READY TO TRAIN?

Your Virtual Training Checklist

Are you ready for your online instructor led training? This checklist will ensure you have the proper tools to be prepared for the virtual course.

☐ **Stable Internet Connection, capable of video and audio**
Test your internet connection **here** (required speed: minimum 8 Mbps) to ensure it is stable.

☐ **Webcam**
If hosts prefer to see participants face-to-face, participants should set up their webcam, make sure they have an appropriate background, and check their lighting prior to logging on.

☐ **Microphone and (optional) headphones**
A video and audio check-in should be conducted 10 minutes before virtual events.

☐ **Zoom add-in**
Check to make sure you know which video tool is used for the virtual event. Download and install the free add-on on your computer before the first day of training.

☐ **A workstation**
Make sure you have a designated work area, where you can have adequate lighting, seating, and space to write notes.

☐ **Snacks and a drink**
Treat yourself to a desk snack or drink - one of the great comforts of training from home!