6. Participant information and accessibility

CLIENT-SHAREABLE PARTICIPANT BRIEF — complete event details

Workshop: [ ] | Date/time/location/platform: [ ]

Facilitator: Karen Johal, Empower Yourself

Contact for access needs/questions: admin@empoweryourselfcoaching.com

Organiser and local emergency arrangements: [ ]

What to expect

Practical discussion, reflection and exercises focused on workplace skills. This is learning and development, not individual therapy or medical advice. You can pass on an exercise, keep reflections private, ask for a break or speak with Karen privately. You do not have to share personal experiences, diagnoses or sensitive employee information.

Please arrive ready to participate respectfully, allow others space and use fictional or anonymised examples. Do not identify colleagues or clients when discussing challenges. Please do not photograph, record, transcribe or use an AI notetaker without the prior agreed permissions.

We ask everyone to respect confidentiality but cannot guarantee other participants' actions. Karen may share necessary information where legally required or to address a serious safety concern. Employer feedback ordinarily covers general themes and attendance, not attributed personal disclosures.

Accessibility

Tell us what would help you access the session, such as step-free access, larger text, captions, a quieter position, breaks or an alternative to an activity. You do not need to send a medical history. We will discuss reasonable adjustments privately and work with the organiser/venue. Requesting help will not be treated as agreement to marketing.

Online participants: test access, use a private safe location and join while stationary, not driving. Breaks and rejoining are welcome.

Opening facilitator script

“Welcome. Today is a practical workshop, and you choose how much you share. You may pass on an exercise, keep notes private or step out. Please respect each other and avoid naming colleagues or clients. We are not recording. I cannot promise absolute confidentiality if there is a serious safety concern or a legal requirement. Our exits/assembly point are [ ]; first aid is available through [ ]; breaks are [ ]. Please let me know privately if an adjustment would help.”

Optional permissions — separate, specific and voluntary

Do not make optional marketing/photography permission a condition of attendance.

Photography: [specific purpose/platform, audience, retention period and contact]; separate yes/no choice, identity and date. Obtain permission before taking identifiable photographs; respect refusals and make a no-photo area.

Testimonial: [exact approved words, attribution/name/organisation and intended channels]; separate approval and date.

Workshop updates: [separate unticked choice and purpose], work email/date/evidence and simple unsubscribe route. Do not infer consent from attending, enquiring or giving feedback.

A permission form does not replace the need to identify the appropriate lawful basis and meet transparency requirements.

Attendance and feedback template

Attendance: event reference; participant name only if needed; attended/not attended; optional work email only for the stated purpose. Avoid public sheets exposing personal contact details.

Feedback: most useful part; one action to try; suggestions; optional contact request. Do not solicit diagnosis, trauma history or sensitive named workplace grievances.

Any serious concern should be discussed privately using the complaints or safety route.