

# Authentic Women Program Practicalities

We'd like you to have the best possible workshop experience. So we've put together this information to help you prepare.

## What's in this information pack?

1. Preparing for the workshop
2. What happens during the workshop
3. Who to contact if you need help during or after the workshop

## Preparing for the workshop

It's essential to get a few things ready before the workshop starts to enhance your experience.

Your presence has an impact on the space, even from your own home during a live-streamed workshop.

Below are some directions and suggestions on how to prepare and set up your space, but the fundamental principle is this:

## Treat the online workshops as if you were attending in person.

### Space and privacy

- ◇ Set aside the workshop dates and times
- ◇ Set up a private space and request from your household or colleagues to not be disturbed
- ◇ Be mindful about confidentiality if others are nearby - using headphones will help maintain the sharing's privacy.
- ◇ Give yourself permission to be whole people. We encourage you to build a respectful boundary where you remember the context in which we are meeting and decide for yourself how best to share with your peers.
- ◇ We invite you to bring personal and professional issues into the discussions while having in mind this is not therapy but skills development whose aim is to empower you.

### Timeliness

- ◇ Give yourself and others the respect of arriving in time to set up your connection and connect.

- ◇ Connect to Zoom at least 5 to 10 minutes before the start time.

## Camera On

- ◇ We would like to see you, and we'd like to see each other, so keep your camera on
- ◇ Make sure you're not in silhouette (don't sit in front of a brightly lit background)

## Technology

- ◇ Use a laptop or computer, rather than a phone or tablet, due to their limited functionality. It will be a better experience for you.
- ◇ Check that you have the latest version of Zoom – it is frequently updated.
- ◇ You will receive a Zoom link and password for each session. Besides, you will also receive a calendar invite for each session. Keep the Zoom links handy and safe. Do not share with others.

## Limit distractions for yourself and others

- ◇ People can see you and what's going on around you.
- ◇ Emailing, texting, eating a sandwich, people walking through in the background, pets on laps can be distracting – just as if we were all sitting in the same room.
- ◇ As much as reasonably practicable, turn off notification reminders on your computer, put your phone in airplane mode.
- ◇ Prepare water, booklet, headphones to support you to be present, focused and without distractions.
- ◇ Stretch, stand or move when you need – mindfully and with presence.

## Communication

- ◇ The main communication channel will be by email.
- ◇ A WhatsApp group will also be created. You are invited to use this group during the duration of the program. Reminders will be sent by Whatsapp.
- ◇ During the workshop, we've set up small groups of 4 to 6 to enable a rich experience for all the participants. We will establish our communication rules during the first workshop. Please use the chatbox as much as you like. It is an excellent way to communicate.

## Resources

- ◇ Before each session, you will receive an email with all the information you need to be ready for the next workshop. You will be invited to download and print a booklet that will support your experience. The handbook usually contains work you need to

complete before the session.

◇ At the start of the program, you'll receive information to take the StrengthsFinder test.

<https://www.gallup.com/cliftonstrengths/en/253850/cliftonstrengths-for-individuals.aspx>

◇ You will also pair with a peer to undertake a peer-interview. Your career anchor will emerge from this interview. You will receive practical information about this process

## Mindfulness meditation

◇ Mindfulness meditation is an essential component of the program. Emmanuelle Dal Pra will be your meditation teacher. She will organise dedicated sessions between workshop to guide you. Meditation sessions will usually go for an hour. Dates and times will be communicated shortly.

## What happens during the online workshop?

### Entering the meeting

- ◇ The zoom meeting will be open 15 minutes before each session. Please use this time to:
  - \* Test your audio and video.
  - \* Make sure you have your booklet ready
  - \* In the top right-hand corner select the Gallery View – we recommend you use this view.
  - \* It is also an opportunity to catch up and have as many chat conversations as you like before the session starts.

### During meetings

The meeting session format usually involves

1. Starts with a check-in,
2. Meditation, exercises and sharing experiences and reflections with other participants in relation to the main topic
3. Finishes with check out and takeaways.

### Contacting support in times of need

Emilie will be available for approx. 20 minutes after most of the meetings.

If you'd like to arrange a one-on-one time with Emilie between sessions, feel free to reach out to her by email [emilie.perrot@weinclusive.com.au](mailto:emilie.perrot@weinclusive.com.au) or phone 0 403 451 836.