

Frequently asked questions about WildTeam's training workshops

CHOOSING THE RIGHT WORKSHOP FOR YOU

Is a WildTeam workshop suitable for me? WildTeam training workshops are suitable for people with any level of education, in any subject. There are no prerequisites; all you need is a keen interest in the subject.

Which type of workshop is best for me, online or class-based? We run both formats of workshop to suit different people's preferences and requirements, so **it really depends on your situation, if you can travel and your preferred learning style.**

The online workshops do not require any travel and the format means that some may find the online workshops easier to fit around busy schedules.

On the other hand, some people may find it easier to engage and focus on the learning if they are in the more intensive class-based setting, away from other work pressures. Participants of class-based workshops will also have more contact-time with the instructor, and more opportunities to connect with fellow participants. This is not to say that networking will not happen on the online workshops, however, as there will be a lot of group work in the online live sessions and each cohort has a private message board on which to connect and chat.

PLEASE NOTE – no class-based training workshops are currently planned due to Covid-19.

FUNDING, DISCOUNTS AND PAYMENT

Can I pay in instalments or reserve a place with a deposit? We currently don't have the option to pay in instalments or pay a deposit. However, as long as there is plenty of time before the start of the workshop and the workshop is not reaching full capacity, we can hold a place for you for a few days whilst you arrange payment.

How can I pay? You can pay via PayPal, even if you don't have a PayPal account, simply by entering your card details online via our website. We also have the option to pay via Stripe. Alternatively, contact us and we can provide details for a bank transfer.

Is it possible to receive an invoice or receipt for the training workshop? Yes, if you get in touch we can send you an invoice and/or receipt.

What discounts are available? To support those who would like to attend a WildTeam training workshop but are unable to afford the full cost, we can offer some partial financial assistance via additional discounts towards the cost of a place on one of our workshops. **For online courses we offer £600 worth of free spaces, for class-based we offer £1,000 worth of free spaces.** A proportion of our bursary fund for each workshop is ring-fenced for individuals from countries where capacity and access to resources is limited, who are working on or studying important wildlife conservation issues. For more details and to apply go to: www.wildteam.org.uk/discounts. We also have a list of suggestions of external funding that might support workshop costs, see [here](#).

SIGN UP PROCESS

What if I cannot see the “Sign up now” button on the WildTeam website? This might be because you are using a browser that does not support the plug-in, for example, some versions on internet explorer. If this happens, please try accessing the page from a different browser, e.g. Google Chrome.

What happens once I sign up to a training workshop? You will get an email from us asking that you fill out a short form so we can get a few more details which helps us make everything run as smoothly as possible. Then closer to the workshop we shall send a detailed schedule along with other documents you need for the workshop. If you haven't heard from us within 10 days of signing up, please check your junk mail and if there is nothing there email us at hello@wildteam.org.uk or beth@wildteam.org.uk.

CERTIFICATION

What certification will I receive? Upon passing an exam at the end of the workshop **you will get a certificate** in that subject. The assessment is a multiple-choice exam with a 60% pass-mark. We go over all the material in detail, run revision sessions, and generally try to make sure you have all the support you need to sail through! Extra time can be given for those who need it.

What if I fail the exams? You can retake the exams at a later date for no extra fee.

ONLINE WORKSHOPS

What are the timings and structure of the online training workshops? The workshops will run over 6 weeks, with 1 live training session each week (with a choice of two options for times):

- 1) **One live session** with an instructor, lasting approximately 1.5 hours. These sessions will involve interactive exercises to help you apply your learning, group activities and opportunities to interact with the instructor and fellow participants.
- 2) **A pre-recorded video** to watch at a time that suits you during the week. These videos last around 1.5 hours, and contain teaching materials and short exercises. It is important that you watch each week's video before the live session, because there will be very little time for recapping theory during the live sessions.

Is any preparation required for an online training workshop before it begins? A little, it will help you a lot if you watch the first pre-recorded videos which will be sent out a week before the first live session.

What happens if I am unable to attend one of the live sessions? We strongly encourage **all participants to do their utmost to attend all live sessions**, so that you get the most out of the workshop and are able to apply what you've learned. However, an absence will not prevent you from continuing with and completing the workshop. Live sessions are recorded, so you can catch up in your own time.

What if the live sessions are scheduled for a time unsuitable for my time zone? We would recommend only attending a workshop where live sessions are organised at an appropriate time for your time zone, to ensure you do not miss out on the taught content. However, we will run workshops at times to suit different geographic regions, and are always willing to consider running

one at a time to fit with your time zone. Please email us if you would like to request certain timings for a training workshop and we will take this into consideration when planning the next one. If this is the case, we recommend you wait until the next training workshop is available because you will miss out on a lot if you can't attend the live sessions.

Do I need to install new or expensive software to do an online training workshop? The workshops use Zoom software. You will need to download this and make an account to log in. **Zoom is free to download.** You will also need working audio on your computer/headphones, a good internet connection, a microphone, and a camera (the latter two can be built in to the computer). So nothing fancy. Nothing expensive.

What happens if my internet disconnects during an online training workshop? **All sessions will be recorded**, so if you get disconnected you can get a recording of the session or you are welcome to re-join the live session if your internet is working again.

CLASS-BASED WORKSHOPS

What are the timings for the training workshops? Most workshops will run from 9:00am to 5:00pm, except the career starter workshops which will run from 9:00am to 6:00pm.

Is there any preparation required for the training workshops? No

How do I get there? The location of each workshop is shown alongside the information for each workshop. Closer to the workshop we will send more detailed instructions about how to get there via various transport options, including a lift sharing scheme. If you are struggling to make it on time, due to your journey logistics, please let us know, we shall find a way to make sure you don't miss too much.

Will there be any homework in the evenings? We usually say that some time spent going over the material that evening is useful, although we completely understand that some people will have commitments that mean this isn't possible. We also organise evening social activities, usually a meal or drinks at a pub, which are completely optional, but a good chance to have a natter and get to know others outside of the learning environment.

What if my question isn't listed above? If we haven't answered your question above, please just email us at hello@wildteam.org.uk or beth@wildteam.org.uk and we will do our best to help.