

## **Utility Communication – It Matters!**

### **Method of Attendance Tracking**

Training is offered on the GoTo Training Platform. The platform tracks attendance in multiple ways.

1. Recording the duration attendees are logged into the course.
2. Recording participation in a pre-test administered at the outset of the course.
3. Recording participation in polls offered at random intervals during the course.
4. Creating a transcript of the course chat, which attendees are asked to utilize at random intervals during the course.
5. Recording participation in a post-test administered at the end of the course.