Dear Colleague,

Thank you for your interest in our online freelance reps training. Please find below the details of your place on the next course.

**When**

The training will run on the ……………………………………. from 10am to 1.30pm and will be split into two sessions with a break in between.

**Materials**

Please find attached the workbook we will be working from over the day, if you do have facility to print it off, this may be easier for you but is not essential. We will be providing the materials you need during the sessions.

**Course etiquette**

We would invite you to read through the equality and diversity section on page 10 in the workbooks and to remind you that all course attendees are entitled to respect in line with our trade union values. As this is a training course, we would also encourage active participation to ensure you get the most out of the sessions.

We would suggest you download the zoom app (if you are using your own computer/have owner’s permission), as this will enhance the online quality as well as access to the online feedback polls. If you haven’t used zoom before, please allow 5 minutes to download the app, which will happen when you click on the session link and you follow the download instructions. If you don't want to do this you will also be given the option to access the session on your browser by rejecting the request to download the app and following a link at the bottom of the window. For the best connectivity, we recommend using Chrome browser. Please also find attached ‘top tips for zoom delivery’ – please read ahead of the course.

These online training sessions work best when they are fully interactive and therefore, if you’re able to use/access your online camera, please do so.

The live captions function is available on Zoom to assist colleagues with accessibility. If you require any further support to access the training session, please contact us a few days in advance of the training on [education@prospect.org.uk](mailto:education@prospect.org.uk)

Privacy disclaimer is:

•            These training sessions will not be recorded.

•            Closed caption may be used to enable accessibility for students, and will only be used at the request of students. Transcripts of the sessions will not be recorded.

•            Students should note that any personal data revealed during the training session either in the chat or during discussions will be in the public domain.

•            Personal data revealed in the chat function should not be copied or shared unless consent has been given.

**‘Homework’**

Please watch the ‘How Prospect works’ before the course.

<https://vimeo.com/showcase/prospect-ed>

Password - education

Before the course or during the breaks, can you please complete activities D & H from the workbook

**Your access to the online course is below;**

The link will take you through to the waiting room and the session will start at 10.00am prompt.  Please contact me asap if you’re unable to attend ……………………. will be your tutor for this course ……………………………..

If you have any queries or questions, please don’t hesitate to contact me.

**If you can let me know you’ve received this email and details, that would be much appreciated.**

Do you have any access requirements, or anything that would help you contribute to the session?

 I wish you well with your forthcoming online reps training.