

Speech and Language Virtual Training

We are looking forward to welcoming you to our Speech and Language training session. Before the session, please read the following information:

Before the training session

- Please make sure you have a paper and pen handy so that you can make notes.
- You will need to be in a quiet space so that you can hear the speakers clearly and participate where appropriate.
- Please arrive early. You will be admitted into the training by the Presenter.
 - Latecomers impact upon the training delivery and you may have missed important information.
 The presenter may not admit you if you are late.
- If you are booked onto this session, it is expected that you attend the entire session. If you are not able to do so it is recommended you book onto a different session instead.

During the training session

- Please mute your microphone unless the presenter asks you a direct follow-up question or asks you all
 to unmute.
- If you are attending under a different name/account, please let the presenters know.
- Training will be interactive. Please be prepared to participate in activities through the chat function or by speaking out loud.
 - Everyone will get more out of the session if you are willing to share ideas so please make sure you are in a position to do this, e.g. able to speak aloud and turn your camera on.
- Please use the hand function or the chat box if you have a question. This will be monitored by one of the Presenters.
- Please do not share children's names during the sessions.
- You will be asked to complete an evaluation form. Completing this helps the service to continue to develop and improve our training offer.

We hope you enjoy the session!

CARE APPRECIATE INSPIRE

Be the difference.