



## Virtual Training Guidelines

When attending a virtual training, Ohio START expects participants to adhere to the following guidelines to ensure a productive and respectful learning environment.

- *Preparation:* Review training materials or instructions provided in the reminder calendar invite. Training material can also be found on the Ohio START document portal ([OhioSTART.org](http://OhioSTART.org))
- *Punctuality:* Log in and be ready for the training session at the scheduled start time.
- *Engagement:* Actively participate in discussions and breakout sessions. Ask questions and contribute to group activities or exercises and to the discussions.
- *Minimize Distractions:* Find a quiet and well-lit space to attend the training. Avoid using social media, email, or other unrelated websites during the training to stay focused on the content. If possible, avoid phone calls and office discussions during the training.
- *Respect:* Be courteous and refrain from interrupting the trainer and other participants. To prevent talking over others, use the "Raise Hand" or chat feature in Zoom to indicate you have a question or comment. Use the chat function for asking questions, sharing relevant links, or engaging in discussions related to the training content.
- *Privacy:* Be mindful of your surroundings and what is visible on your camera. Prevent sharing sensitive or confidential information.
- *Camera and Audio:* Keep your camera on unless otherwise instructed. Ensure your microphone is muted when not speaking to minimize background noise. If you have issues with connectivity, please let the organizer or trainer know.
- *Attendance:* Inform the trainer or organizer if you need to step away from the session briefly or leave early. For CEU credit and/or a certificate of attendance, you must actively participate throughout the training. To receive CEU credit, you cannot miss more than 15 minutes of the training. If this could be an issue, please contact [ghadir@pcsao.org](mailto:ghadir@pcsao.org) prior to the training.
- *Registration Cancellation:* If you are unable to attend the training, please unregister at [Ohiostart.org](http://Ohiostart.org). Navigate to the "Trainings" tab and select "My Trainings", then check the "Remove" box next to the registered training. If you have difficulty unregistering, please email [ghadir@pcsao.org](mailto:ghadir@pcsao.org). Supervisors will receive notification if staff do not attend training for which they are registered and have not canceled.

- *Feedback:* To help Ohio START improve future training sessions, please provide constructive feedback by completing the evaluation provided at the end of the training.
- *Follow Up:* If there are any post-training assignments or resources, make sure to complete them within the specified timeframe.

Virtual training is designed to be an interactive and collaborative learning experience, actively participating, and adhering to these guidelines will contribute to a successful and effective training session.

*Updated: 04/21/2026*