Digital Training Materials Checklist

Each training session will be educational, interactive, and engaging! In preparation for training, please ensure that each attendee has everything they need to succeed.

Location Requirements

Quiet training space

Unrestricted access to predetermined online platform (Zoom, Webex, etc.)

Projector, TV, or laptop

Internet access or WiFi

Headset/headphones/microphone (optional)

Training Specifications

One to many people per session

Two hours per session (Workshops are two to three hours each)

Introduction by a member of your management team at each session

Attendee Materials

Digital training kits

Product Placemat or Brochure

Pens, Highlighters

Notepad/notebook (or electronic equivalent)

Three Ways to Excel in Digital Training:

1 **Treat digital training like in-person training.**

Be prompt, come ready to learn, and pay attention. Although we're not in the same room, we are all working toward the same goal.

2 **Eliminate potential distractions.**

Silence your cell phone, work in a quiet space, and don't try to multi-task. We cover a lot during training, and you won't want to miss it!

3 **Participate!**

Listening and asking questions leads to a better understanding of your product line and better customer/member service.

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