

# Getting ready for your first session

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## Once you know your learner's needs...



Plan a brief session outline based on what your learner wants to learn.



Practise on the same device as your learner (if possible).



Decide what would be the most appropriate tools to use.



Let your learner know ahead of your session how you will be contacting them and anything they will need with them on the day.



Check that your own devices are set up with the appropriate tools and are secure.



Log in at least 5 minutes before your session is due to start and check that your connection and devices are working well.



Make sure you familiarise yourself with using the tools you've chosen.



Plan a back-up activity if things go wrong!