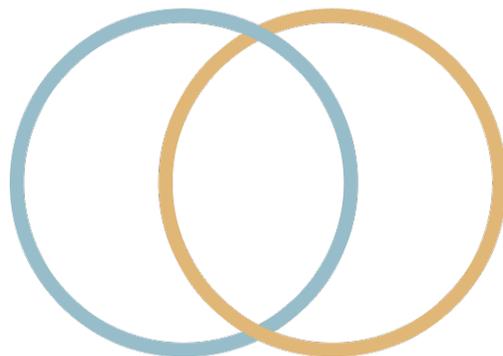


# Online Training Pilot Project

## Online Healer Training An Induction Course for Tutors

## Online Course Links & Workbook

Created by Valerie Chiltonsmith for The Healing Trust



# Online Training Pilot Project: Induction Course Links & Workbook

Welcome to the **Online Training Pilot Project 2023-2025** overseen by UK Healers.

As part of the Project it's important that each of the UK Healers' participating organisations have properly prepared their Tutors before Registration. That involves ensuring they are compliant with Data Protection ( now part of your Licence Requirement) and that they are fully conversant with all aspects of Online Training which have been discussed and agreed by the Working Party during the development process for the Quality Criteria\*. This is being achieved through the presentation of this self-directed Induction Course.

Tutors are invited to familiarise themselves with the content of the Induction Course along with the requirements of the Zoom Platform, via Zoom's Learning Centre, as outlined in Section 4 of the Course.

The Induction Course contains a wealth of helpful information, and is intended to ensure you feel confident delivering our training course online.

\*The Quality Criteria were sent out along with your Tutor Licence Renewal form, which included a Course Registration form for UK Healers. Once you're Registered as participating in the Project you can go ahead and enrol students. Your finalised list must be submitted to UK Healers via the form, with a copy sent to the Office.

## Induction Course: Sections & YouTube Links

**1 Introducing the Pilot Project** 12.20 mins

<https://youtu.be/KUftv7XYoaU>

**2 Pre-Assessment and Enrolment** 13.57 mins

<https://youtu.be/mS8b5LbWoZY>

**3 Preparing Online Sessions** 15.19 mins

<https://youtu.be/PcjBwaWiyzQ>

**4 Becoming a Zoom Master** 08.21 mins

<https://youtu.be/Tsei2GIUL3U>

**5 Managing Students Online** 14.32 mins

[https://youtu.be/ejcO8gNsw\\_g](https://youtu.be/ejcO8gNsw_g)

**6 Assessment and Evaluation** 06.47 mins

<https://youtu.be/Opd3WrxgdBg>

Sections 2-6 are sub-divided into Topics. At the end of each Section are Review Questions to help you know how well you've absorbed the material. These Questions are reproduced below as prompts. You can jot down the answers for future reference and can of course go back and review the videos as many times as you wish.

Section 4 "Becoming a Zoom Master" additionally requires you to access the **Zoom Learning Centre** ( via your Zoom account) which provides all the necessary Courses to become proficient on Zoom.

There's no test or check to prove that you've completed this Course. We trust, that as a person of integrity, your word is sufficient assurance that you're fully apprised of everything you need, to deliver the course competently on behalf of The Healing Trust.

## Review Questions from Section 1: Introducing the Pilot Project

### **Introducing the Online Pilot Project**

- What will you need to let Students know about your Online Course?
- What is the primary aim of the Pilot Project?
- What must you do before you can enrol students?
- Who do you need to inform about the Students on your course?
- When will the Pilot Project be deemed complete?
- What should you include in your Course Prospectus?
- What is the timescale on the course to graduation?
- What comprises 100 hours of Guided Learning?
- How many Supervised Practice hours should students complete on the general public ?
- How many written Case Studies are required?
- For the purpose of the Student Log, how long is a Healing Session?
- How often should you view your Student's Log ?

- What are some suitable Assignment topics?
- What is the purpose of the Working Party ?
- What are the special criteria to meet CNHC requirements?

## Review Questions from Section 2: Pre-Assessment and Enrolment

### **Topic 1. Introduction Events**

- How can these events help in assessing prospective students?
- How can attendees sense energy at an Intro Event?
- What topics can you usefully include?
- What's a good duration for an Online Intro event?

### **Topic 2. Pre Selection of Students**

- What should you check for, to know if their tech is adequate?
- What can they do to boost sound, or signal strength?
- What is an unacceptable way of doing online learning?
- What might alert to you that Online training is not the best way forward for them as a person?

### **Topic 3: Application/Agreement Forms**

- What legal elements should be included on the Application form?
- What essential question should you include on an Application Form?
- What is the purpose of an Online Agreement?
- What's the GDPR<sup>1</sup> 'rule of thumb'?
- What is the purpose of a Privacy Policy?
- Where should you display your Privacy Policy?

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<sup>1</sup> Further GDPR info: <https://ico.org.uk/for-organisations/sme-web-hub/>

#### **Topic 4: Secure Return of Forms**

- What is a normal secure way of returning forms?
- What measures can you take to ensure safe return of digital Forms?

#### **Topic 5: Information for Students**

- What document is available from UK Healers to send to Students?
- What does this information cover?

## Review Questions from Section 3: Preparing Online Sessions

#### **Topic 1: Timetabling**

- What's the maximum recommended session duration?
- If having more than one session in a day, how long should you leave between sessions?
- What must you bear in mind when timetabling for international students?
- What can you provide for students before a course to help your sessions start on time?

#### **Topic 2: Healing Practice Sessions**

- Why do students need to set up differently for Healing Practice?
- To begin with, how can students practice the moves without a client?
- When's the best time to schedule Healing Practice?
- Why is it important that students know the scheduled time of Healing Practice in advance?

#### **Topic 3: Recording Parts of a Session**

- What must you do in advance of Recording part of a Session?
- What should you do immediately before Recording?
- How do you configure Settings for Recording?
- What types of Recording can you create in Zoom?

- How do you configure settings for sharing Recordings?
- How can you share Recordings if the Zoom cloud is full?

#### **Topic 4: Preparing Teaching Slides**

- What's a good way to deliver information on slides?
- How can you create a consistent 'look' to your slides?
- How many typefaces should you use?
- What do you need to check before using images?
- What do you need to check before using music during your training?

#### **Topic 5: Preparing yourself and your Setting**

- How should you light yourself for being on camera?
- When using natural light what do you need to bear in mind?
- What's the best sorts of background to use?
- How can you minimise background noise?
- What resources can you use to learn more about presentation?

## Review Questions from Section 4: Becoming a Zoom Master

#### **Topic 1: Is your Tech up to Spec?**

- What's the significance of your screen size?
- If you're hosting a hybrid group with some students online and others in the room, what extra kit will you need ?
- What must you ensure about your internet connection?
- What's the largest size group you can host on your own?
- What's the largest group you can co-host?

## Topic 2: The Zoom Platform

- What level of account do you need to have?
- Do you need to have the option to host webinars?
- What security measure can you have on your account?
- What should you check for regularly with the Zoom platform?
- What should you do to keep your computer healthy?

## Topic 3: The Zoom Learning Centre

- What are the two aspects of the Learning Centre?
- How do you know when you've completed a Learning Plan?
- How can you get a quick revision without having to go over a Learning Plan again?

## Topic 4: YouTube Tutorials

- What's the function of YouTube Tutorials?
- When would you use a YouTube Tutorial?
- Why subscribe to a presenter's channel?

Here are links to some of the **YouTube** Videos illustrated in the Presentation:

Please be aware that some Zoom features may have been updated since these videos were created. There are lots more videos available on YouTube.

**Double click on the thumbnails to [PLAY](#) the videos.**



**How to Use Zoom Step by Step for Beginners. 12.52mins**



**Zoom Safety Tips for Presenters and Teachers - fall 2020** 10.43 mins



**6 Zoom Safety Tips** 11.22mins



**How to set up a Zoom meeting and invite others. For Beginners - Nov 2020**  
6.14mins



**How to use Zoom Meeting Settings ( 2021)** 27.23 mins



**How to Screen Share on Zoom | Easy Zoom Tips | 2021** 9.32 mins



**How to look Great in Zoom Video Calls** 5.45 mins



**Look Good on Video Calls for Zoom** 14 mins.



**How to Look Good on Zoom with GLASSES [ Day & Night Lighting Set up NO GLARE]** 19.55 mins

## Review Questions from Section 5: Managing Students Online

### **Topic 1: The Learning Environment**

- What important precaution should students take before class?
- What should students have with them during a session?
- How can students ensure they're not overheard?
- What's the best sort of seating for attending sessions?
- What is not an acceptable method of attending class?

### **Topic 2: Helping a group to bond**

- What energy work can you do to promote a happy group?
- How might you start your course, to help students bond?
- How can you facilitate bonding during break times?
- How can you get students working as a group which will also build safety and trust during the training?

### **Topic 3: Keeping Students Engaged**

- What's the warning sign that students are becoming disengaged?
- What can you do to ensure their energetic vibrations are raised?
- What Zoom facility can help shy students participate in discussions?
- What Zoom facility can help you to interact with students?
- What can help you with teaching the act of Healing?
- How can you tell if your students are attuned?

### **Topic 4: Safeguarding: Being Prepared**

- What information should you have to hand before sessions?
- What information should you have to hand for students who live alone?

- What is a good precaution to take in case of technical hitches?
- What is it good to flag up to students in advance?
- Who might a disabled student need to have with them?
- What Zoom facility might help a hearing impaired student?

## Review Questions from Section 6: Assessment and Evaluation

### **Topic 1: Assessment Purpose & Procedure**

- Why do we need Assessments?
- In what ways can you assess theoretical topics?
- In what ways can you assess practical skills ?

### **Topic 2: Criteria for Assessment**

- What is the overall objective for Assessment?
- What supporting evidence do Students supply to Panel?
- What criteria are Students assessed on at Panel?

### **Topic 3: Preparing Students for Panel**

- What are the secrets to a good performance at Panel?
- How can you build confidence and help Students feel prepared?
- How can you help Students learn the Code of Conduct?

### **Topic 4: What's next?**

- What activities can graduates get involved in?

## Congratulations!

Thank you for being part of the Pilot Project and for completing the Induction Course for Tutors. As part of the Pilot Project Working Party, your input will also help to shape the delivery of Online Training for the future.

We wish you a very successful Online Training Course. 