## Stimulate active and interactive participation

✗ Don't let participants just listen and watch

✓ Do let participants discuss and practice

★ Tip: use exercises and demo's

## Offer clarity

✗ Don't just offer a timeline or agenda

✓ Do present an outline of your session, explaining purpose, objectives and rules

★ Tip: prepare well-focused questions beforehand

## Plan your time and prepare

✓ Don't be overly ambitious: time flies and people need time to digest

✓ Do plan a short introduction and closing, but use most of your time for action

✓ Provide materials we can post online for participants to read before attending (but assume not all session attendees may have read them)

★ Tip: hand-out a 1-pager at the end of your session with take-home messages

## Use real-life examples

✗ Don't only offer theory and standard examples

✓ Do offer real-life examples and case studies from the field

★ Tip: summarize at least on example on your 1-page take home message