**PRE-COURSE BRIEFING**

**Name**……………………………………………………**Organisation**……………………………

**Department/Team**………………………………………………… **Date**…………………

**What do you hope to achieve from this course?**

Please list your key objective(s). Please make them action specific, e.g. “As a result of this course I will be able to ………………………..”

**1.**

**2.**

**3.**

4.

5.

**What are your strengths on the subject?**

**What are your weaknesses/development areas?**

**PRE-COURSE BRIEFING**

**Pre-course Activities**

Please complete prior to this course:

**EXERCISE 1 –** Please complete all exercises for this course

**Joining instructions**

Please log into your zoom.com account and use the meeting id and password supplied. If these are not given in this email, we will email them to you within 24 hours of the course start date.

Meeting id: tbc

Meeting password: tbc

N.B. You will need to set up a zoom.com account and download the app for full functionality. This will take about 30 mins to complete. If you need help to do this zoom.com has a very comprehensive info page - [**Quick start guide for new users**](https://support.zoom.us/hc/en-us/articles/360034967471-Quick-start-guide-for-new-users#h_7f86f5ec-787b-469a-8f5e-26645da2a356)

Click on the link to access this.

<https://support.zoom.us/hc/en-us/articles/360034967471-Quick-start-guide-for-new-users#h_7f86f5ec-787b-469a-8f5e-26645da2a356>

**Downloadable course materials**

This link will direct you to our website and you can download the course materials used on the course plus forms and templates that you can use after the training.

Download pre-course forms and activities

[www.totalsuccess.co.uk](http://www.totalsuccess.co.uk)

Download templates

[www.totalsuccess.co.uk](http://www.totalsuccess.co.uk)