**Frequently Asked Questions about Virtual Workshops**



**How many workshops are you planning to run?**  
At present, we have several workshop topics covering different topics we felt would be important to our students. The workshops usually run on Mondays from 11am-12pm or on Thursdays from 2pm-3pm; however, at times we run the sessions at different times/dates due to facilitator availability.

We are constantly reviewing the types of workshops we run and our “catalogue” is updated regularly – so please do enrol by sending your name and date of birth to [mailbox.hopecollege@berkshire.nhs.uk](mailto:mailbox.hopecollege@berkshire.nhs.uk) even if you don’t see topics of workshops you would be interested in at present. We send out regular updates to those on our mailing list and registering your interest would be the quickest way to ensure you hear about any developments first hand!

**How could the workshops benefit me?**  
Hope College is all about helping you to develop a sense of control and create opportunities for you to meet others and learn new skills. Our workshops cover a wide range of topics. Some workshops are psychoeducational – this means the sessions focus on topics that relate to your mental health and wellbeing and the aim of these workshops is to help you to learn new skills.  
  
Other workshops are there to help you connect with others and bring some fun into your life – these are the more creative-type workshops. We understand that for some people, focusing on their mental health right now can be quite a stressful and upsetting experience, so we want to give those students the opportunity to engage in workshops that do not focus on their difficulties and give them a distraction.

**What do I need to be able to access Virtual Hope College?**  
You need to have access to an email address, stable internet connection and video-friendly device (smartphone, tablet, computer). The workshops will be run via a programme called Microsoft Teams (you may have seen adverts for this on the TV!).   
To enter the workshop, you will need to click a link that will be sent to you in a separate email.

* If you plan to enter the workshop on your phone/tablet, you would need to initially download the application “Microsoft Teams” (Can be found in Google Play for android devices or App Store on Apple devices) prior to the workshop starting. You do not need to create an account, so once you have download the application you know you are good to go!
* If you plan to enter the workshop from a laptop you do not need to do anything – the Microsoft Teams application will open via your internet browser.

If you find this process at all difficult, please email us at [Mailbox.HopeCollege@berkshire.nhs.uk](mailto:Mailbox.HopeCollege@berkshire.nhs.uk) and will send you the step-by-step guide.

**How will the sessions be structured?**  
We plan to run the workshops for approximately an hour. Depending the type of workshop you are attending (psychoeducational or creative) the session structure will vary slightly.

*Psychoeducational workshops:*

1. The first 20-30 minutes will be formed of the facilitator talking you through the workshop material using a PowerPoint that will be shared in the video call. During this part of the workshop, we would request that everyone apart from the facilitator has their microphone on mute.
2. The second part of the workshop (20-30 mins) will offer you the space to ask questions about the material discussed and share your own thoughts or ideas of what has and hasn’t worked for you. This will be the interactive part of the workshop and you will be able to have your microphone on.
3. Lastly, as always, we need to complete evaluation forms to make sure we are providing material that is interesting to you – so the final 10 mins of the workshop will focus on asking you a couple of questions of how you found the workshop.   
   Don’t worry if you don’t feel comfortable speaking up in front of the group – we will only ask you questions on a scale (e.g. 1- didn’t find it helpful at all, 4 – found it really helpful) and any other feedback you may have for us can be emailed to us after the workshop.

*Creative workshops:*

Will still run for up to an hour but the sessions will be more flexible. You are likely to not see a PowerPoint presentation and instead spend time discussing and showcasing the work you are completing/have completed!

**What happens if I can’t log on at the set day/time?**

First of all, don’t worry!

If you are having difficulties with technology, you can email us on [Mailbox.HopeCollege@berkshire.nhs.uk](mailto:Mailbox.HopeCollege@berkshire.nhs.uk) and we would book in some time to call you on a different day to see if we can troubleshoot together. We would then add your name to the next time we plan to run that workshop.

If you cannot attend the workshop for whatever reason, please email us on [Mailbox.HopeCollege@berkshire.nhs.uk](mailto:Mailbox.HopeCollege@berkshire.nhs.uk) and state in the email whether you would like to attend this workshop when it is next run.

**What about confidentiality?**

As anyways, what is said in the room stays in the room. We would not share what you discuss with us unless we feel you at risk to yourself or others.

We do suggest that prior to entering the workshop, you find a quiet space where you will not be disturbed. It may also be a good idea to speak to others in the household to let them know when you will be unavailable and ask them to not enter that room unless there is an emergency – this is to ensure that you are able to get the most out of the workshops and that other students feel safe within the space.

Ideally, we would ask all of our students to use headphones for the duration of the workshops, to maintain confidentiality.

**I want to attend but I’m anxious about being on camera.**

We want to make you have a good experience of Virtual Hope College, so would like to reassure you we would not ask you to speak or turn your camera on at any point during the workshop. It is great if you are able to participate by asking questions during the allotted time (with your camera on or off), but please don’t worry if you don’t feel comfortable to do so.

The only time we would ask you to engage with us and the rest of the group is to provide short feedback. This would require you to use the chat option in the app and rate your experience using a scale (0-10).