

Online Etiquette for Trainees



Download training information ahead of time

Downloading all material ahead of time, including handouts and PowerPoints, is beneficial so that all information is available in case of a technical difficulty.



Complete all pre-training assignments and assessments

Complete all pre-training assignments and assessments in order to provide any specific needs or questions to the instructors before training begins. In addition, specific questions about the content should be posed ahead of the first session so they can be addressed during training.



Test your computer's compatibility with the platform

Log in to the session at least 5-10 minutes ahead of time to ensure the virtual classroom application is running properly.



Present a professional online presence

Dress professionally and be aware of the background behind you. Leave your camera on during the training and try to keep the camera view free of anything that could potentially be distracting to others.



Limit distractions during training

When attending a training session, limit the distractions around you and refrain from multitasking. Trying to pay attention to multiple devices or tasks decreases the quality of learning. Instead, focus on the training.



Mute your microphone when not speaking

Mute your microphone when not speaking to avoid adding unexpected background noise and distracting others from the lesson.



Share comments and questions

Follow trainer instructions on use of chat, Q&A boxes, and hand raising features to leave comments or ask questions during the training session.

Read more at www.cpwr.com/distance-learning-report.