



Getting Ready for Learning Online: An Elemental Approach

Get the maximum benefit from your Zoom online learning or meeting by taking time beforehand to prepare properly so that you're fully ready to participate and learn. Here are our tips for getting ready for online learning, based on the four elements of TetraMap® (Earth, Air, Water and Fire), which also correspond with the four principles of Holistic Learning (engaging Body, Mind, Heart and Spirit). **Before your course starts, make sure you give yourself time to follow these simple steps....**

 <h3>Air (Mind)</h3> <p>Be worry-free</p> <ul style="list-style-type: none">▼ Make sure the technology all works for you. Download Zoom and get it set up on your computer in advance and test your video camera, microphone etc. beforehand so that when your session starts you can just log in and go without being late.▼ If the Zoom link doesn't work for you, use the phone number that we provided to dial in instead.▼ If the technology fails at any point, just log back in as soon as you can or ring the phone number.	 <h3>Fire (Spirit)</h3> <p>Be fully present and engaged</p> <ul style="list-style-type: none">▼ Turn off phones and alerts on your computer so you're not distracted and close all other programmes (such as Outlook) so you're not tempted to multi-task.▼ Bring play-doh to fiddle with or coloured pens and paper for doodling during the session to help you to help you stay alert.▼ Make sure you can look at nature (eg the sky through a window or put flowers/plants on your desk) - it increases learning by boosting emotional wellbeing, cognitive processing, creativity and problem-solving.
 <h3>Earth (Body)</h3> <p>Be physically ready</p> <ul style="list-style-type: none">▲ Give yourself 15 minutes before the session to go to the loo, make a cup of tea, and meet any other physical needs you might have.▲ Bring a glass/bottle of water so you stay hydrated plus some brain-friendly healthy nibbles/snacks to stimulate your taste buds and keep your energy up.▲ Make sure you have a suitable chair/table/desk and are physically comfortable and relaxed.	 <h3>Water (Heart)</h3> <p>Feel emotionally secure</p> <ul style="list-style-type: none">▲ Make sure find a space that is private, quiet and feels safe.▲ Avoid open-plan offices, cafés etc - you need to be able to pay full attention and speak freely without being overheard or feeling self-conscious.▲ Put photos of loved ones in view – it will trigger production of oxytocin which makes you feel more safe, secure, trusting and open to learning and trying new things.