☑ Virtual Training Checklist

SkyLab & SkyPulse – Live Online Learning with **Takeoff Aviation Academy**

This checklist helps you prepare for a smooth virtual learning experience. Please ensure all steps are completed before the course begins.

📄 Before the Course

- **Confirm Enrolment:**
    - ☐ Reply to offer email and accept your place
    - ☐ Ensure payment has been made and confirmed
- **Receive Your Confirmation Pack:**
    - ☐ Course schedule and calendar invite
    - ☐ Zoom, G Meet or Microsoft Teams access links
    - ☐ Access credentials for learning platform (if applicable)
- **Submit Required Documents (if applicable):**
    - ☐ Valid ID or Passport copy
    - ☐ Qualifications or certificates (for certified courses)
    - ☐ Signed Code of Conduct (if required)
- **Test Your Technology:**
    - ☐ Working computer or tablet
    - ☐ Stable internet connection (minimum 5 Mbps recommended)
    - ☐ Webcam and microphone (headset preferred)
    - ☐ Zoom or MS Teams installed and tested

🗇 During the Course

- **Attend All Live Sessions:**
    - ☐ Log in 5–10 minutes early
    - ☐ Stay present and participate fully in discussions
- **Use Your Learning Platform:**
    - ☐ Access recordings, downloads, and extra resources
    - ☐ Submit assignments and complete quizzes (if required)
- **Engage with Your Instructor:**
    - ☐ Ask questions
    - ☐ Participate in breakout rooms and polls
    - ☐ Reach out if you need help or clarification

🎓 After the Course

- ☐ Complete Any Final Assessment (if applicable)
- ☐ Complete Feedback Form
- ☐ Receive Your Certificate of Completion:
    - ☐ Automatically emailed or available for download
    - ☐ Request a verified/employer version if needed
- ☐ Join Alumni Network or Request Next-Level Training:
    - ☐ SkyPulse learners can request follow-on modules or specialist tracks

🛟 Need Support?

Email: info@toaa.aero

WhatsApp or Live Chat available on the platform during training