

Webinar Training

Participant information



Outline

You will need to attend a minimum of 2 x webinar sessions (typically over one-day) and those on longer courses will be required to attend two further webinar sessions (typically over two-days) to complete their non-practical training. For example:

Emergency First Aid at Work, 1-day Outdoor/Sports & Forestry courses attend:

✚ Webinar sessions 1 & 2

Full Paediatric, 2-day Outdoor/Sports, First Aid at Work & FAW Requalification courses attend:

✚ Webinar sessions 1 & 2 on day-one and sessions 3 & 4 on day-two

Times

Webinars usually start at 9am or 1.30pm. Please check your course booking for specific times. Each session will last approx 1 ½ hrs with a 30 minute break.

Participating in your webinar

We run our webinars in a very practical and interactive way, just like our face-to-face courses. This will include small group discussions, answering questions, completing polls and watching presentations / videos. The webinar will be lead by Ross Wallace who will also be available afterwards for any further questions & 1:1 discussions if required. We will follow up the sessions with further electronic materials & videos to support your training.

Preparing for your webinar

Please ensure you have a form of **photo ID**, **pen & paper** and a **quiet space** with good internet connection. We use Zoom for our webinars which is secure and very user friendly. Please ensure you follow the instructions in your email on how to install and test Zoom. We have also included some help sheets below to help you familiarise yourself with Zoom on your device.

Starting your webinar

When you first join the webinar you will see a holding screen. This will verify that you are waiting for the webinar to begin. Please ensure you read the webinar rules whilst waiting.

For your first webinar we will sign in each person individually. This will enable us to confirm your ID, check your settings and go through a brief familiarisation with you. Please be patient whilst we check everyone in.

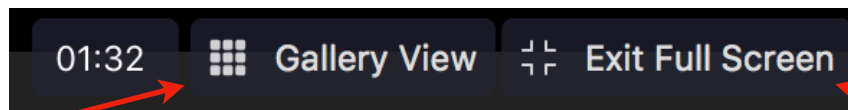
We look forward to meeting you soon!

Getting to know your webinar meeting window (desktop / laptop)



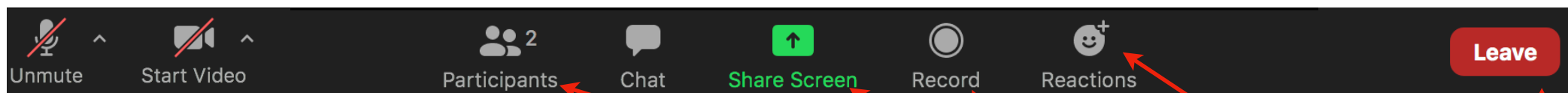
This is a quick outline to help you get to know your meeting window. We would strongly recommend reading this before your first session.

Top right of your window

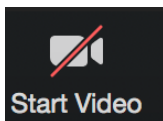


Clicking the grid allows you to switch between **Active Speaker View** & **Gallery View**. Click this icon or the [] icon to switch between **full screen** & and a normal window. **Important:** to get the most from the webinar please use **speaker view** and **full screen** during any presentations.

Main meeting tool bar

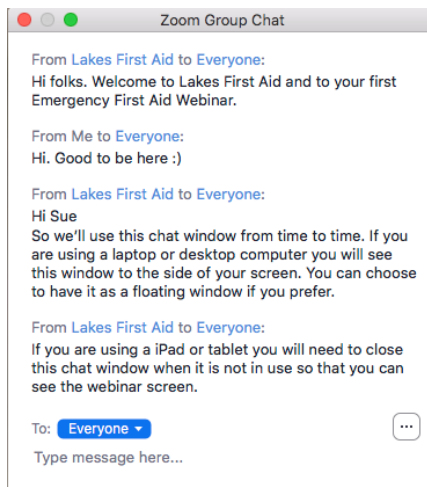


Click this to **mute your microphone**. A red line will show when muted. You can also test your speaker & microphone from here.



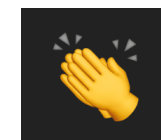
Click this to **start and stop your camera**. A red line will show if your camera is off. You can also use this to test your video settings.

Click this icon to open up the 'chat' window. This can be dragged anywhere on the screen. **Chats** enable people to communicate **without talking over the trainer** or other participants.



These functions are generally used by the person hosting the webinar. **Please do not use during a training session.**

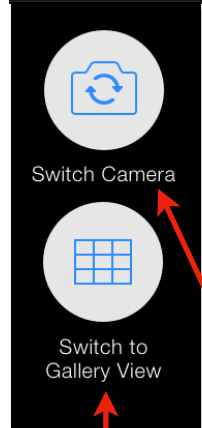
Use this to give a quick **non-verbal response** to the trainer in the form of a thumbs up or applause.



Click this to leave the webinar. Please note if you leave the webinar early you can re-enter with the trainer's permission.

Getting to know your webinar meeting window (mobile device)

This is a quick outline to help you get to know your meeting window. We would strongly recommend reading this before your first session.



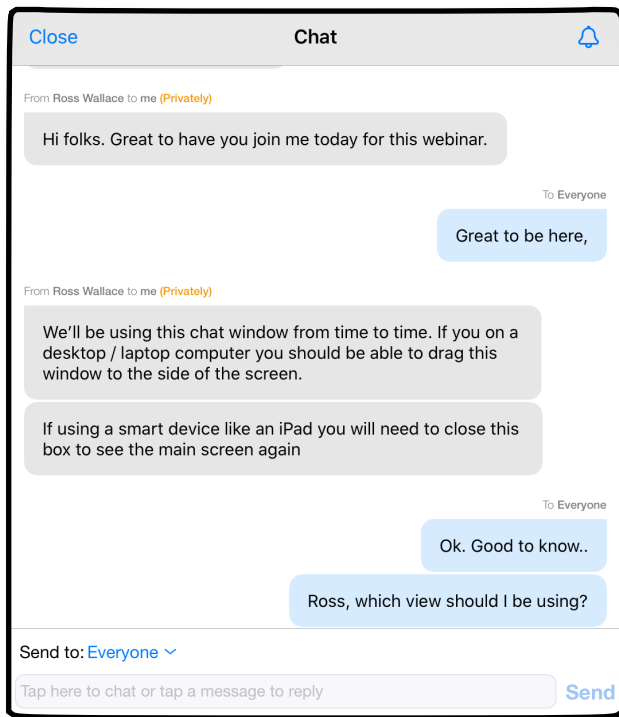
Click this to **leave the webinar**. Please note if you leave the webinar early you can re-enter with the trainer's permission.

Click this to **mute your microphone**. A red icon will show when muted.

Click this to **start and stop your camera**. A red icon will show if your camera is off.

These functions are not used during the webinar.

This function is **not recommended** during the webinar.



Click this icon to open a drop down box with the following useful functions:

Hand icons - This is when you need to give a quick **non-verbal response** to the trainer in the form of a thumbs up or applause.



Chat - This opens the 'chat' window which will allow people to **communicate without talking over the trainer** or other participants.

Tapping this will allow you to switch between **Active Speaker View** and **Gallery View**.

Important: to get the most from the webinar please use **speaker view** during any presentations.

Use this to view yourself and other participants. We would recommend leaving this minimised to get the best out of your webinar.

