Trainee Participant Etiquette and Expectations

To ensure a successful training experience, all participants must develop good training habits. The CSSD Training Academy has established training etiquette; rules and expectations that can help foster an atmosphere of respect and professionalism and will increase a participant’s capacity to acquire information.

The following is expected of all CSSD training participants:

1. Please arrive on time so training can promptly begin at designated start time.
2. You are responsible to accurately sign in and out on the attendance sheet as it is the official training record that serves as an indication of your full attendance. Do not sign in or out on behalf of your colleagues or peers.
3. Please attend each class as scheduled unless an emergency arises. Should such occur requiring you to be absent, please inform the CSSD Training Calendar Staff at Wheeler at 860-793-2164. If you are expecting to arrive late, please contact Wheeler Clinic to determine if you will be able to attend the training as participants are not permitted to attend the training if arriving late, and will need to reschedule.
4. Classes are expected to start and end as scheduled. Please do not register for trainings if you are unable to be present for the entirety of the training.
5. If you have to leave early due to emergency, please inform your supervisor and trainer. Please record the time you left in the sign-out column and exit quietly. Please note that you may be asked to reschedule depending on your departure time in order to receive full credit for the course.
6. Please report to training with a positive attitude and be ready to learn. If applicable, please complete assignments on time. Please also bring all necessary materials, such as paper, writing utensils, equipment, case file, etc.
7. Please note of the requirements for each class. If you have not completed the pre-requisite or if you do not bring the required curriculum, you will be asked to leave and reschedule.
8. Please be attentive, enthusiastic and fully present in training. We expect all participants to comply with fundamental manners that demonstrate character and respect for others.
9. You will do better if you are interested in the class, and the best way to be interested is to get involved and to actively participate.
10. Please use professional language. Profane and/or abusive language is always inappropriate and will not be tolerated.
11. Professional dress code applies to all trainings attended by staff unless specifically stated in the course/training description. Please report to class appropriately dressed.
12. Please turn all cell phones and pagers off, on vibrate, or on silent mode during instruction. Should you need to answer a critical call or text message, please do so outside of the training. Please be mindful of disrupting other trainings when taking calls in the hallway.
13. If you need to check email, please do so during the scheduled breaks.
14. Please consume your food during designated breaks and lunch time. Eating is not allowed during training. When consuming food or drinks, dispose of food containers in the appropriate areas. Food and drinks are prohibited in computer labs.
15. Please be respectful of the furniture and training equipment. Please leave training rooms and labs as you find them, turning off equipment as necessary, pushing in chairs, and throwing away any trash.
16. If training ends before its scheduled time, you are responsible to report to your Program Director for further instructions.
17. Please complete training evaluations honestly as we appreciate your feedback. Evaluations provide feedback regarding the facilitation and the content. This feedback is then used to improve the training.

Thank you for your cooperation.

CSSD Training Academy