

Dear Reps,

Thank you for your interest in our 'Introduction to Equalities' online training session. Please find below the details of your place.

**When**

The session will run;

**Materials**

Please find below the link to access the course pack which holds further links and information as well as the slides with the ability for notes.

<https://prospect.org.uk/course-resources/>

If you do have facility to print it off, this may be easier, we will be using the PowerPoint during the session and there will be plenty of opportunity for discussion too.

**Course etiquette**

We would invite you to look over the workbook 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 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. Zoom also has the functionality to add a blur background and also auto transcript. We can run through these at the beginning of the session in case anyone would benefit from these functions.

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

Join Zoom Meeting

The link will take you through to the waiting room and the sessions will start at 9.30am prompt. We do have a waiting list, so do contact me asap if you're unable to attend this session.

..... will be your tutor for this session and If you have any queries or questions, please don't hesitate to contact.....

If you can let..... know you have received this email and details, that would be much appreciated.

We look forward to seeing you on.....

Best wishes & keep safe,