

# Texthelp Level 1 Certified Read&Write for Google Chrome in the Workplace (online)

## Description

This course is designed to provide trainers with the knowledge and skills needed to train end users in the use of Read&Write for Google Chrome in the Workplace.

## Intended for:

Up to 10 Trainers

## Content

Pre Training Questionnaire – to be completed by the organiser

Read&Write Google Chrome in the Workplace Level 1 User Webinar Series (1 hour \* 4 consecutive weeks) – delivered online via choice of platform

Follow-up questionnaire following each webinar to each attendee to check understanding

Guided resources

Texthelp Level 1 User Read&Write for Google Chrome assessment (optional)

Supporting training materials:

Training Guide

Quick Reference Card

## Objectives

Trainees will:

1. Appreciate the benefits of having an inclusive workplace
2. Understand how Read&Write can be used to help create an inclusive workplace
3. Be able to explain and show the features in Read&Write
4. Have ideas on how Read&Write can be incorporated into the workplace
5. Understand how Read&Write can be set up to suit the individual needs of the end user
6. Appreciate how the use of Read&Write can help all staff
7. Complete the Texthelp Level 1 User Certification for Read&Write Google Chrome (optional)

## Delivery

Webinar	Length	Title	Content
101	1 hour	Introduction to Read&Write  Reading	How the course works Difficulties faced by neuro-diverse individuals The benefits of an inclusive workplace Introduction to Texthelp The Read&Write Toolbar The benefits of using Text to Speech
102	1 hour	Reading Support  Writing	Looking at the tools for those who need additional support when reading.  Looking at the tools that can be used when writing
103	1 hour	Study/ Research	Looking at the tools to help all staff when searching for information and collecting information.
104	1 hour	Review	Tailoring Read&Write to the individual needs Taking the assessment

Each session will include bespoke ideas on how the software is used by end users to mitigate difficulties faced by neuro-diverse individuals. It will also highlight where the use of the software can help all staff.

**We recommend that the sessions are recorded. If this is something you wish to do please ensure someone on the training will take responsibility to initiate the recording and distribute if necessary.**

After each session attendees will be instructed to complete the relevant section(s) of the guided resources. This is to enable them to practice using the software. Attendees will also be sent a short follow up questionnaire to be completed before the next webinar.

Public Information

Following the last webinar attendees will be directed to complete the Texthelp Level 1 User Certification within 2 weeks - this is optional. During this time the trainer will be available via email to answer any questions. However, the trainee can take the test whenever they wish.

## Requirements

Computer with Internet access  
Headset with microphone is recommended

## Booking Terms and Conditions

### Booking

*This booking form must be returned at least 14 days prior to the first requested training session. Where course fees are chargeable a Purchase Order or payment by credit card must accompany it.*

### Cancellation for chargeable courses

<i>15-28 days prior to course commencement</i>	<i>Charge: no charge</i>
<i>1-14 days prior to course commencement</i>	<i>Charge: 50% of the course fee</i>

## Terms and Conditions

Webinars should be scheduled if possible for the same time and day over 4 consecutive weeks.

It is the trainees responsibility to ensure that they have checked connectivity and sound **prior** to the webinar.

The Trainer will commence training within 5 mins of the given start time.

If any technical/personal issues, such as sickness, means that the Trainer can not run the scheduled webinar, trainees will be notified ASAP and an alternative will be organised.

## Online Training Booking Form

**This Training Booking Form MUST be returned with a Purchase Order or payment by credit card.**

<b>Person responsible for organising this training</b>		
Name:		
Organisation:		
Address:		
Tel:	Email:	
<b>Training Details</b>		
I confirm I wish the training in Read&Write Google Chrome		
The Platform to be used:		
<b>MS Teams</b>	<b>Zoom</b>	<b>Google Meet</b>
Number of Attendees (maximum 10):		
<b>Please tick:</b> I have read and agree to the booking terms and conditions (see contained)  Once this Training Booking Form is received the Trainer will get in touch to organise suitable dates and times for the 4 x 1 hr webinars.		

Submit your completed form to [workplacetraining@texthelp.com](mailto:workplacetraining@texthelp.com)