

FAQ's for Training

Training Delivery

Q: How do I use Zoom to deliver online training?

A: We currently have a video tutorial on how to use zoom for delivery which includes the functions of zoom as well as how to set up a course. This can be found [here](#).

Q: How do I set up and send out feedback forms?

A: We have used Microsoft forms previously for gathering feedback but you can also use sites such as survey monkey. If using Microsoft Forms make sure that you change the settings to enable everyone to respond. We have compiled a list of suggested feedback questions which can be found [here](#).

Q: Do I have to deliver all three modules?

A: The training is designed to suit a variety of people. Some people will want to just attend module 1 whereas others will want to attend all three modules. As long as participants attend the sessions in order (if doing more than one) you can choose how many modules you deliver.

Training Promotion

Q: Where do I find promotional materials?

A: We have put together a variety of templates for you to use to promote your courses. These can be found [here](#). Alternatively feel free to create your own with your own organisations branding.

Q: Can I use the TOG Mind logo to promote my course?

A: We ask that the TOG Mind logo is not used to promote any courses outside of TOG Mind.

Q: Where do I download the powerpoints/training resources?

A: If you are delivering face to face these can be found [here](#) and the online delivery resources can be found [here](#) please see your original email from TOG mind for the password.

Q: Where do I get the physical face to face training materials?

A: There are some packs available to be collected from TOG Mind's Ashton office. These are limited to one per person and include the card games and printables. We have also scanned in and uploaded the resources in the pack [here](#) in case you lose/damage yours.

Q: Do you have any quotes/testimonials I can use to promote connect 5?

A: We have put together a pdf of generic connect 5 quotes that you can use to promote your course. These can be found [here](#).

Q: Who do I contact if I need help?

A: TOG Mind can be contacted until the end of September 2021. The Big Life group can be contacted until the end of December 2021. After December 2021 you will need to contact your local lead.