









Create a plan of what you're going to do during the meeting.

- Who is responsible for preparing what?
- Who will do what during the meeting?
- What's the schedule going to be like?
- Will you need breaks in between?
- How long will each training session be?
- What you're going to say?
- How you're going to engage with the participants?
- What materials will you need?
- Is there enough time for every element of the meeting?



The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained