



Tips for online sessions

Online sessions are growing in popularity as working remotely shows multiple benefits. Research confirms that online support is as valuable as face-to-face meetings.

Please find below a few tips that may help you make the most of our online sessions:

- make sure at what time the session is scheduled
(bookings via calendar are made in the relevant time zone for Poland, GMT+1);
- make sure you have Zoom installed
(you can test the connection in advance by calling someone from your family or friends);
- if possible, use headphones with a microphone
(this solution provides both greater privacy and ease of communication);
- if possible, take care of the room where you will be staying during the session
(take care of the peaceful surrounding and make sure you are comfortable);
- make sure that you are not disturbed during the session
(you can inform other householders that this is the time you want to have only for yourself);
- make sure that any unnecessary devices or applications are disabled during the session
(especially those that send notifications or may otherwise interfere with the meeting course);
- take care of these few minutes before the session
(slow down, give yourself a moment to breathe, turn to your needs or reflect briefly);
- if you wish, prepare yourself a sheet of paper and a pen
(you may find it useful when something worth writing down shows up during the session);
- if you wish, prepare yourself something to drink
(just be careful and take care of the security of electronic equipment);
- if possible, make sure to sit during the session and keep your hands free;
- be understanding, give yourself the time to adapt to a remote way of working.

Additional technical matters:

It is natural that various technical issues may arise during remote way of working. The occurrence of such difficulties is usually beyond our control and it is worth remembering when it happens. It is important to keep me informed about any sound, image disturbances when they occur. Such an open communication will make it easier for us to adapt to changing circumstances. In case of any connection issues please remain relatively calm, and try some of the following. One of the options when the Internet transfer is too weak is to turn off the image and continue the session just with the sound itself. If it happens that one of us happens to get disconnected, then we go back to the same virtual meeting room again. If this fails, please check your Internet connection, perhaps reboot your router and Zoom, and try connecting again. If that fails, you can try to connect from another device. If it lasts longer than a few minutes, please send me an email or text message.

All of the above happen very rarely but it may be worthwhile to know what to do when it does.