

Portsmouth Early Years



Virtual Training Toolkit

Top Tips to participate in LIVE virtual training

Always mute your microphone. This limits background noise and interference during the session. To do this just click on the microphone icon.

If you do not want to be seen during the session, just click on the video camera icon and this will turn off your camera. There is a chat function within TEAMS. Click on the speech bubble and you will be able to see messages others have written and be able to type your own comments or questions. The trainers will respond, either during the session or at the end.

It may help you to use a headset when accessing LIVE sessions.

The usual expectations of professional conduct and confidentiality remain in place for virtual training. Please turn off phones and emails, so that they do not distract you from the training. Please use the chat function responsibly, with relevant comments or questions.

To ensure confidential material remains confidential during training, it is your responsibility to ensure you close windows, are aware of other people in your household who may be able to hear the content of training and turn off any virtual assistant AI technology e.g. Alexa, Siri, to prevent accidental recording to the cloud.

Be aware of your virtual persona! Non-verbal communication can be really amplified on a screen. Think about what your body-language is conveying.

We recognise that some participants may be accessing training from their home. To create more privacy, so that others cannot see your home environment, you can change the background on TEAMS. Go to more actions (...) and select background effects. Select and apply the visual you want.

There are some limitations of virtual training - it is easy to miss social cues. Please use the chat function to ask any questions or for clarification of a point. Do flag up anything that gets missed.

And finally, we hope you can enjoy taking part in LIVE training sessions. If you have any technical difficulties in accessing training, please email Natalie.oliver@portsmouthcc.go.uk

