## Program Preparation

Facilitator's should ascertain numbers attending each session and prepare adequate copies of:

- Handouts (1 full set of handouts per participant)
- Participant's Preparedness Guide (1 guide per participant)
- Refer to printing instructions on the following page for collating of "Participant's Preparedness Guide".

Ensure you read the Trainer's Manual before delivering the program so you can feel comfortable about the program's delivery. It is also a good idea to familiarise yourself with the room you will be facilitating the program in. You will need to ensure the room has a whiteboard, whiteboard markers and eraser, as well as an overhead projector.

## Printing Instructions

- 1. Trainer's<br/>Manual• We recommend printing using 90 gsm A4 sized paper (to avoid<br/>ghosting from double sided printing/photocopying)
  - Print odd numbered pages first, turn paper to print on reverse side and print even numbered pages ensuring page 2 is printed on the reverse (back) side of page 1, page 4 is printed on the reverse of page 3, etc
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