



Staff Briefing Sheet - Pre-Recorded Video

- The link to access the pre-recorded video will be sent to you in advance of the agreed delivery date.
- The video should be loaded up and ready to play ahead of the session.
- The computer through which the session is being shared with learners must be connected to a speaker and the sound checked in advance.
- When you are ready to begin the session, you simply have to play the video.
- Throughout the video there are symbols in the top right hand corner which indicate whether the learners should be listening, thinking or writing.
- During the video there may be times where the Future U team member asks for feedback (for example a show of hands). Although there is no way of us gauging the responses, we ask that the member of staff in the room encourages them to engage in the process in order to reinforce the message of the session.
- When the Future U team member outlines a task, they will instruct you to pause the video for a specific amount of time. It is up to the member of staff to pause at the correct time and make sure the task is understood and acted upon by the learners. They must also make sure they stop the learners when the time is up, as they will need to resume the video to continue with the session.
- We will tell you in advance if there are any specific resources learners will need during the session, and the member of staff will need to make sure learners have them. If there are no specific resources for the session, we suggest learners have a pen and paper in front of them to take notes.