

Telephone: 01226 644331

Email: swy-tr.barnsleyspeechtherapy@nhs.net

Website: www.barnsleyspeechtherapy.co.uk

Dear Participant

Thank you for booking onto the on-line training which will be run using Microsoft Teams.

Here are some things to know and tips to help make the training as enjoyable as possible.

Setting up/before the training

You will need to:

- print off resources as detailed in your email invitation.
- download the Microsoft Teams app if using an apple product. If you are using other devices you can access via a web browser
- make sure you have speakers on your computer/device and your volume is turned up adequately.
- if possible have one device per participant
- have a computer/device that is fully charged or plugged into a power supply.
- have a camera available so the trainer can see you. If you do not have a camera you will still be able to view your training/screen but the trainer won't be able to see you.
- join the Teams training using the link at the bottom of the email. When joining the meeting, type your full name in to the chat bubble so that we can record your attendance.
- join the link at least 10 minutes prior to the meeting so we can start at the scheduled time.
- sit at a table/be in a comfortable position to allow you to look at the screen but also any resources that have been emailed to you for printing out.
- find a quiet room where you will not be disturbed or may have to move in the middle of the training.

During the training

- Be mindful to maintain confidentiality.
- We prefer you to have your camera on during the training.
- Mute your microphone unless asked to turn it on.
- Questions are welcome throughout the training session. We will leave time at the end for any final questions you may have too.

- You can ask a question on Teams by:
 - Typing into the chat. Other participants will be able to see the chat thread.
 - The trainer will respond as soon as they are able to.
- There will be planned breaks in the day and the trainer will make it clear when to return to the Teams session. Turning your camera and sound off at this point will protect your privacy.

Trouble shooting

On occasion people may have trouble accessing the TEAMS training. If this happens, we recommend you:

1. Check your internet connection is working
2. Close Teams down and start again by clicking on the emailed link

If you are not able to join, then please email the department at swy-tr.barnsleyspeechtherapy@nhs.net and we will book you on to another training date.

After the training

We will send you an email usually within 4 weeks to confirm you have attended.

We hope you enjoy the training and we welcome any feedback/comments you have. We will provide you with a link at the end of the training session.