

Guidelines for Online Programs



These guidelines assist participants when attending online workshops. Please read below carefully.

Having an internet connection is mandatory to attending an online program.

GROUP GUIDELINES

- A quiet space so minimal interruptions occur throughout the program.
- Use of headphones is preferred (for better sound and privacy)
- Remember Confidentiality and Privacy – what is ‘discussed in the room stays in the room’
- When sharing, be mindful of any interruptions by others outside of the attending participants.
- Be mindful that confidential sharing will occur which may be inappropriate in the presence of children.
- Recording of the webinar is **NOT** permitted due to confidentiality and privacy.
- Attend the group on a regular basis so that you get the most out of this brief time together
- Taking turns online (be courteous)
- There will be time made available, as time allows, for discussion throughout the webinar.

HOUSEKEEPING

- Breaks – there will be one short break throughout the webinar
- Use of mute and unmute – please use mute throughout the webinar and only unmute when asked by the facilitator or if you need to leave the group, please let the facilitator know.
- Let’s be aware of and accept that technology isn’t always working perfectly (if the internet becomes unstable or drops out, please just re-join – we never know what might happen when using technology so please be patient and understanding)
- You already know about  and 

BOOKINGS ARE ESSENTIAL

For further information on any of our programs, please call 9:30am-4pm Monday-Friday