



### **Trafford Code of Conduct**

**In order for all participants to get the most from the training opportunities, please follow the code of conduct below:**

- Please arrive on time.
- Please inform the tutor if it is essential for you to leave your mobile phone switched on.
- Be prepared to discuss the learning topic with colleagues, whilst ensuring confidentiality at appropriate times during the training session.
- Reflect on the session and offer valuable comments on the evaluation form.
- Ensure appropriate behaviour to promote a learning environment that is comfortable for both yourself and your colleagues

**We want your learning experience to be effective, challenging and worthwhile. Therefore we will aspire to:**

- Ensure that the tutor is punctual, prepared and receptive to discussion and debate.
- Provide a learning experience that is relevant and informative which will enhance your prior knowledge and skills.
- Promote an inclusive atmosphere where learners feel valued.
- Provide a learning environment that promotes learning and is comfortable.