

# Island Consulting

STEERING YOUR ORGANIZATION IN THE DIRECTION OF SUCCESS

## Live On-line Training Tips for Island Consulting and Training (ICT) Participants

### Treat an online course like an “in-person” course

- To get the greatest benefit from your online course, we invite you to dedicate yourself to the new learning environment as if you were in a traditional classroom setting. Prepare yourself so that you can be fully present and participate in a meaningful and enjoyable way.
- To get real value out of your class, treat it the same way you would a face-to-face class and a regular workday. Then, you’ll be off to a great start.
- By being organized, proactive, and self-aware, you can get the most from your online class.

### Create a quiet, brightly lit space and stay organized

- Be sure to set up in a quiet room where you will be undisturbed. The instructor and all participants will be able to hear everything you say, and what others say around you.
- Be sure to survey what is in the background of your camera. The instructor and all participants will be able to see what is in the camera's view.
- Be sure to print out course materials whenever possible.
- Be sure to have paper and pen available to take notes. There will be an exam at the end of the class, and you will be allowed to use any notes to take the exam.
- When setting up your workspace, make sure you:
  - Have a high-speed internet connection
  - Have the required course materials, forms, assignments, exams and software for the course
  - Have headphones for listening to lectures or discussions (especially important in shared spaces)

## Eliminate distractions

- Be sure to secure care for loved ones, children and pets so that you will be undisturbed during the meeting.
- **Very Important:** Please turn your cell phone off to avoid losing focus every time a text message or notification pops up.
- Be sure to have a beverage available and any other "comfort items" you may need during class time.

## Actively participate

- Answer questions posed by the instructor, participate in the discussions, and offer your professional experiences.
- If you have a question, raise your hand and ask the instructor. Other participants may have the same question you have.