

Lakeside Global Institute
Ways to Benefit from Training

1. **Be on time.** We promise to start and end the session according to the times provided. If you arrive late, please don't interrupt. Remain silent and catch up as best as you can. When there is an invitation for sharing, please make sure your trainers know you arrived (if attendance was already taken).
2. **Be Prepared.** Come to the session with a positive attitude. For intensive course sessions, please read the curriculum and assigned readings. Be prepared to discuss the content of readings and as your facilitators share new content.
3. **Everyone is encouraged to participate.** This is a bit different than our standard ground rule that everyone has the right to pass. Everyone in the session is encouraged to ask questions and contribute to the discussions, even if it is to verbally indicate that you are choosing to pass at times.
4. **Use wi-fi.** Devices are tricky. They can work. But you also can have a bad connection. If at all possible, make sure you are connected to the internet and using wi-fi while attending the session.
5. **Limit multi-tasking.** Stay mentally present. It is easy to get distracted on a web-based gathering. But our objective is important, and we need your full attention in order to meet the goals of the session. You are attending training to learn and because we believe you have something to contribute. We acknowledge that participants are juggling many responsibilities during this time. If you are managing work responsibilities while supervising or assisting children at home, we know that flexibility is necessary. We request that you minimize interruptions or having to step away from the session whenever possible.
6. **Mute and Unmute yourself.** Background noise disrupts the session for everyone and might prevent us from hearing the information presented. Choose a quiet location. Turn off the TV and any music. There is a mute button on your device and the platform being utilized. The mute button is your friend. Use the mute button when you are not speaking. Remember to take your device off mute when you need to speak – we do want to hear your contributions!
7. **Identify yourself.** Before you start to speak, please state your name so we know who is talking.

8. **Speak slowly and clearly.** Please try not to talk over another speaker. If there are multiple participants, people tend to talk at the same time – making conversations extremely difficult to understand. Try to speak one at a time so that we can follow your point in its entirety.
9. **No one-on-one side conversations.** All discussion is meant for everyone. This is particularly applicable to the chat feature (if it is available).
10. **Ask for clarification.** If there is something that you don't understand, please ask for clarification. If you don't understand the content, question or discussion, then there are probably others who also don't understand.