

Online training: Construction Logistics Planning *Housekeeping*

Delivered by:  Construction
Logistics and
Community Safety

General

- You will need a good internet connection/speed
- Please join 10 minutes before the start of the course to test your microphone and camera
- Your trainer will keep all delegates muted in the first instance
- Please unmute yourself if you would like to speak
- You are able to click on the 'raise your hand' icon on the bottom screen toolbar
- During comfort breaks please leave your camera on and the training course running on screen

Interaction

- You will be grouped with other delegates in discussion/breakout rooms
- Your trainer will guide you on how to use Virtual Whiteboard in breakout rooms
- Also use the chat box to ask questions

Privacy

- You may consider changing your 'background' in Zoom settings if you would prefer for others not to see where you are working
- This training is not recorded and by attending this training you are agreeing not to record the training as this is for delegate use only although we encourage sharing of your learnings
- We may take screenshots of the event for marketing purposes, please let the trainer know in a private chat if you would prefer your image not to be included
- The comments, interactions and questions in the chat box will be saved, to give your trainer the opportunity to respond to more of your questions

What happens if you need to leave the training?

- In the case of emergencies, please email your trainer either privately or notify using the chat box to let them know you are leaving the course
- If you leave the training by mistake, please simply re-join using the link given in your joining instruction
- You must complete Foundation training to be able to access Practitioner thereafter

Using Zoom

You are able to join a Zoom meeting without downloading any Zoom software. Just follow these easy steps.

1. Copy the meeting URL and paste into a web browser, such as Chrome. You will find this link in the Outlook meeting invitation you have accepted.
2. Click the Cancel button when prompted by the pop-up.
3. Click the 'If nothing prompts from browser, click here to launch meeting' link.
4. Click the Cancel button when prompted by the pop-up.
5. A message appears at the bottom, if you cannot download or run the application, join from your browser.
6. Click the 'join from your browser' link.
7. Enter the meeting password.