F2F Delivery with eBooklets

1. Register course on 4MH Training Portal

- Actioned by Trainers or Administration
- Need Access to 4MH Training Portal

2. Send Personal Course Page to Delegates

- **o** Actioned by Trainers or Administation
- Delegates who are pre-registered are sent a Personal Course Page via the 4MH Training Portal with a link to their workbook

3. Print off copies of the Workbook

- Actioned by Trainers or Administration
- Print a few copies of Workbook to have handy on the day
- Delegates need the Workbook for exercises during training

4. Print or Download:'Registration QR Sheet''Evaluation QR Sheet'

- Actioned by Trainers or Administration
- Can be printed off or electronically downloaded to add in slides
- Both sheets contain a QR Code & web link

5. All Delegates sign-in to training via'Registration QR Sheet'

Actioned by Trainers

 All delegates scan QR Code or type in web link to phone/laptop and add ther name & email address to the session 6. All Delegates signout of training via'Evaluation QR Sheet'

• Actioned by Trainers

 All Delegates scan QR Code or type in web link to phone/laptop and complete their anonymous evaluation to receive a digital Attendance Certificate and full Participant Booklet

Company Registered Address: Ashdown House, Riverside Business Park, Benarth Road, Conwy, LL32 8UB Company Registration Number: 11035385 VAT Registration Number: 281990861