

	TRAINING SET-UP CHECKLIST	v
1	Charge up laptop & 2nd device so on full charge (recommended night before training)	
2	Connect main training device to router or extender, via ethernet cable	
3	Put phone(s) on silent	
4	Organise headphones, mic, webcam and lighting - as appropriate	
5	Disable desktop notifications on any devices where you will be screensharing	
6	Close down all apps and programmes not needed during training	
7	Test your audio (mic and headset/headphones)	
8	Activate your video	
9	Apply virtual background & centre yourself within this	
10	Open up the presentation (flipbook)	
11	Open up the course handouts page	
12	Copy Evaluation Form link and have ready to insert in chatbox towards end of course	
13	Join Zoom room (with 2 devices) at least 60 min before course start time	