LoneStar CREDIT UNION

Virtual Training & Meeting Standards

10/26/2020

Virtual Training & Meeting Standards

The following standards are to be followed for virtual training and meetings. Virtual refers to training and meetings attended by means of a computer. Most often the participant and trainer/meeting host are in separate locations.

Expectations:

Expectations are the same as when attending an in-person training or meeting.

- Be on time. Being late creates distractions and is inconsiderate to the host and other participants.
- Be alert. Pay attention and participate.

Additional expectations include:

- Be on camera.
    - Consider your background. Avoid having a high-traffic area or a window with natural light as a background.
    - Consider your appearance. Shirts are required. Consider a more professional appearance when meeting with people from outside LSCU.
    - Cameras are required as of January 1, 2021. Participants who currently have a camera are expected to use it. Participants without a camera, are expected to check-in via the via the chat feature.
    - Participants in a LSCU office who do not have a camera, should participate with a group while social distancing. Group participants should also check-in via the chat feature. The Board Room and Dallas Branch lobby are available for group participation in Dallas.

- Be engaged.
    - Participants should be fully engaged in the training or meeting.
    - Participants should not be working, reading or responding to emails or multi-tasking.
    - Participants should not use personal cell phone during training/meeting.

- Be considerate.
    - Mute yourself when not speaking to avoid unexpected background noise.
    - Speak clearly and concisely.
    - Set Teams message to “Appear Away” with status stating “In training/meeting” when not attending a full staff training/meeting.

When a virtual training or meeting is missed, it is the responsibility of the employee to get with his/her direct manager as soon as possible.

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Employee Name Employee Signature

_____ _____

Employee Position Date