Plastics|SA
Training

Remote facilitation *via* Hosting Platform

(Microsoft Teams, zoom, etc)

1 IN PREPARATION

Programmes as per the **REMOTE SCHEDULE**

In-House Programmes as arranged with Plastics|SA

Plastics|SA will **deliver manuals** to the company at least **72 hours** before training commences

72

The Company Representative will ensure the following:

A **quiet space** conductive to learning is set up for the learners

Manuals are handed to learners at least 72 hours before training commences

Cellphones are on mute

The training room door is kept **closed** to prevent disturbance

Punctuality at the training and after breaks

Learners to immediately give feedback if they cannot hear the trainer or see the trainer

The Company Representative will wait in the room until the Trainer from Plastics|SA is in view. Check **sound**, **video** and **visuals** on the screen from the projector.

2 THE ON-LINE JOURNEY

Company Representative will ensure that the **e-mail address** of the computer being used for learning is sent to Plastics|SA at least **two days in advance**

@

10 min

Join now

☒ Join with audio ☒ Join with video

The Company Representative will ensure that the **login and set up** is complete at least **10 minutes** before training commences. Go to the bottom of the chat page and click on 'join now' with audio and video.

The host at Plastics|SA will send the Company Representative an **invitation** from the hosting platform. Company Representative needs to **download** the relevant hosting platform on the computer being used for training at least **2 days** before commencement of training.

Download

48

24

DEMO

The Company Representative will Accept the invitation

E-mail

Password Forgot It?

Sign In

Don't Have an Account? Sign up

(Login name and password may need to be confirmed)

Having an **IT person** from the Company on stand-by for any technical gremlins is essential for the smooth running of the programme.

Plastics|SA will arrange a demo/trial run with the Company Representative to ensure that the slides (via a projector), visuals and sound are in order for the training session. This will be done at least a day before the training.