**Set up of training for participant interaction**

* Please ask participants to display their name on the screen during the session -if using zoom you can help participants to do this at the beginning of the session by asking them to click on the more button on the toolbar and click on the 3 dots which will give them the option to enter their name.
* Please ask all participants to unmute unless they have background noise. Participants might not want to unmute and that is their choice but please encourage them to unmute in order to make the discussion flow.

Often participants are accustomed to attending meetings where they are expected to mute. We are different.  We want to encourage open inclusive discussion and often when participants have to unmute someone else has jumped in and they lose their opportunity.

* Please do not ask participants to raise their hand either with the animated hand or with their physical hand. Let the communication flow without taking control of who is selected to speak. Scanning the screen will enable you to read the cues of who would like to participate. Let’s ensure that we use our inclusive phrases of**“Who will start, who would you like to pass onto?”.**

As trainers, we need to be alert to the flow of communication from one participant to another so that we know if anyone has been missed out. It is essential that we are including all participants

Sometimes people do talk over each other as a couple of people will start to talk at the same time – that’s just one of the characteristics of online training and something that we manage.

* When participants introduce themselves at the beginning of the training please thank them for their contribution clearly by name so that all participants know how to pronounce each other’s names which they can then comfortably use in the session.

By actioning these points we can ensure that we are doing everything that we can to encourage a free-flowing discussion where everyone has an equal opportunity to participate.

**Recording set up**

Many of you will have already recorded sessions when working online but if you haven’t please see the links below the brief videos on how to record Zoom/Teams/Meet:

[Zoom](https://drive.google.com/open?id=18qT4e9VQQ_XmWGFDoFTi9N0B0IX8q7ue&authuser=jack.buss-keating%40henry.org.uk&usp=drive_fs): <https://drive.google.com/open?id=18qT4e9VQQ_XmWGFDoFTi9N0B0IX8q7ue&authuser=jack.buss-keating%40henry.org.uk&usp=drive_fs>

[Teams](https://drive.google.com/open?id=18wo7jmtgYuR5KPn1bAXQI4FRup2kOqFk&authuser=jack.buss-keating%40henry.org.uk&usp=drive_fs): <https://drive.google.com/open?id=18wo7jmtgYuR5KPn1bAXQI4FRup2kOqFk&authuser=jack.buss-keating%40henry.org.uk&usp=drive_fs>

[Meet](https://drive.google.com/open?id=19-8QXGXI4YEJV0TKMFAcQlAo0UK6rd71&authuser=jack.buss-keating%40henry.org.uk&usp=drive_fs): <https://drive.google.com/open?id=19-8QXGXI4YEJV0TKMFAcQlAo0UK6rd71&authuser=jack.buss-keating%40henry.org.uk&usp=drive_fs>

As always, if you need any support or have any questions regarding this please contact us.

We are living in an ever-changing world and we are hoping that these changes to how we currently operate will enhance the learning experience of participants, and protect us all as trainers, our participants and HENRY.