

Seven Steps Workshop (Online) – Preparation checklist

Download and read your pre-session handout

The pre-session handout provides information about what to expect from the workshop and templates for all the activities. We'll be referring to these handouts and using them throughout the session, so make sure you have a copy available (either electronically or as a print-out).

Please check your inbox for the download link to the handout for your session (i.e. Session One, Two or Three).

Are there multiple teachers coming from your school?

- Option 1: Each participant uses their own device with headphones.**
To ensure you get the most out of the session and can participate without any audio issues, we highly recommend using your own headphones or headset if you will be sitting in the same room as other participants.
 - If you'll be using headphones, make sure they include a microphone so you can talk during group discussions.
- Option 2: Participants share a screen or device.**
Groups of participants are able to log in to the session through a single device. If you and your team choose this option, please contact the Seven Steps team in advance to let them know who will be sitting together. This helps us with recording attendance and gives your presenters time to organise the group activities.

Setting up your space


Just like our face-to-face workshops, the Seven Steps Workshop (Online) will be an interactive, practical and engaging training session. We recommend that you set up your space so that you can get the most out of your workshop:

- Try to set up in a well-lit room, as this helps with concentration.
- Minimise distractions – both visual and verbal. If you need to close the door or use noise-cancelling headphones, do that.
- Prepare any supplies that you will need:
 - A copy of the handout (electronic or printed)
 - Pen and paper
 - Something to drink
 - Snacks
 - Pants*

**Pants are optional. But don't stand up if you're not wearing any!*

Technical requirements

- Make sure you have a reliable internet connection suitable for video conferencing. [More details >>](#)
- Check that your headphones or computer speakers are working so you can clearly hear our presenters.
- Check that your device's microphone is working. You'll be needing it when we run group activities.

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- Check that your device's camera is working. You won't need it on all the time, but we strongly encourage you to turn it on during group activities. It makes for a much more engaging experience for you and your fellow participants.
 - Log in early to make sure you have everything set up correctly for your session.
 - When you enter Zoom, be sure to use the same email address that you used for your booking. Otherwise, you won't be allowed to enter the session.

If you have any questions regarding your booking, please contact Seven Steps.

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