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1) Several of the organisers and all the trainers should meet well in advance to plan the training. Depending on the situation, the organisers may need to go back to the group for further decision-making. The trainers' questions may help the organisers understand what more they need to do to prepare the group for the training.

2) Discuss how much time is needed to accomplish the goals of the training. Can it be done in one day (how many hours) or a weekend? Can the training be done in steps, following the process of campaign development? Do you need a series of trainings to plan a campaign? Some groups take a holiday week to plan and prepare for a campaign. If people are travelling to an action, how can you plan for training?

3) Trainers need information about the participants: are they people coming together just for this action or do they meet regularly? What level of experience do they have? Have they done trainings before? Have they done nonviolent actions and what kinds?

4) Discuss the group's approach to nonviolence and training. Does it have [nonviolence guidelines](#)?

5) Ask the campaign organisers to present specific information at the training (e.g., scenario plans, campaign background). Be clear how much time they have for this task.

6) Identify what handouts are needed; use maps and pictures if appropriate.

7) Be clear who is responsible for bringing supplies (markers, paper, tape, photocopies of handouts, copies of the handbook, equipment for films, etc.) and arrangements for food or other physical needs.

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