**Communication with Participants and their pre-session work**

***A Healthy Start in Childcare* Online Training – Information for Local Trainers**

**Overview**

* The training consists of 3 sessions
  + 2x 2-hour 15 minute sessions
  + Final session is 2 hours 30 minutes
  + Sessions will need to be delivered on a video conferencing platform that allows screen sharing and breakout rooms
* Sessions can be delivered by one trainer, although co-delivery is encouraged
* Please send participants the training resource set (training workbook, *A Healthy Start* practitioner handbook and toolkit) a week before the training is due to start, so they can do the pre-session reading and activities
* Each week it is helpful to email participants with a reminder of the pre-session work. You may like to include the meeting link again, so it is easy to find

**Before training starts**

* Register the training at: <https://bit.ly/Register-HENRY-Training> creating your unique Training ID code (the form explains how to do this and you will need your area code)
* Email all participants individually, welcoming them to the course. It’s helpful to:
* include the meeting link and login details
* include time of the meeting, and what time participants can join from (e.g. 10 minutes before), so they can check their technology is working
* check participants have received all the resources and let them know what resources they’ll need to hand for the session
* give participants details of the pre-session work

Suggested wording for initial email (but please make this your own):

*I/We are looking forward to meeting you at the HENRY A Healthy Start in Childcare Online Training on (DATE) from (TIME), which is being held on (Zoom/Microsoft Teams)*

*You should already have received an invitation but here is the meeting link: (LINK)*

*Meeting ID: (NUMBER)*

*Passcode: (NUMBER)*

*I/We will open the meeting from TIME (10 mins before start) so if you would like to log on a little early to make sure the technology is working, you would be very welcome.  If you are experiencing any difficulties with logging on, please ring (NUMBER)*

*Hopefully you have now received all of the training resources.  Before the first session, please read chapter 1 of A Healthy Start practitioner handbook and complete the activities on pages 7, 10 and 11 of the A4 workbook as we will refer to these during the first session. Please have the workbook and the practitioner handbook A Healthy Start to hand.*

*If you have any questions about the training, please don’t hesitate to get in touch with me.*

**After each session**

* **Record attendance** – using the provided attendance register
* **Complete trainer review** form: <https://bit.ly/HENRY-Trainer-Review-Weekly-Form>
* **Email all participants** (individually or bcc) with a reminder of the pre-session work and the Zoom links and time/date of next meeting.

Where you are co-delivering sessions, please give co-trainer the Training ID code so they can complete their Weekly trainer review form, using the same link above.

**During the final session**

* **Discuss** **with participants** how important it is to complete their training review forms and why
* **Display on screen** using the on-screen chat feature, or email/text participants the:
  + **Training ID code**
  + **Participant Review Form**: <http://bit.ly/OHSC-Training-Review>

**After the final session**

* **Submit the training** online using the form at: <https://bit.ly/Submit-HENRY-Training>
* **Email** or text to any participants who could not complete the Participant Review Form during the session the:
  + **Training ID code**

**Participant Review Form**: <http://bit.ly/OHSC-Training-Review>

Suggested wording for post-course email:

*Thank you for attending the HENRY A Healthy Start in Childcare Online Training – we really appreciate how you have set the time aside for both the training and the preparation work when there is so much else going on.*

*Please click this link to complete the Participant Review Form:* [*http://bit.ly/OHSC-Training-Review*](http://bit.ly/OHSC-Training-Review)

*At the start you will be asked for the training ID which is****:*** *(ID CODE)*

*Please fill out the review form as soon as possible – it should only take a few minutes and your feedback will help us to improve the training.*

*Thank you.*

**See next page for pre-session work for participants…**

**Participant pre-session work – *A Healthy Start in Childcare* Online Training (OHSC)**

**Pre-session work**

|  |  |
| --- | --- |
| **Before Session 1** | * Complete *WB7 and WB10-11* * Read chapter 1 *A Healthy Start* |
| **Before Session 2** | * Complete *WB18* and *WB21* * Read chapter 9 *A Healthy Start* |
| **Before Session 3** | * Complete *WB27* * Watch *Healthy eating: Right from the start* video – <https://henry.org.uk/videos/healthyeating> * Read chapter 12 *A Healthy Start* |