RDPC Virtual Training Guide

RDPC Virtual Training

• The Rural Domestic Preparedness Consortium has developed a virtual delivery process for a select number of our DHS certified courses.

• The courses will be delivered in 4-hour sessions conducted over multiple days
  – 8-hour course = 2 days
  – 12-hour course = 3 days
  – 16-hour course = 4 days
Virtual Instructor Led Trainings

• Rules of the Road
  – Join the Training on an individual Computer Level (1 computer = 1 person)
  – Join the Training a few minutes early to test your audio/video
  – Mute your microphone unless you are speaking
  – Plan to attend the Training in a room with no distractions
Rules of the Road (cont.)

– Silence or turn off your cell phone
– Be respectful of other attendees
– Stay engaged in the Training
– Use the Chat feature or the Raise Your Hand feature to ask questions
– RDPC may record a training session for internal training and quality assurance. You will be notified if the meeting is being recorded and will have the option of not continuing with the session.
Preparing for Virtual Training

- After you register for the Training, you will receive an email with the link to the first day of training.
  - Save this email and/or add the invitation to your calendar.
  - All RDPC courses have a Pre-course assessment. Be sure to complete this prior to the first day of the Training. There is no score for this. We only want to assess your level of knowledge.

Link to Pre-course Assessment

Link to Day 1 Training
Preparing for Virtual Training (cont.)

- After completing and submitting the Pre-course Assessment, you will receive an email with a link to download the Participant Guide for the Training.
- Download the Guide and save it to a computer or device you can refer to during the Training
  - If you requested a printed version AND you registered AT LEAST 7 DAYS PRIOR TO THE TRAINING, it will be mailed to the address you provided during registration. If your registration was received less than 7 days prior to the Training, you must use the digital material.
Joining a Training

• On Day 1 of the Training, you can access the meeting by clicking on the link in the Registration Confirmation Email.
  – Please join a few minutes early to test your computer audio/video capability
  – You will be placed in a Waiting Room until the instructor starts the Training session. (see next slide)
Training Waiting Room

Please wait, the meeting host will let you in soon.

My Meeting

RDPC Waiting Room

Test Computer Audio
When you are admitted to the Training you will see the desktop for this session.

- Go ahead and open the Participants window and Chat window.
- Mute your microphone
- (See next slide)
RDPC Virtual Training Guide

Participant, Chat Windows and Mute Button

- Participant window
- Raise Your Hand Button
- Mute Button
- Chat window
Enjoy Your Training!

• The Instructor will provide further directions from this point.
• The Instructor will provide the link to Day 2 at the conclusion of Day 1
• Be sure to complete your evaluation after Day 2. Your feedback is important to us!