

Schedule & Organisation

- Can I do my training from home?
- How can I update the availabilities sheet I filled out online? (blended learning training)
- The time slot selected is no longer convenient for me, is it possible to change it for the rest of my training?
- Can I add in a meeting that's not at my usual time?
- Can I have 2 meetings a week as to finish my course quicker?
- The rhythm of the course is too fast for me, is it possible to have a meeting every other week?

Rescheduling, Postponing, & Absences

- I am unable to attend a telephone meeting, how can I reschedule it?
- What is the latest I can reschedule a telephone meeting, without being marked absent?
- How many times can I reschedule a telephone meeting?
- I'm going to be on holiday or travelling for work, thus out all week & unable to attend a meeting, what do I do?
- What does it mean when I see "to be rescheduled" on my schedule?
- I was absent for a meeting, can I make it up?



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