

B&B Training Requirements

To ensure that training participants gain skills and competencies to best serve families, the following training requirements were agreed upon by the B&B Collaborative, CAPC and all nine B&B sites. We sincerely appreciate your cooperation and adherence to these requirements.

- A. You are required to attend and participate in trainings you are registered for.
 - If you are unexpectedly unable to attend, you must immediately notify your supervisor and the CAPC training team (trainingteam@thecapcenter.org).

- B. Log on 10 minutes early to allow for a final technology check. Trainings will close 10 minutes after the start time.
 - You will no longer be allowed to join the training after the 10-minute mark.
 - If you are out more than 10 minutes, leave the training. Notify the training team and supervisor that you will be absent for the rest of the training.

- C. Prepare to be on camera and to actively participate in activities & discussions during training.
 - "Active participation" includes participation in large group discussions, responding to the facilitator when prompted, and participation in small group, break out room activities. The facilitator will prompt you a minimum of two times to check in due to low or no participation. If the facilitator does not receive a response to the prompts, you will be removed from the training and your supervisor will be notified.
 - Failure to participate during the training, including in individual or group activities, will result in being asked to leave the training and re-register for another date.
 - If you are not on camera the trainer will require you to turn your camera on.
 - If you are having technology challenges and cannot be on camera, let the trainer know via email or private message in Zoom.

- D. Eliminate distractions and multitasking during the training. Multitasking during a training will prevent you from gaining skills and competencies to best serve families. Close out your email and any other programs. Having additional programs open during a training can slow down your internet and may impact your ability to participate.

- E. Place yourself on **mute** unless you are asking a question or participating in a discussion.

- F. When participating in a training, you are required to be on a computer.
 - o You cannot participate in training while in your car or on your cell phone.
 - o Cell phones are the last option for trainings, if approved by supervisor.

- G. Ensure that you are in a private space or using headphones while participating in training because sensitive topics are often discussed and should not be heard by others, such as children.

- H. Your self-care is important. If training topics or discussions can be triggering, please step away from the training and do what you need to do to care for yourself.
 - o Communicate with your supervisor and the trainer for support and let them know what your needs are around this topic.