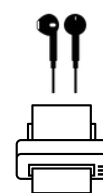
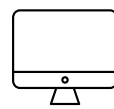


# TIPS FOR BEING COACHED ONLINE

## PREPARING FOR YOUR VIRTUAL CAREER COACHING SESSION

### YOU WILL NEED ACCESS TO...

- a computer or laptop with a stable internet connection and camera
- the following online video platform:
  - Teams
  - ideally Zoom or Facetime (as a back up)
- earphones or headphones (recommended)
- a printer for workbook and worksheets.



### PROTECT YOUR PRIVACY

- Ideally be situated in a room where you can close the door and be uninterrupted for the duration of the session.
- If there is a chance you may be interrupted, ensure you know how to turn off your camera and sound should you need to speak with your visitor or family member.
- Let your coach know if you have others in the room with you. Know how to use the 'chat' function if you need to message your coach.
- Earphones or headphones enhance sound quality and will ensure no one overhears your coach's conversation (but of course your side of the conversation will be audible to anyone within hearing distance).
- Be mindful of your setting and ensure anything personal or distracting is not in view behind you. If you can't rearrange your setting, know how to use the 'blur background' function.

### TURN OFF DISTRACTIONS

To get the best out of your time:

- put your phone on silent
- turn off notifications on your computer (eg. from social media, email, calendar).

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## CONTACT

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