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- 1) Facilitators should realise that it may take as long to prepare for as to actually present/facilitate the training. It is important that co-facilitators work together to build the agenda and are clear who is responsible for what and how they will work together.
- 2) Be realistic about the amount of time allotted for each section. Don't give in to the pressure to do the training quickly if it can't be done.
- 3) Start the training with introductions. Break the ice with introductory exercises. If the group members know each other well, ask a question so people learn something new about each other.
- 4) If trainers don't have enough information about people's experiences, use non-competitive ways to ask. Set a tone, explaining that the trainers need the information but that it is not an exercise in identifying who is 'better'.
- 5) Early in the training, have exercises that will encourage participation, such as a simple [hassle line](#).
- 6) Balance activity in pairs or trios with activity in larger groups.
- 7) Mix discussion with moving exercises; provide regular breaks.
- 8) Keep track of time, and mark possible cuts if you get behind schedule. But don't cut the last items as they may be some of the most important, such as the scenario role play.
- 9) Always leave time for evaluation, and use different forms of evaluation. Write on wall charts 'what went well' (+) and 'what could have been better' (>). Ask a series of questions to solicit comments; use a go around or a brainstorm method. Written evaluation forms are very helpful for long trainings.

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