



Virtual Training Participant Expectations

1. Participants will need to use their own individual devices. Due to attendance records, participants may not share devices. Laptops, desktops and IPADS are encouraged. Cell phones may alter participants ability to participate with the chat box as well as issues with handouts.
2. Participants are asked to join via the Zoom link (that was emailed to them at least a day prior to the training event) at least 5-10 minutes prior to the start of the training.
3. Participants should remain muted when not answering questions/participating in the training.
4. Participants may not miss more than 15 minutes of content. If more than 15 minutes are missed, trainees will be asked to leave the training and the RTC will be notified, which may result in the participant having to re-take the entire training at a later date if it is a mandatory training (i.e. Caseworker Core).
5. Participants are strongly encouraged to share their video, to engage with the trainer as well as other participants in the class, to gain the most from their virtual class. If a participant does not respond to a trainer's request for feedback or participate verbally or via chat options, or is otherwise disengaged in the virtual training for more than 15 minutes, a trainer may remove the participant from the training. The RTC will be notified and trainees will not receive training credit.
6. Participants should be dressed appropriately (work attire according to county's dress code) and background environment should be as such as to not cause a distraction to the training, i.e. television on, lying in bed. Children and pets should **not** be visible on the screen.
7. Participants should print note taking guides (if applicable) to have during the training. Other handouts may be pulled up by the trainer or pulled up on the screen to view.
8. Participants are NOT permitted to operate a motor vehicle at any time during a training.