Dear Delegate,

Thank you for your interest in our online sessions in Negotiation Skills. Please find below the details of your place starting on ……………………………... You must be able to attend all three sessions.

The first two sessions will run for two hours and the final session for 2.5 hours from …………………………… on the following days:

………………………

………………………

………………………

**Materials**

Please find **all materials you’ll need now accessible from our course resource page. Links below;**

**For Prospect** [**https://prospect.org.uk/course-resources/**](https://prospect.org.uk/course-resources/)

**For Bectu** [**https://bectu.org.uk/course-resources-bectu/**](https://bectu.org.uk/course-resources-bectu/)

If you do have the facility to print it off, this may be easier for you, but 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 6 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 five minutes to download the app, which will happen when you click on the session link and you follow the download instructions. If you can’t use Zoom, or would rather not 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. Please get in touch if you feel unsure about using Zoom.

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.

**‘Homework’**

For us to be able to fit as much learning into the online sessions as possible, please see the Prework/ homework sheet to prepare for the first session. Your tutor will provide further details after the first session.

Your access to the online course is below:

(Insert link) ……………………….

The link will take you through to the waiting room and the sessions will start at ……… prompt. The link is valid for the next two sessions, so do contact me asap if you’re unable to attend a session. Your tutor for this session is ………………………

If you have any queries or questions, please don’t hesitate to contact me. **If you can let me know you have received this email and details, that would be much appreciated.**

I wish you well with your forthcoming online training.

Best wishes and keep safe.