Best Practices for Attending Training Virtually

As more of us participate in online meetings and training opportunities during the ongoing pandemic, we've all had to learn how to make the most out of virtual training. We've compiled a list of based practices for attending training virtually to help ensure that you have a high-quality experience and receive the appropriate DSS credit hours.

- **BE SEEN!** If attending a virtual webinar that allows camera, join by video. It is helpful for trainers and other participants to see their attendees engaged and alert. Please note: your instructor may provide additional requirements or information about video expectations.

- **REMEMBER TO MUTE.** Mute yourself when not speaking. This eliminates any background noise that may be occurring and could be distracting to other participants.

- **DON'T LEAVE.** Be present during the training whether you are on camera or not. Trainers are required to document the DSS credit hours. Being present the entire time will allow trainers to provide the DSS credit hours. Virtual platforms produce a report that shows how long a participant is in attendance. Trainers are using this report to verify and document attendance.

- **PARTICIPATE.** Participate in the activities such as polling, chat box, etc. These activities are designed to keep your attention and to provide valuable insight into how participants are receiving training information. Trainers rely on this feedback to ensure they are providing quality instruction and content, and to ensure your attendance and engagement.

- **LOG-IN.** For webinars, participants must be able to individually login so that attendance can be captured and verified. Many online platforms have an app that you can download to any device, or within a browser mode.

We hope you are enjoying the training opportunities provided in an alternative platform during the COVID-19 pandemic. The sessions are designed to provide instruction, engagement and participation as close to in-person training sessions as possible, and following these tips will help you get the most out of virtual training. As always, if you have any questions or concerns, please contact us **at SCEndeavors@dss.sc.gov.**

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