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- 1) Make sure that the space where the training will occur has enough room for people to do role plays and exercises, to sit in a circle, and that it is accessible to those coming.
- 2) Make sure there is a wall board or paper to write on.
- 3) Food and beverages are important; make sure someone is responsible for it or that participants are asked to bring something to share.
- 4) Outreach should include a clear description of the training and the need for full participation, its length, etc.

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