

Attending Virtual Brown Bags

Los Rios Community College District Remote Training Guide

How to Attend a Virtual Brown Bag Training

1. Prepare

Visit the LRCCD Training Website for updates to upcoming sessions of the Virtual Brown Bag Series.

2. Attend

When you want to attend the meeting, follow the provided link to enter the session's ZOOM to be brought to the waiting room. As the session begins, you will be entered into the ZOOM room by the hosts.

Virtual Brown Bag Etiquette

- ***Follow Facilitator Guidelines***

Los Rios Training & Development is fortunate to be in partnership with organizations such as SAFE Credit Union, Western Health Advantage, and Kaiser Permanente as well as receive valuable contributions from colleagues across the District. Different topics and areas of expertise in these Virtual Brown Bags may warrant different expectations for participants. Take care to follow instructions for engagement and manage your tone to fit each session. Your facilitators have been instructed to be clear on these expectations at the beginning of each session.

- ***Be mindful of your contributions.***

Always maintain respect for fellow participants, the facilitators, and yourself. If you have questions, please use the chat. A moderator will ask your question for you.

- ***Determine if you wish to be seen on the video.***

Zoom allows you the option to join the training session with or without video. If your environment is distracting, consider opting out of using your camera or add a [background](#). You can have fun with this but be sure your background is appropriate for a business situation.

- ***Manage your notifications.***

Turn off your notifications by using the [Do Not Disturb Mode](#) on your laptop or computer. These alerts can be loud and distracting not only to the participants and facilitators involved, but they keep you from focusing as well!