

# Learn. Lead. Transform.

## Tips to Prepare for Attending Virtual Events as a Team:

- Training will be delivered virtually through **Webex Events** platform.
- Register for the session (s) before attending.
- Classes will be recorded and the majority available on Media Connect – Training Days Channel after the event.
- Look for handouts if available before the session to maximize your virtual participation experience.

## Other Ideas:

- Training can be a team event!
- Reserve a conference room at your location and invite your team to view session (s) together.
- Sign-In and project for the best viewing.

If you are viewing with the team in the same conference room, team members might also have their individual laptops for viewing and use the central audio of the room.

This works if the facilitator is using some of the Webex tools like Chat or other virtual engagement tools and individuals want to participate in the class.

## After Session:

- Complete the course survey in Webex Events platform
- Add the course as a Development Activity in My Path.
- Add the session to the Completed Tab in Healthstream