit Distraction:

- Avoid texting, scrolling social media, or performing other work tasks during training
- Do not make or receive phone calls during class
- Avoid side conversations with others nearby, including coworkers attending the same training

ATTENDANCE AND CREDIT

To receive credit for a training:

- Sign in and out in the chat box
- Attend the entire session
- Participate in all required activities
- Remain visible on camera throughout the training