

**Understanding and Unpacking Unconscious Bias**

Virtual Classroom Course

Welcome to the Understanding and Unpacking Unconscious Bias pilot! Below you will find important information about the learning path for this two week virtual course.

**This course will run from *Start date to End date*, with a live WebEx sessions scheduled on: *insert date and time of four WebEx sessions* (EST).** Please note that participants must commit to attend all four live sessions in order to successfully complete the course.

Your participation is highly valued and as such, please:

* Participate as much as you can;
* Remember that we are iterating the development of this product, thus its evolution depends on your engagement and feedback.

For additional information about the course, please refer to the course placemat attached (*insert attachment:* [*http://gcdocs/otcs/llisapi.dll?func=ll&objaction=overview&objid=16629050*](http://gcdocs/otcs/llisapi.dll?func=ll&objaction=overview&objid=16629050)).

Please be sure to let us know if you require any accommodations to be able to participate fully in this online learning activity. You can send us an email to [respectfulandinclusiveworkplaces-milieuxdetravailrespectueuxetin@canada.ca](mailto:respectfulandinclusiveworkplaces-milieuxdetravailrespectueuxetin@canada.ca).

**Please note that you will be required to complete approximately 30 minutes of pre-learning activities prior to Session 1 of the course. The detailed information for the pre-learning activities will be provided to participants closer to the start date of the course, along with the Moodle link and the WebEx information for the four live sessions.**

In order to participate in this course, please ensure you have:

* a computer or laptop connected to the internet, (remember to disconnect your VPN) in a quiet environment conducive to learning. ***Please do not use a tablets or phone.*** If you are using a Mac, please ensure you download the WebEx Training application for Mac prior to the session.
* a headset with a microphone to use with your computer; or simply your computer’s speaker and microphone; or a telephone with a speakerphone; or a telephone with a headset. A regular telephone without a headset or speakerphone is not recommended.

***\*\*\*Note:*** *If you are using a headset, please connect the headset to your computer before joining the WebEx session. If you have difficulties with your headset, please run the Speaker/Microphone Audio Test from the Audio menu when you join the WebEx session.*

Your facilitator,

[name]