Training Etiquettes for Online Training

Technology helps us in communication via phone, mobile, WhatsApp, Facebook and many more ways to interact with each other. Since education gives us wisdom which means to think critically and positively, so to meet out the challenges efficiently and by understanding the significance of time and to achieve the goals effectively and efficiently we are using virtual meetings/webinars. For smooth and successful conduct of these programmes, we should follow a certain set of guidelines:

Infrastructure Requirement:

- Provision of dedicated space for online workshops/training.
- Sound proof room with proper facility (audio and video).
- Air conditioned room so that distortion/ noise can be minimised.
- PC/Laptop with latest configuration
- High resolution Camera and headset with mic of good quality
- Wi-Fi connectivity : FTTH with min. 10-15 mbps speed and sufficient working bandwidth of 3.0-5.0 mbps
- Proper seating arrangement (Office Table and chair)
- Lighting in such a way that there is no reflection or glaring.
- Dual screen PC availability if possible
- Availability of Uninterrupted power supply/ generator/inverter

Guidelines for Participants

1) Participants will download the online platform provided by the administrator/trainer and learn how to use the app.
2) Test all the necessary tools and features

   ➤ The platform used for the session should be tested before commencement of the meeting.
   ➤ It is better to have a data backup plan.
   ➤ It is very important for the trainee to see the trainer well, without any objects or shadows interfering, and vice-versa

3) Attend online training courses from the school from designated place only.
4) Dress up professionally while attending the online meeting.
5) Please plan to sign onto the given platform call five minutes ahead of the designated start time.

6) Please keep the video on throughout the meeting time and audio muted when not speaking.

7) Please reach out via email or text messaging in case of attending the meeting from home.

8) Please contact the host or the trainer via the chat function or email if you are having difficulty with audio or visual during conferencing.

9) Please put all computer notifications on mute and keep your phone or other devices off or away during conferencing.

10) Close all other tabs and windows. Be present and engaged.

11) Please practice courteous and respectful non-verbal communication with all members of the meeting. Keep eye contact, hand gestures, facial expressions, and body language polite and focused.

12) To the extent possible, work in a quiet, non-distracting space.

13) If you would like any additional time to talk about course material, please reach out to the trainer directly and we will schedule a call to speak to you.

14) Use the 'Raise Hand' option or drop questions into the chat function to avoid distortion.

15) Introduce yourself when you join the meeting (chat box)

Dos and Don'ts

Do's	Dont's
❖ Give the meeting your full attention	❖ Don't eat or drink during the meeting.
❖ Avoid interruptions and handle interruption gracefully if any	❖ Don't speak over others
❖ Avoid typing during the meeting	❖ Don't leave the meeting without prior permissions
❖ Speak directly to the camera	❖ Don't use mobile during the meeting
❖ Pay attention and focus	❖ Don't invite unnecessary people
❖ Avoid multitasking	❖ Don't change gesture and posture frequently
❖ Sit on a table and straight seat. Do not lie on the sofa or bed during the meeting.	❖ Don't turn off your camera during the meeting
❖ Choose a clean background	❖ Don't blame late or missed assignment on technical issues

Training Etiquettes for Offline Training

To ensure a successful training experience, all participants must develop good training habits.   The KVS ZIET Mysore has established training etiquette; rules and expectations that can help foster an atmosphere of respect and professionalism and will increase a participant's capacity to acquire information. The following is expected of all participants:

1. Arrive on time so training can promptly begin at designated start time.

2. If you are expecting to arrive late, please contact Director ZIET Mysore to determine if you will be able to attend the training as a participant.

3. Attend each class as scheduled.

4. Classes will start and end as scheduled.

5. You are responsible to accurately sign F/N and A/N in the attendance sheet as it is the official training record that serves as an indication of your full attendance.

6. If you have to leave early due to emergency, please inform Director ZIET Mysore.

7. Report to training with a positive attitude and be ready to learn. Complete all the assignments on time and submit them as per instructions. Bring all necessary materials to the course, such as text books, question papers, Sample papers, study material, innovative projects etc.

8. Be attentive, enthusiastic and fully present in training. We expect all participants to comply with fundamental manners that demonstrate character and respect for others.

9. You will do better if you are interested in the class, and the best way to be interested is to get involved and to actively participate.

10. Use professional language during the trainings.

11. Professional dress code applies to all trainings.

12. Switch off your mobile phone during the session.

13. If you need to check email, please do so during the scheduled breaks.

14. Follow the mess timings for Breakfast/tea & snacks/Lunch/Dinner.

15. Please be respectful of the furniture and training equipment. Please leave training rooms and labs as you find them, turning off equipment as necessary, pushing in chairs, and throwing away any trash.

16. If training ends before its scheduled time, you are responsible to report to your Course Director/ ACD /Coordinator for further instructions.

17. Please complete training evaluations honestly as we appreciate your feedback. Evaluations provide feedback regarding the facilitation and the content. This feedback is then used to improve the training.