

Virtual Training Guidance

Leeds GP Confederation are working with Thornfields Training to deliver workshops to non-clinical practice teams. To ensure you make the most of the session please follow this guidance:

- Invitations will be sent directly from the trainer for your booked workshop. Please check your junk mail folder and if you do not receive this within at least 24 hours of the workshop commencing, please contact thornfields@firstpracticemanagement.co.uk.
- Start times: Workshops will start promptly at the specified times.
- Please join the session at least 15 minutes prior to the start of the workshop to ensure all equipment is working correctly.
- The trainer reserves the right to refuse delegates arriving late depending on how much of the workshop has been missed.
- Please ensure you are in a quiet area with no distractions.
- Your camera and microphone are to be turned on throughout of the duration of the session unless otherwise specified by the trainer.
- Feedback – your trainer will share a link with you at the start of the workshop and remind you again at the end of the workshop to complete the feedback form. You will be given a unique course code which you must use when completing the form. It is important to us that you complete this form after the workshop as we must evaluate the quality and value of the training and it will also support us to secure funding for future training events. Your feedback is also important to Thornfields as this ensures quality control as well as the development of future courses and the trainers.
- Certificates – at the end of the workshop you will be given instructions on how to download your certificate using your unique course code.

For any queries, please contact leeds.confedtraining@nhs.net or Thornfields@firstpracticemanagement.co.uk