

Makaton Training on Zoom- Before the sessions



You will need a **link** to join the Zoom session. The link has been sent to you as a calendar invitation and in an email.



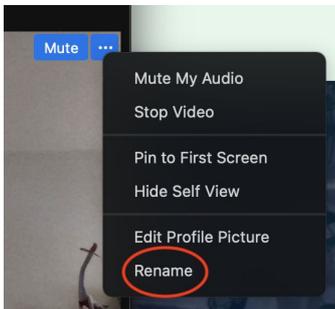
You may be asked to enter a **Meeting ID and a Passcode**. These are also in the calendar invitation and email.



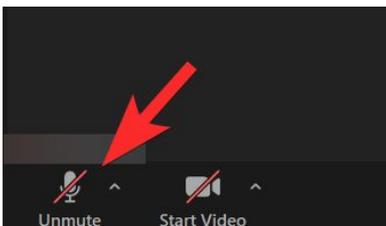
Someone will **let you in to the Zoom meeting** from the virtual waiting room **at 6.30pm**.



There will be **two Makaton Tutors from Include** - Alix and Emily. Alix will lead the session and Emily will be there to help or answer any questions.



Try to make sure that **only your first name shows** on Zoom, to protect your privacy.



Please put **your Zoom on Mute** so that everyone can hear the Makaton Tutors. There will be time to talk during the break.

Makaton Training on Zoom- During the sessions



Please make sure you are **sitting comfortably on your own** where you have space to sign, and that you have a drink nearby.



You will also need your **Makaton manual** and print outs with you. These will be sent to you through the post.



Please make sure your phone is **on silent** and is **face down**, so that it doesn't distract you.



If you are having **trouble with anything** during the session, please send **Emily a message in the chat**. We **may not answer immediately**, so please be patient when waiting for a reply.



Please do **not send private messages to anyone who is learning**, as that can cause **distractions**.

Makaton Training on Zoom- After the sessions



After the session, please log out of Zoom and put your Makaton **manual somewhere safe**, ready for the next session.

The sessions are:

Monday 5th January 6.30 - 8.30pm

Thursday 8th January 6.30 - 8.30pm

Monday 12th January 6.30 - 8.30pm

Thursday 15th January 6.30 - 8.30pm



You need to **attend all 4 sessions in full** to get your certificate signed at the end.



Please **tell us** if you **need any help** or aren't sure about anything by emailing alix.lewer@include.org or emily.myles@include.org