

Guidance on Virtual New Hire Rights Training

Welcome to New Hire Rights Training. We're glad you can join us. Below are a few items that we hope will make your training experience more rewarding.

MATERIALS: In the email you have received you will find a copy of The Rights Training Booklet as well as this guide on joining the online training. Please read the attached material **in its entirety** prior to joining the training.

TRAINING START TIME: The training will start at the designated time. Unfortunately, we are unable to accommodate late arrivals. People attempting to join the training **more than 15 minutes after the training has started** will not be able to join and will need to reschedule themselves for another training.

TRAINING TIME: This is a 4-hour class with a quiz at the end of the training. You must be present for the entire class and pass the quiz at the end of the training to receive a certificate. If you know that you are not able to stay for the entire training, please register for an alternative training date.

YOU MUST USE A COMPUTER FOR THIS TRAINING: Per OCHN policy, all participants must use a computer for this training (**no phones or tablets**). If you do not have access to a computer and a reliable internet connection, please register for in-person training.

A list of upcoming New Hire Rights training dates can be viewed at www.oaklandchn.org. If you are having trouble registering, please contact your employer.

DISTRACTIONS: During the training you must not be engaged in other activities such as driving, shopping, childcare, or texting. Staff who are not engaged in training will be asked to leave the training and sign up for another training.

PLEASE MUTE YOUR MICROPHONE DURING TRAINING: Muting your microphone reduces background noise. There may be times during the training when a trainer will ask you to unmute your microphone to ask a question or provide information. Please remember to mute your microphone once you have spoken.

ASKING QUESTIONS DURING TRAINING: You may use "Chat" to ask questions.

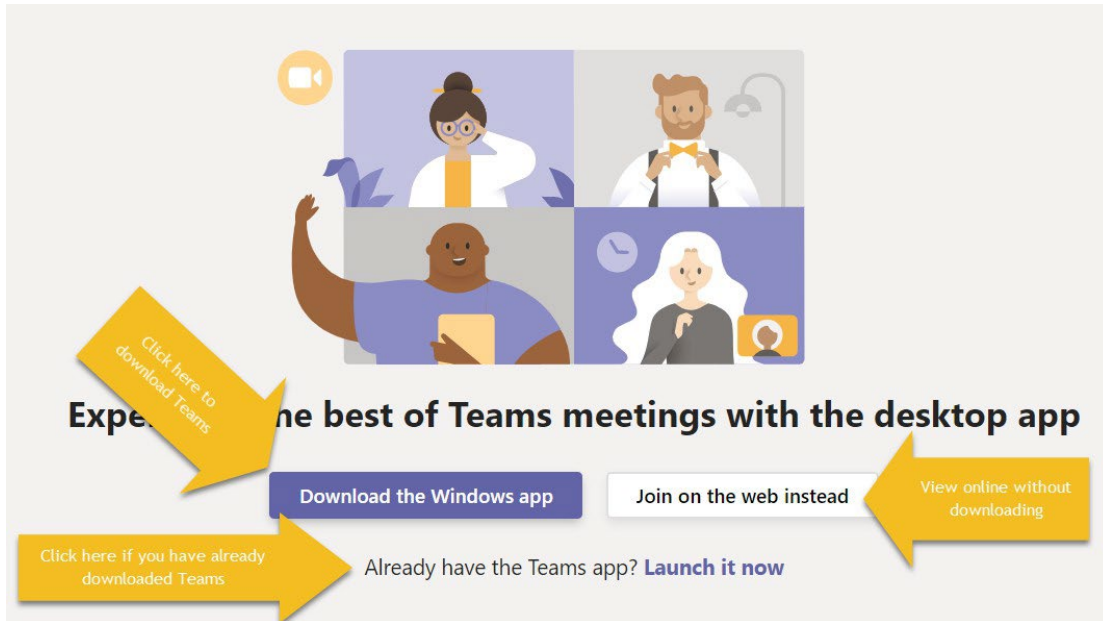
CAMERAS: Cameras may be on or off, whichever is your preference.

TEST: At the end of the webinar, a link to an online test will be posted in the webinar chat. Please be sure to have access to the chat **BEFORE** the training begins. There will be other ways to access the test if you are unable to access it through the chat. **You must have your accurate employment hire date to complete the test** and you must pass the test to receive your training certificate. More instructions will be provided during the training.

CERTIFICATES: Certificates will be emailed to the email you provided on the test form. You should receive your certificate by 5:00 pm on the business day following the day you participated in the training.

How do I “join” a Teams meeting?

- Participants may join via the Microsoft Teams ([Download Microsoft Teams Desktop and Mobile Apps | Microsoft Teams](#)) or they may click to view on the web. When they click the “Join Microsoft Teams Meeting” link, they will see the screen below.
 - [Here is a link to how to Join a Microsoft Teams Meeting.](#)



How do I ask questions during the training

Questions can be asked during the webinar utilizing the chat feature in Microsoft Teams.

What if I am unable to log on?

Please contact Beth Jacobs at JacobsB@oaklandchn.org or 248-858-1795. ***It is strongly recommended you download Microsoft Teams prior to the training to test it out.*** The training team is unable to provide you with technical support during the training. Anyone joining more than 15 minutes late will have to reschedule and attend another training.

What if I’m hard of hearing or deaf?

You can use the live captions option (English only) in Teams (downloaded version only). If you need an interpreter, please call 248-858-1795 and we will work with you to schedule an interpreter.

Questions?

If you have additional questions not addressed here, please contact Oakland Community Health Network’s Training Director at pfaendtnerj@oaklandchn.org or 248-858-9318. [Click here to visit OCHN's training page.](#)

