



# Administration Staff





# Welcome

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- Background to the Academy
- Additional Courses
- The Virtual World



# Administrative Items

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Course duration:

- 3-14 October 2022

Hours:

- Workshop starts promptly at 09:30 (Paris/Rome Time)
- First Session 09:30 – 12:30 (Paris/Rome Time)
- Second Session 13:30 – 15:30 (Paris/Rome Time)
- Log in to ZOOM 15 minutes before scheduled time



# Administrative Items

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- Complete all evaluation and assessment tools at the end of the course
- Keep chat to business only
- Do not log out during breaks
- Keep video on at all times
- Use raise hand option for questions
- Group Country then Name (1 UK David Cowie)



# Comfort Breaks

Tea break...

04:51

Start Stop Reset mins: 5 secs: 0 type: Tea

A top-down view of a white ceramic tea set on a light-colored wooden surface. It includes a teapot, a teacup filled with yellow tea, and a sprig of green herbs.

 Breaktime for PowerPoint by Flow Simulation Ltd.



## Attendance

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- All sessions are mandatory
- If not present this will become apparent during breakout sessions
- In exceptional circumstances if unable to attend please email Secretariat and copy in your Senior Manager



# Administrative Items

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- Use InWink Community website
- InWink Community access issues, contact Secretariat at OECD:
- Any issues or problems generally, please raise with Dave
- All presentations will be uploaded to InWink



## Breakout Useful Ideas

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- Take screenshot of task for breakout
- Manage time effectively
- Nominate a different spokesperson to feedback answers
- WhatsApp Group
- Capture results/charts on laptop and screen share for feedback



# Introductions

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# Introductions

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- Your name
- Your country
- The agency you work for
- What are your duties / job
- What do you hope to learn from the course





# Participant Directory

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- Photograph
- Contact Details