

# CONNECT

## PRE-TRAINING INFORMATION TO HELP YOU GET THE MOST OUT OF YOUR SESSION

**Mortal Fools is a multi award-winning theatre, drama and creative learning charity.**

CONNECT is our unique training and professional development programme for organisations, team individuals that uses practical training to help people to grow and thrive.

Mortal Fools work with folx to develop their leadership practice, communicate more engagingly, practice presentations/pitching, increase resilience, manage change, bring teams together and much more.

The core of all our training is about facilitating connections - enabling and empowering people to connect with each other (and themselves!) more meaningfully and effectively.

**We are delighted you're joining us for CONNECT training & looking forward to digitally meeting you.**

All the income from our CONNECT training goes directly back into our work with young people and offering free bursary places to young people who would most benefit. So huge thank you for booking and attending. You will have received your session access details via email. Reminder that if you have booked on behalf of someone else, to pass on those access details to alongside this document.

### PRE-SESSION CHECKS

**In the same way that you would prepare for a face-to-face meeting or session, it's worth doing some preparation for those on digital platforms. Some things we suggest are:**

- Is your workspace suitably set up for the session?
- Have you limited potential interruptions?
- Have you limited other people's use of shared internet connection for best connectivity?
- Do you have everything you need to hand for the session? Drink? Notebook?
- Have you spent time getting to know the programme you will be using e.g. Zoom?
- Check that you can be clearly seen on screen and nothing inappropriate is in view.
- Check your microphone and camera are working properly.
- Have you closed down other applications on your device?

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[www.mortalfools.org.uk](http://www.mortalfools.org.uk)

## SESSION PROTOCOLS

In this session, we'll always have one person delivering activities and at least one other taking notes and managing the Zoom functionality. We'll provide digital notes after the session with further resources, including notes of the conversations we had with everyone.

Because the 'rules of engagement' for group activities on digital platforms are often less clear than when we're face-to-face, we use the following protocols to make everyone as comfortable and confident as possible:

- Please arrive a few minutes before the session start time. There will be a waiting room in place, and we'll bring everyone in at the start time. If you are late, we'll bring you into the session at a point that causes least disruption to the other participants.
- Adjust your on-screen name to be as you want it, including your preferred pronouns. e.g. rachel horton (she/her)
- Let us know of any access needs you have via email in advance to [rachel.horton@mortalfools.org.uk](mailto:rachel.horton@mortalfools.org.uk) or via a private message to the host in the Zoom chat function when you arrive.
- Keep yourself on mute to minimise interference – unless you are speaking or asked to unmute for an exercise (programmes like Zoom are sound activated so any sound could interrupt).
- Set yourself on "gallery view" for a better experience of being in a group.
- If you're working from home, it's possible that you may get interrupted. If this happens, turn off your video – sort out what you need to and then come back. We totally understand that "life" happens in the moment
- If you lose signal during the session – just sign back in again.
- If we lose signal during the session – we will contact you to let you know what to do next/ provide a new Zoom link.
- During discussions, either raise your hand or use the raise hand function if you want to speak during discussions.
- Be generous in your responses to what others are saying – give visual feedback like thumbs up or the response buttons on the platform.
- Concentrating on digital platforms takes a lot more effort – we'll take short breaks to help with this.

## POST SESSION

- All participants will receive workshop notes with resources highlighted a few days after the workshop.
- You will get access to a Mortal Fools Facebook group; this is your space to ask any questions that you didn't manage to in the session and of course, offer each other peer to peer support and advice.

We look forward to digitally meeting you and in the meantime, you can find out more about Mortal Fools on our website, social media (@mortalfoolsuk) and YouTube Channel.