

Policies and Procedures

Instructor Notes:

- Display welcome slide as participants enter the room to reassure they are in the correct place.
- Be sure to welcome participants to class – introduce class members and all trainers present.
- Be sure to start on time.

Discussion Points:

- Remember, enthusiasm and positive energy are critical.
- Class participants are embarking on a challenging journey which begins here.
- For some, this may be the first time in a classroom in a very long time, making them feel slightly intimidated. Be sure to make participants feel welcome.
- Review emergency exit locations and facility specific policies, including cell phones and smoking.

Time Recommended: 4 hours

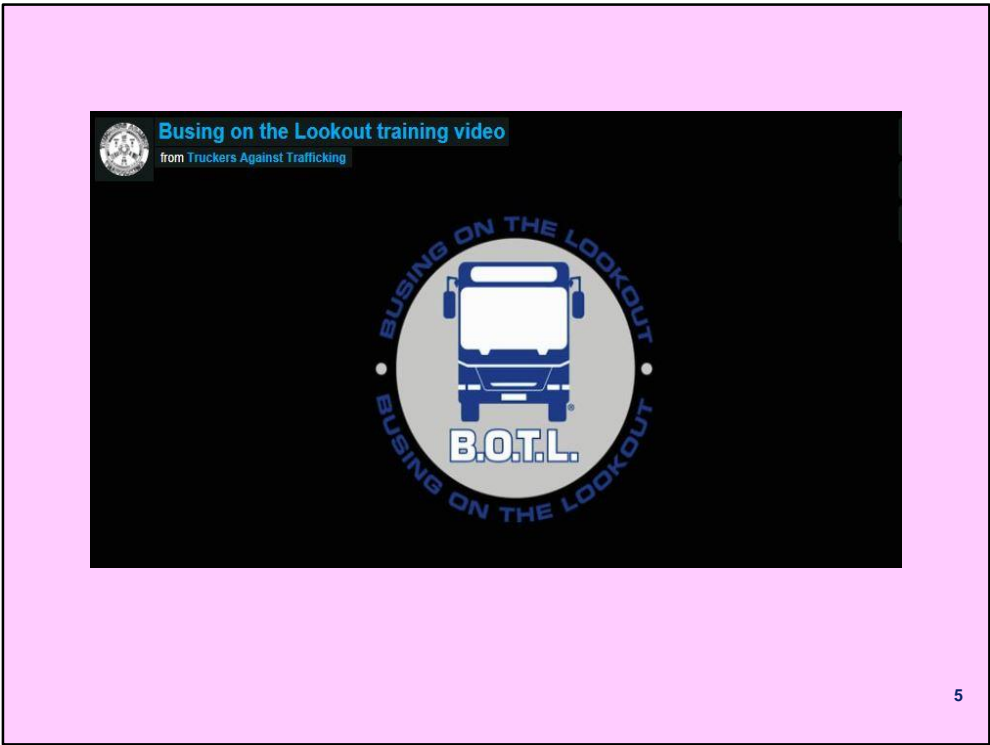
HIPAA

CA Harassment Prevention

3

BOTL

**Recognizing
Human
Trafficking**



<https://vimeo.com/249430212>

OC Access Riders Guide



7

Instructor Notes:

- Use this opportunity to evaluate the learning based on what questions are asked from the participants
- If there seems to be an area that lacked general understanding – take the time to clarify the main points
- It is important to be sure everyone is comfortable with moving on to the next section of this training

Discussion Points:

- None

Thank You

**This Section of training
is now complete**

Instructor's Notes:

- None

Discussion Points:

- None

