



Digital Etiquette & Group Norms

Before you login here are a few hints and reminders regarding digital etiquette, group norms and expectations:

- ✓ Turn off phones
- ✓ Clear area of distractions
- ✓ Check for good lighting
- ✓ Check equipment – i.e. microphone, webcam, internet
- ✓ Center self with head/shoulders in camera view
- ✓ Eating, smoking, and walking/moving around while on camera can be distracting to others. Please turn off your camera if you are engaging in these activities during the session.
- ✓ Be ready to connect with folks
- ✓ Allow more time for responses, there can be a delay due to the technology
- ✓ Have fun, actively engage, and participate!

In order to receive full credit for attendance, it is expected that all participants will actively engage in the discussions, case presentations, learning activities and other requirements as detailed in the course outline. A main tenant of Workwise series is to build a community of practice where all participants engage equally with other professionals to share ideas and experience during the live sessions and be respectful of one another.