

## Our public training is now virtual

V4 | July 2020



### We have 4 virtual training options

Our new virtual training allows you to strengthen your plain English skills no matter where you are. We now offer:

- **Plain English Essentials** (1 day, \$750)
- **Grammar and Punctuation Essentials** (1 day, \$750)
- **Web Writing Essentials** (1 day, \$750)
- **Plain Language for Lawyers** (3 hours, \$450).

You can enrol through the store page on our website.

#### What will you need?

All you need is a computer or laptop with a webcam, microphone, and speakers or headphones. You also need to be in a suitable environment, such as a quiet home office, that won't disrupt your training experience.

#### How does it work?

Our virtual training runs as closely as possible to the face-to-face experience. You can see the trainer, other participants and our presentation slides. You'll also see our digital training manual.

You join our virtual training room through the Zoom platform. We are aware of security concerns around Zoom, and have procedures to keep our training private and secure.

#### What's the process?

The process for virtual training is simple:

- 1 You complete your enrolment by uploading our pre-training questionnaire.
- 2 We will:
  - email you a link to our virtual training room and how to connect
  - also mail a hard copy training manual if you choose this option.
- 3 On the day, you click on the link to connect. It's quick and easy to do, but best to test it in advance.
- 4 At the start of the training, our trainer will share a link to a digital training manual.