

YOUR TIP SHEET FOR

VIRTUAL ETIQUETTE

Remember, *professionalism* applies online as well! Want to make a good impression?

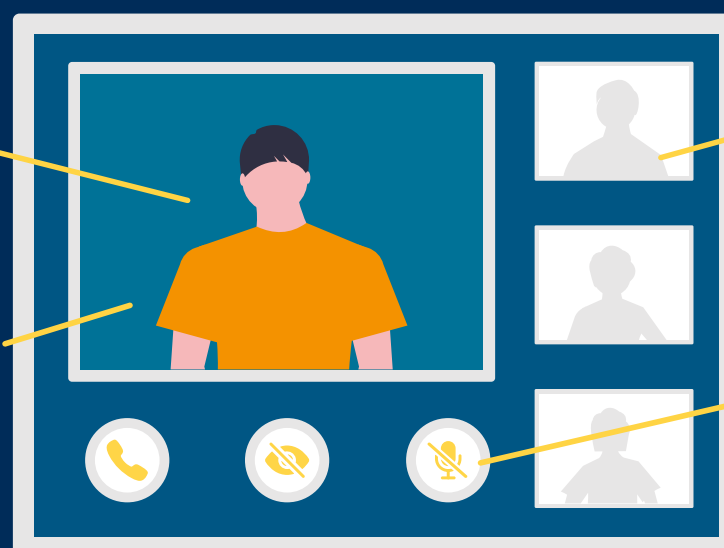
Be sure to follow this guide for your next Career Centre workshop, and beyond!

TOP TECH TIPS

Have your camera on (whenever you can)

*Got any tech difficulties?**
Communicate to the hosts

*Test your audio and/or video before the session



Be patient with other attendees' circumstances

Mute yourself when you are not talking



BE PUNCTUAL

Always opt to be the waiter instead of the waitee!



MINIMIZE DISTRACTIONS

Find a quiet environment that is conducive to focusing, if possible.



PREPARE TO INTERACT

Many of our workshops will have time for students to participate.



LESSEN MULTI-TASKING

Give your full attention and respect to the session and other participants.



BE PROACTIVE

Ask questions, make comments—any way to show your engagement.



REFLECT ON LEARNING

How are you absorbing the information? What is working or not working for you?

REFERENCES

Robbins, J. (2020, March 13). *7 Tips For Productively Working From Home For The First Time*. Yonder. <https://www.yonder.io/post/7-tips-for-productively-working-from-home-for-the-first-time>

Robbins, J. (2017, July 24). *Humanizing Your Virtual Team*. Yonder. <https://www.yonder.io/post/humanizing-your-virtual-team>