



# Transitioning

back

to

face to face

# training

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Besides managing the safety and health of your participants, there are many other factors to bear in mind in order to create a psychologically safe environment at your training. This guide will help you think of the extra bits that will help you deliver a successful face to face training.

## 1 Inform in advance

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Be clear, concise and timely in communicating about what one should expect on the day. Ask for acknowledgement.

## 2 Register

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Ask for up to date contact details of all participants. Register on arrival.

## 3 Pick up the phone

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If it is a small group of people, make a call to each participant to check if they feel safe to come to the venue.

## 4 Cancellation policy

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Can you be more flexible about cancellation policies in the event that someone is not able to travel safely to the venue?

## 5 Stagger arrival times

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This will ensure that at no point the entry gates are too crowded and will also ensure no one is waiting too long to register.

## 6 Small talk

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Leave plenty of time before, during, after the training for participants to mingle in a safe way.

## 7 Ask for support

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While thinking of costs budget in for extra support. Remember you need to take care of your own wellbeing too.

## 8 Contingency plans

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Be prepared to deliver your training online in the event the face to face training can no longer go ahead.

## 9 Have fun

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Can you make the mundane rules, safety measures more fun? Don't lose focus of the reason why your participants have joined you.

**Thank you!**

Contact us if there are any questions.

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