**How to: Use the speakers notes and presentations**

Each module consists of a speakers notes document and a presentation deck.

Each of the speakers notes documents breaks down the training session into sections. Each section has script – the main body of text outlining the main points to communicate during this section. Each section also includes a column on the left which contains the facilitation action needed during this section and suggestions for adaptations. There are estimated timings for each section and a total time estimate at the top of the document.



Green text indicates suggestions for alterations to tailor facilitation to a city needs / level of the group being taught. We recommend reviewing the materials ahead of time to identify where relevant city policies, examples can be referenced and added.

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| Blue text boxes indicate when an activity takes place. |

 We recommend reviewing the document ahead of time to ensure that you have all the materials you may need to complete the activities successfully. Most activities only require groups to have a shared space to write, this can be physically on paper or on an online whiteboard like miro.