

Design, Develop and Deliver Training

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Developing Talks, Training & Workshops

So you've got an idea for a training? This page will help you put it into practice. Use the linked section titles to take you to the relevant section of our [Full Handbook on Developing Training \(Google doc\)](#).

Step 1: Capture your vision

The most important thing you can do to start off is to be clear about who you want to train and what you want them to be able to do.

You need to decide: **at the end of the training [who] should be able to [do what]**.

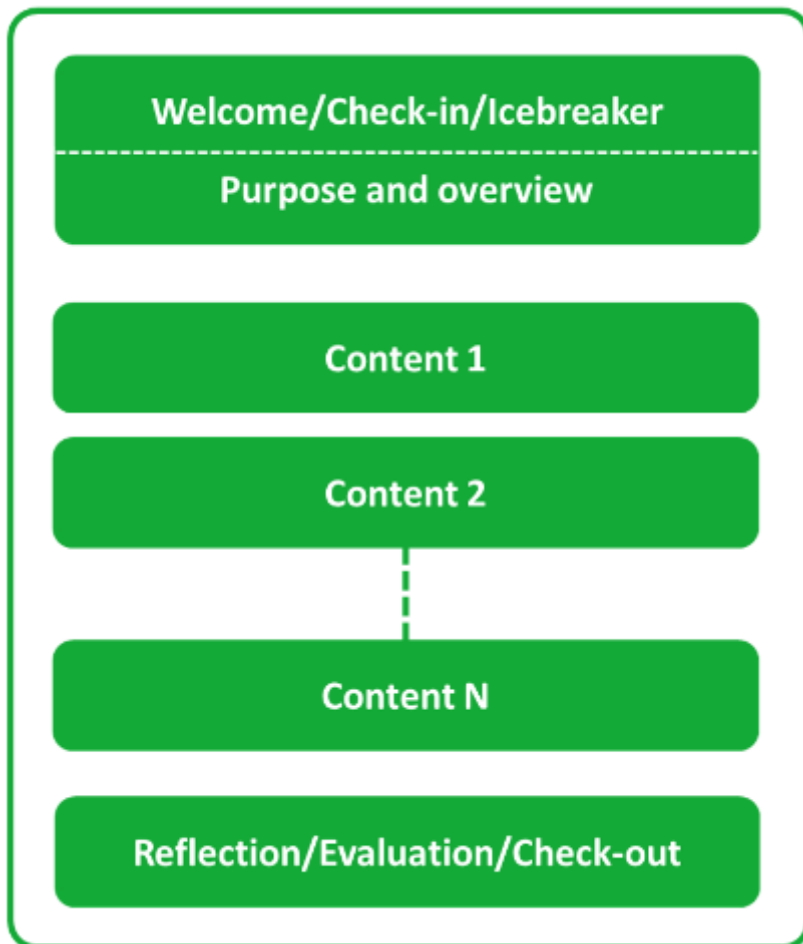
Think about **how you will deliver it, how long it should last** and **who you will work with**.

Then stop and make sure that all of your decisions embed [XR's Principles and Values](#) and [XR's Principles of Inclusivity](#).

Find more detailed instructions on this step in [the full guide](#).

Step 2: Realise your vision

Structure your training in blocks, building progressively towards your overall aim (which you decided above). Your final content block should allow rebels to practice this.



- For each block of content, decide what you want rebels to learn and how you want them to learn it.
- Focus on **activities** encouraging rebels to learn through doing - [Google doc with example activities](#).
- keep it social so that it's more fun, people learn better with others and it builds community - [Google doc of social examples](#).
- Most rebels know quite a lot already so give them opportunities to share.
- Think of what extra resources your rebels might need to support them - [Google doc of resource examples](#).
- If all else fails include a talk but keep it short, less than 10 mins - [Google doc with example talks](#).
- Think about how your rebels will know how well they are developing knowledge and skills. Plan activities that allow you to give them feedback or, even better, to give each other feedback. Offer periods when they can reflect on their own progress. [Google doc with feedback examples](#).

Find more detailed instructions on this step in [the full guide](#).

Step 3: Share your vision

How are you going to advertise to let people know about your wonderful new training?

To post your events to the [XRUK website Events, Talks & Training Facebook Events, XRUK Facebook Events](#), Movement Broadcast on [Telegram](#) and [Mattermost](#) and the Regions & Nations Facebook Events, follow these steps:

- For UK-wide promotion, fill in the [Comms Request Form](#).
- Advertise more locally through a variety of social media platforms or physically with posters and adverts in relevant publications. Use your imagination.
- Chat to your [Regional Coordinator](#) for more local advice. Your Region or Nation may have a Training Co-ordinator that you can be connected with.
- Contact your [local groups](#).

XR UK aims to bring two million people into active support. That's too many for you to train alone!

Once you know your training is successful, think about how you can [train other trainers](#) to deliver it as well.

Find more detailed instructions on this step in [the full guide](#).

Step 4: Refine your vision

No training is perfect. Ask yourself these questions:

- How well is your training achieving its aim?
- Are there ways you could do this better?

Better still, ask the rebels who've participated in the training. Offer them a specific time within the training to fill in an [evaluation form](#). Don't pay too much attention to individual comments (there'll always be someone with a bee in their bonnet), but look for patterns and themes. Strengthen areas that rebels have appreciated and make changes which they've found less useful. Don't be proud - make things better.

Find more detailed instructions on this step in [the full guide](#).

General Guidance for Presenters

Aims

This guidance aims to give you the tools you need to maximise your impact and reach when delivering talks. **Please note:** The guidance refers throughout to 'Sessions'. This includes talks, training and workshops. The guidance has been written for the benefit of anyone delivering sessions.

If you would like the Rebel Curriculum team to support you with optimising the content, structure and delivery of your sessions, please complete [this form](#) and we'll be in touch.

To Print

- On a computer, you'll find an 'Export' option under the 'Actions' heading on the side of your screen.
- On a phone, tap Info (top left) and then under 'Actions' select 'Export'.

You can either export the chapter [General Guidance for Presenters](#) or individual pages of the guidance to a PDF, which is the best format to print in.

The guidance has been divided into sections. Feel free to study it all or dip in for a refresh on any aspect.

If you have questions, comments or feedback, please email pathways+rc@extinctionrebellion.uk.

Preparation and Presentation

XR sessions are such a powerful and important tool, whether they are public-facing or for internal training. This might sound obvious, but it's good to keep reminding ourselves. When delivering a session, it is important to give it your best shot! You are XR's front line: making a good impression as well as an emotional impact could bring in new rebels, other supporters, and have ripple effects (both good or bad!) that you might not have considered.

Preparation

For anyone speaking in public, even for a short talk, it is important to be prepared. A key aspect of preparation is warming up your voice and body.

Of course, you should experiment to find what works best for you - there's no one right way to do this, but it is essential you do some kind of warm-up.

Voice Warm-Up Exercises [5-10 mins] Follow the steps below or watch and follow this [video](#).

1. Breathe deeply, relaxing your belly, so belly, ribs, and back expand with your breath.
2. Stretch out your neck, jaw, face and sides.
3. Activate your breath support muscles with a hiss exercise.
4. Begin vocalizing on something easy to start stretching out the vocal cords e.g.: lip roll, "HM" (hum), or "NN".
5. Sing on an easy, relaxed OO vowel to work on good, consistent resonance throughout your range.
6. Open up to an "AH", "YAH", "UH", or "YUH" to relax the jaw down and lift the soft palate up.
7. Get into mix voice with an "NG", "NYAH", "NAY", "MUM", or "BUH".
8. Warm down: If you spent quite a bit of time working out, warm down with a gentle hum or lip trill.

Body Warm Up Exercises [5 mins]

- Stretch your arms up above your head; drop them down. Repeat x 3.
- Bring your shoulders up to your ears; drop them back down; drop them further. Repeat x 4.
- Roll your shoulders forward several times. Roll them backwards a few times.
- Wriggle out the tension. Take a deep breath and give a long exhale.

Always remember to keep hydrated - have some water within reach.

This will help:

- to protect your voice
- if your mouth gets dry
- you need a minute to compose yourself
- you've lost your place in the script

It's okay to say 'Excuse me for one second' and take a drink. A tip from the theatre world is to put some lip salve on your teeth to stop your lips from sticking to them!

Presentation

The way we speak and look when presenting information can have a big impact on how it is understood. This helps to make a quick and strong emotional connection with your audience. It is always useful to refresh our awareness of the broad range of presentation techniques and practical tips that help both presenters and participants to maximise the value of any session:

- Practise your script out loud to familiarise yourself with it and build confidence.
- Speak slowly and clearly, with your mouth in full view in case anyone is lipreading.
- Break up sentences and use pauses to underline what you have just said, or to make eye contact.
- Maintain the quality of your talk in terms of clarity, tone and avoiding 'speech fillers'.
- Be mindful of your language. It's important to use people's preferred pronouns. Avoid terms like 'guys' or 'fellow' (as in 'my fellow rebels').
- Make the most of your voice - vary its tone and pitch, and make sure everyone can hear you.
- Use your face. Your expressions can communicate a great deal. Do you look interested, excited, concerned about what you are saying?

Dealing with Nerves

Even the most experienced speakers can get nervous - it's natural - but developing your confidence will help you to be clear and to minimise those speech fillers such as "er" "um" or "like". These can become habits we don't even notice, but listeners can find them very distracting and this dampens the impact of your talk. Try recording one of your sessions and watching it to spot fillers.

Here are some tips and tricks to help with nerves and improve the quality of your presentation:

- Speak clearly, in short phrases. Listeners need time to absorb your words.
- Take deliberate breathing pauses. Don't worry - they will feel a lot shorter to participants than they do to you, but they help with your pacing and energy levels. Use the pauses to:
 - take a drink of water!
 - make eye contact with participants

- create impact after something you've said
- find your place in the script if you have temporarily lost it - but there is no harm in saying you've lost the place so 'Excuse me for a moment' until you find it. We're only human!

Presenter's Environment

On Zoom, before you begin your session:

- Close unnecessary browser tabs, make sure nothing is downloading, etc, and generally ensure you have nothing competing with your video bandwidth so you don't appear distorted to your participants.
- Try to ensure your camera is level with your eyeline, and not pointing up or severely down at your face - this helps you to appear natural.
- Put your phone on silent and make sure it's not resting on the same surface as your computer because vibrations/buzzing will still be picked up.
- Make sure the room you are in is well-lit! It's important that your face is clearly visible for lip readers. On that note, ensure you're looking straight into the camera for the appearance of making eye contact.

Housekeeping - Access & Inclusion

XR meetings are run rather differently, due to our culture, and ideally all sessions ought to begin with **Housekeeping** - an explanation of meetings culture. If this is not possible, e.g. for reasons of timing, the points should be clearly displayed on a slide, or posted in the chat, for everyone to read. Having said that, the **key** access/inclusivity points ought to be dealt with by the presenter.

Renaming

Invite participants to change their Zoom name to reflect their given name / preferred pronouns / location.

Check they know how:

- On a computer - hover over your own video screen and select the 3 dots, Rename.
- On a phone/tablet - tap the screen, scroll right, select Participants, select your name, Rename.
- [More detailed Zoom guidance](#).

Access

- Essential: participants keep mics switched off until they need to speak. Explain that if mics are left open, any background noise will interfere with whoever is speaking and will cut out their voice. They can use chat to communicate if they don't have a mic.
- Be sure participants are clear about the duration of the session, approximate break time(s) and if there is an additional Q&A.
- Check if the closed captioning is required and turn it off or explain how participants can hide them, as required.
- Check if participants have any access requirements e.g. additional comfort breaks; a slower presentation speed with longer pauses so information can be processed; and a longer time to formulate any questions.
- Always give the option for participants to indicate their requirements in a direct message in chat and make sure they know how to use it.

Safe space

- Explain that we do not consume any alcohol or drugs during a session and eating should please be done off camera.

- Ask if anyone prefers not to see people smoking or vaping on camera. If this is the case, can they please say so via a personal message in chat and the activity will be asked to go off camera.

Hand Signals

Explain the basic hand signals to use during your session or show [this slide](#). You may not need them all, depending e.g. on the subject of your session or the experience of the attendees:

- Raise one finger (query or comment)
- Wavy hands (I agree - also see Temperature check below for unsure/disagree)
- C for clarification
- T for Technical - (e.g. 'this is for anyone who has a technical issue so we can address you immediately')
- Two hands forming a circle (please round-up what you are saying)
- Temperature check - to gauge feeling of participants (use wavy hands either side of your face [this is the British Sign Language for cheering], or in the flat to indicate no response or no feeling either way or pointing downwards to disagree)

See this diagram for examples:



I would like to speak

Facilitator will invite you to speak next or add you to the queue of people waiting to speak



I have a direct point

Your point has direct and significant relevance to the current point being made. Facilitator will invite you to speak next



I agree

Wavy hands are a visible sign that you agree with a point. Can also be used as non-disruptive clapping



I am not keen

Low wavy hands are a visible sign that you don't agree with, or are unsure of the current point.



Technical Point

A suggestion to help the meeting flow better
E.g. Is the volume on Zoom too low?
Do we need a shake out?
Is the speaker giving out of date information?
Shall we split into smaller groups?
Shall we come back to this at a later date?

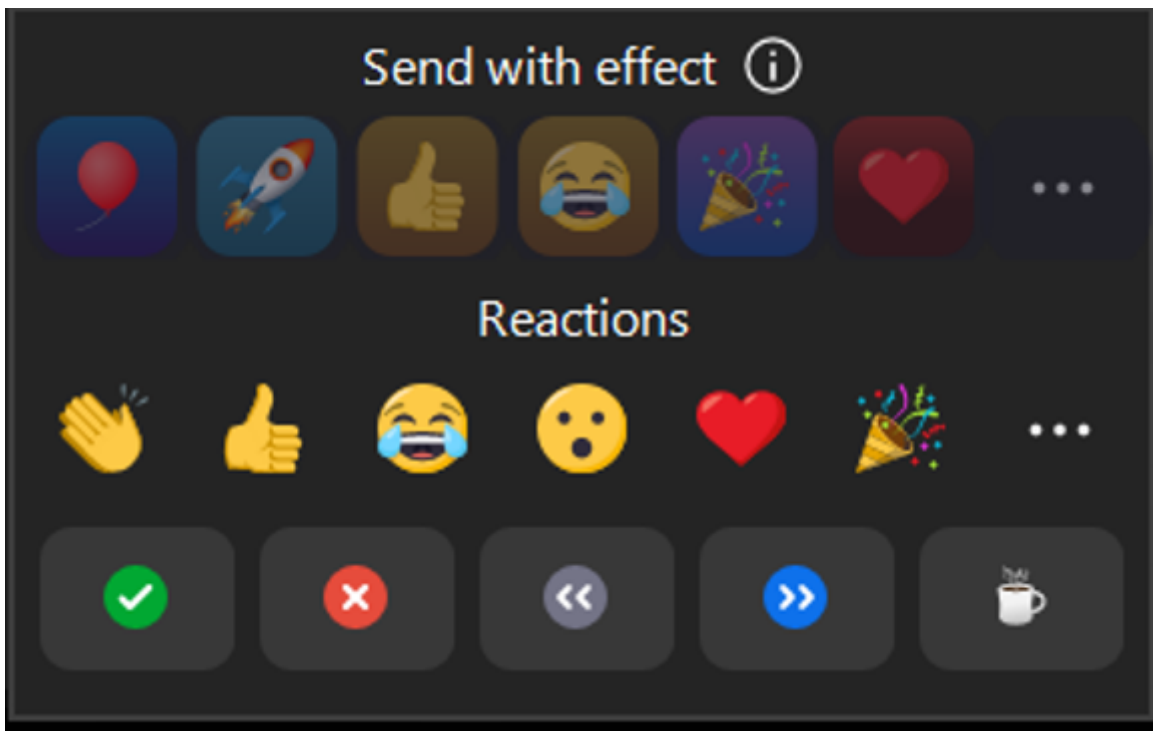


Clarification

You need clarification about a phrase, term, idea etc. Facilitator will address this asap.

If participants don't have a camera.

Explain using the Reactions button for hand signals - one hand for general help/Q and thumbs up for Yay!/OK!



Chat - How to use it

- Explain how to find chat at the bottom of the Zoom screen or to tap the screen if on a mobile/tablet. If they need to message privately, use the drop-down arrow next to Everyone and select the individual name.
- NB if attendance is high, suggest everyone uses the Reactions 'raise hand' as this automatically stacks them in order from the top left of your Zoom screen.

Check-ins, Check-outs & Regenerative Cultures Statements

Check-Ins and Check-Outs

These are an important aspect of the care which threads through our Principles and Values. They are not compulsory for training sessions but, ideally, presenters should try to do **check-ins** as a way for everyone to connect with each other and ground themselves in the moment.

If you want to do them, always give participants the option not to check-in or out if they don't want to, and perhaps suggest they use the chat instead.

For verbal check-ins with more than 5 participants, use breakout rooms but always explain that participants can return to the main room if they wish - unless using them is going to be essential for the purposes of the session.

A general check-in could include given name, preferred pronouns, why the person is here, and handing over to someone else in the group by saying their name. They help attendees to:

- feel part of the session;
- say how they feel;
- let everyone know how to pronounce their name.

Various other options can be used; choose which suits your presentation and timings. As an example, ask all participants to post in chat. Suggest using something to describe how they are feeling - an animal, a colour, or a few words.

Check-outs are also not compulsory but they can be used to glean a brief insight from participants about the session. As an example, ask them to post in chat something that they found:

- surprising,
- especially interesting,
- new to them.

If you wish to use a Regenerative Statement to open the session and/or a Vision Reminder to close it - [find them here](#).

Structure | Content | Aids

Structure of Training

It's helpful to break the session into sections, allowing for Q&A after each section. Make sure the sections flow well into each other. If the sections must jump from one topic to another, clearly state that one section has ended and the next one is called XXX. This helps listeners to refocus their attention. Also clearly announce when it is the end of the session.

If there is a Q&A session after the presentation, avoid running over into this time.

Breakout Rooms

During a session, breakout rooms allow attendees to discuss an issue in depth. If breakout rooms are being used, always explain why and how long they'll last.

Let attendees know in advance if someone should take notes and report back in the main room.

Unless using breakout rooms is an essential part of the training, always reassure attendees that they do not have to stay in a breakout room. If they prefer, they can stay in the main room. Be sure you know how to do this.

Content of the Training

The way we organise training sessions can have a big impact on how well they are understood and enjoyed. Remember that there are different learning styles, so present your information in a variety of formats which match these styles. When reading information aloud, speaking slowly will allow enough time for attendees to take in what they are hearing.

Try not to cram too much information into the session. Think about what could be put into the Rebel Toolkit for attendees to read afterwards.

Always avoid using acronyms. Give the full title, then how it's shortened and post that information in chat. Otherwise try to use the full title all the time.

Keep sentences short and avoid using complex words.

Audio Visual Aids

If using slides, think about how much information is on the slide. Avoid too much info! Read out what is on the slide and/or describe the image for anyone sight impaired or dyslexic.

Don't put text over images as this makes the text hard to read. Practise using the slide show with Closed Captions running and check there's enough clear space at the bottom of the slide to view the CCs.

Video - choose share sound and optimise for video clip ([see Zoom tips page](#)).

Post Training & Follow-up | Feedback

Post-Training and Follow-Up

Capture email addresses either via registration forms or using the chat box (check participants are happy to share with everyone or direct message you).

Send follow-up emails ASAP and include the option for participants to feedback either via a form or your email address.

Ideally, an email should have two links at the most. If you put your follow-up information on the Rebel Toolkit, you will have fewer links in your follow-up email. This also means you do not have to keep posting links in the chat during your session.

Feedback

The Talks & Training team welcomes feedback on the helpfulness of this guidance, so it can be continually developed and improved. You can do this by:

- messaging the [Talks & Training Reception](#) on Mattermost,
- emailing eventsxr@gmail.com,
- completing this [Feedback document](#).

Book a Zoom Session and Publicise Your Event

How To Book A Session On Zoom

If you don't have access to a paid Zoom account, please contact XRUK Talks & Training (T&T) via our [Talks & Training Reception](#) on Mattermost or email eventsxr@gmail.com and we'll give you our log in.

Once in the T&T Zoom, please check the schedule to make sure you don't make a booking at the same time as someone else. Go to Meetings in the menu on the left hand side in Zoom and check the list for other sessions already booked in. Please leave a minimum of 15 minutes between meetings to allow time for prep.

If asked for a One Time Passcode (OTP) when logging into the T&T Zoom, please go to [Protonmail](#), and use the same log in details as the T&T Zoom account, pick up the code and then add it to the relevant Zoom field. That will get you into the T&T Zoom account - you have 10 mins to pick up the code. However you can always generate another if you run out of time.

Scheduling and customising a meeting with registration

Find instructions [here](#).

How To Publicise Your Session

Complete the [UK M&M Comms Requests form](#) to get your event onto:

- Movement Broadcast Telegram
- Movement Broadcast Mattermost Channel
- XRUK Talks & Training Facebook
- XRUK Facebook

If you have a Mattermost account you can ask for your event to be publicised on the Movement Broadcast channels on Telegram and Mattermost. Do this in the [UK M&M Comms Requests channel](#).

Update other publicity channels: local group Facebook page, broadcast channel for region, or wherever you publicise events.

Use the XR link shortener <https://xrb.link/> for your links in your publicity. You need a Mattermost account to use the link shortener. Alternatively you can use other link shorteners.

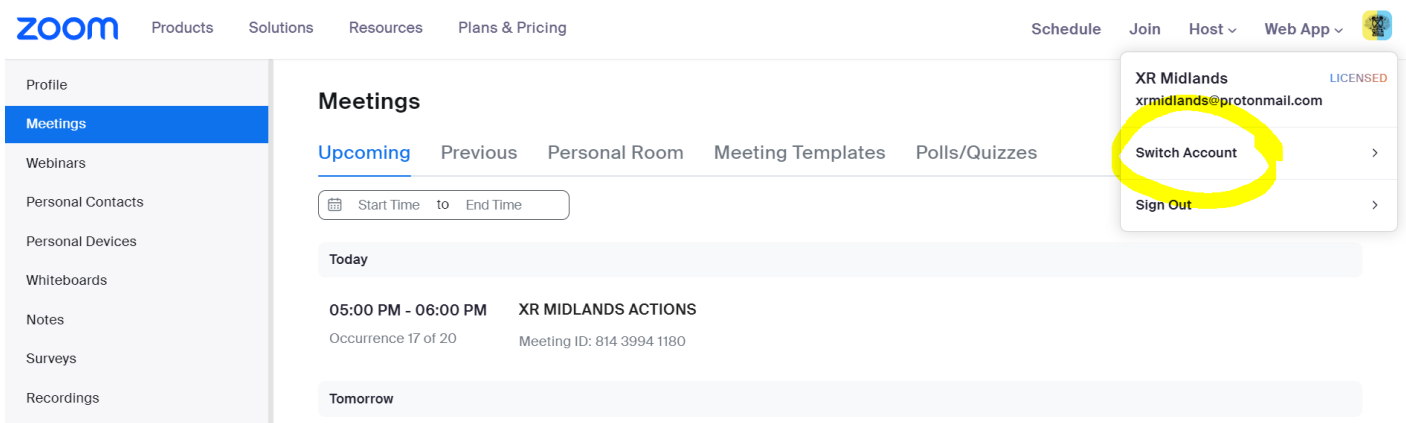
If you are using Action Network to promote your event, paste in the full link then use the Action Network link shortener found in the formatting options within the body text. If you use a pre-link shortener, then your emails may go into peoples' spam.

If you need guidance on using Action Network, visit the Rebel Toolkit pages [here](#) and request training [here](#).

Guidance for using Zoom in Talks, Training and Workshops

How to log on to Zoom and select your booked session

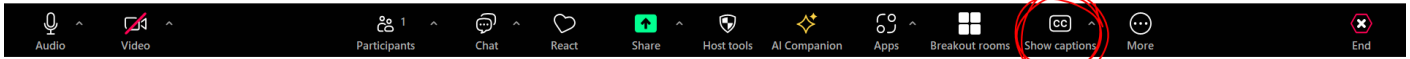
Access details are the same as those used for booking the session. REMEMBER to check whether you are already logged into another Zoom account. If so, you need to log out of that one to log into the Zoom account where the session is booked. Go to the avatar at the top right - sign out and then sign into the correct account.



The screenshot shows the Zoom web interface. The top navigation bar includes the Zoom logo, links for Products, Solutions, Resources, and Plans & Pricing, and user options for Schedule, Join, Host, and Web App. A left sidebar contains navigation links for Profile, Meetings (highlighted), Webinars, Personal Contacts, Personal Devices, Whiteboards, Notes, Surveys, and Recordings. The main content area is titled 'Meetings' and includes tabs for Upcoming, Previous, Personal Room, Meeting Templates, and Polls/Quizzes. A date range filter is set to 'Today'. A meeting is listed for '05:00 PM - 06:00 PM' titled 'XR MIDLANDS ACTIONS' with Meeting ID: 814 3994 1180. A dropdown menu is open at the top right, showing the user's profile 'XR Midlands' (LICENSED) with email 'xrmidlands@protonmail.com'. The 'Switch Account' and 'Sign Out' options are circled in yellow.

How to enable closed captions BEFORE THE SESSION BEGINS

- Anyone who is D/deaf or partially deaf will need these running from the start of the session.
- At the bottom of your screen, select closed CC/Live Transcript.
- You or participants can always Hide Subtitles if you don't want to see them. Alternatively, once everyone has arrived, ask participants whether anyone wants them running. If they are not required, they can be turned off.
- You need to be the host to turn CC/Live Transcript on or off.



How to admit participants from Waiting Room / How to unlock it

Once you have opened the session, pop up messages at the top of your screen will tell you that participants are in the Waiting Room. To let them into the meeting, click on “Admit”. Or once you have started the session, you can allow late arrivals to jump straight in rather than going to the Waiting Room. To do this:

1. Click on Participants.
2. Select the 3 dots at the bottom right.
3. Select 'Enable Waiting Room'.
4. This will disable the waiting room and allow people to join without you having to Admit them individually.

NOTE - this option will only work if you have created a Zoom registration link and selected both Passcode and Waiting Room when you created the Zoom meeting.

How to split screen to see the Zoom meeting and other information (eg. your script) side by side

- Have your script open on one tab before you open the Zoom session.
- Click on the 'Reduce' icon - two squares superimposed on each other in the top right corner of your screen. This allows you to adjust the size of that application by hovering over its edge and using the arrows that appear.
- Click on a new tab to log into the Zoom session and repeat the process as above.
- This gives you two screens side by side.

How to screen share

You may use this function to show slides etc but you will not be able to see your script:

- Click screen share at the bottom of your own screen (green square with 'up' arrow).
- Click on the window with the blue surround and click share.
- Minimise that window (click on the short horizontal line at the top on the right).
- Click on the tab of the item to be shared (this should have been opened before you started the session).

[Watch Zoom support video on screen sharing.](#)

How to create breakout rooms for check-ins

- Click on the Breakout Rooms icon on the bottom bar of Zoom.
- Choose how many people can go into each room (3 or 4 is a good number).
- Click 'automatically' to let Zoom select participants at random to go into different rooms.
- Select a time e.g. 5 minutes.

[Watch Zoom support video on use of breakout rooms.](#)

View Reflection Form

FORM - REFLECTION FORM - REBEL CURRICULUM

Title of Training, Date and Speaker / Assessor

Housekeeping

What aspects of accessibility / inclusivity / clarity were used?

Were there closed captions running from the beginning?

Yes No

Was there a clear view of the speaker's mouth for lip readers?

Yes Sometimes No

Was there a clear statement of the training's duration and comfort break(s)?

Yes Some points mentioned No

Was there an opportunity to (privately) indicate access requirements?

Yes No

Explaining non verbal methods of communication

Hand signals: their meaning and when they're responded to?

Yes No

Reactions: Zoom 'emoji'/reactions - meaning and how-to?

Yes No

Chat box how-to and etiquette

Yes No

Stack ?

Yes No

Further comments on housekeeping and comms info

Check-ins and Check-outs

Were check-ins done ?

Yes No

Were check-outs done

Yes No

Structure of Training

Was a statement made about the training's purpose and structure

Yes Some No

Was this information clear

Yes Some No

Was each section clearly announced

Yes Some No

Did each section flow well into the next

Yes Some No

Was there a clear ending to the training

Yes Some No

Further comments on structure etc

Using Breakout Rooms [BORs]

Was the reason for using BORs clearly explained

Yes Some No

Where going into a BOR was not integral to the learning purpose, was an alternative option offered

Yes No

Were participants given clear info on what they should do in the BOR

Yes Some No

If BORs required facilitators and note takers, how was this arranged and verified

On leaving the BORs, was there enough time for reflection e.g. on what was learned, any surprises

Yes Some No

Further comments on use of BORs

Content of the training

Did the speaker use simple language and short sentences

Yes Some No

Avoid using acronyms and abbreviations

Yes Some No

Presentation

Did the trainer speak clearly

Yes Some No

Slowly enough

Yes Some No

Sound loud enough

Yes Some No

Sound interesting, engaging, enthusiastic as appropriate

Yes Some No

Use good voice modulation and variety of tone

Yes Some No

Use pauses to good effect e.g. for emphasis, to allow absorption of information

Yes Some No

Use of regenerative/inclusivity appropriate language

Yes Some No

Manage the technical aspects smoothly

Yes Some No

Further comments on presentation e.g. where training might be of benefit ?

Audio Visual Aids

Did the slides have a reasonable amount of information ?

Yes Some No

Were the slides readable ?

Yes Some No

Was the content of the slides explained ?

Yes Some No

Did the closed captions remain visible ?

Yes Some No

Were any video clips of good quality and short length

Yes Some No

Was the video's sound quality adequate ?

Yes Some No

On other screen sharing, e.g. website, was the visual quality good

Yes Some No

If XR's website was shared, did the speaker mention our hope to render it more 'dyslexia supportive'

Yes No

Other comments on use of audio visuals, especially where training might be of benefit

Post Training and Follow Up

Was an 'I Attended' form used during the training, so the correct follow up email was sent

Yes No

Did participants have an opportunity to give feedback

during the the training in a follow up questionnaire both neither

Did the follow up information seem clear and not overwhelming ?

Yes Some No

Follow-up Resources

Summary

Amazing work! This is what was awesome

Redirectional Feedback. This is what could be optimised

Introduction to XR Resources For Speakers

Intro to XR National Talk

Please feel free to save the script to your own device in your chosen format. However, you should check back here regularly in case the content has been updated:

- [Script March 2026 - Cloud version](#)
- [Slide Set Jan 2026 - Cloud version](#)

If you are looking for resources and ways to engage your Local Group, here is some guidance for [Welcome and Integration](#) for Local Groups.

The World We Want / Science Street Talks for Speakers

Please note that only trained speakers may deliver The World We Want illustrated talk. Once trained, you will be given access to the full script and slides

If you'd like to request training in how to deliver The World We Want, please either email eventsxr@gmail.com or message into the [Explore XR Reception](#) channel on Mattermost.

Anyone can deliver the Street Science talk. Download the scripts below and also visit the [Street Speakers pages](#) on the Rebel Toolkit for support and advice.

- [Science](#) (OnlyOffice)
- [Science](#) (Google)

[Speaker Tips for Online Delivery](#)

[How to Publicise an XR Talk](#)

Are you interested in training people to Prepare for Action?

We are always on the look out for people who can offer Prepare for Action training.

Learning about nonviolent direct action is one of the essential foundations for being a rebel and there is always demand for the training.

If you are interested in joining our team of trainers, we will give you support, an opportunity to shadow a trainer, or help to develop your training skills.

We run the sessions in pairs so don't feel that you need skills in everything. We can help you to learn how to manage the Zoom session and break out rooms. And if you think it would help we can also arrange for someone to deal with the tech for you.

As well as the online course there are in-person training scripts for local training and short 'Street scripts' for people who want to give a taster session at an event. There is coaching and support for in-person training.

The way that we offer PfA training is evolving and our audience is widening, so why not contact us and find out more at PfA@extinctionrebellion.uk.

Prepare for Action Facilitator Notes 29:03:26

Contents:

1. Introduction
2. Who is the workshop for?
3. Preparation
4. Timings and breaks
5. Technical information for a zoom workshop
6. Guidance for running an in-person workshop
7. Leading discussions
8. Spectrum lines on line
9. Spectrum line in person
10. Deescalation
11. Decision making

12. Endings

1. Introduction

These notes are for people who are facilitating a Prepare for Action (PfA) Workshop using the video recording.

The video is publicly available and you don't need to be a part of Extinction Rebellion to use it. It is important that anyone joining any type of action knows how to maintain peaceful civil disobedience.

This workshop is based on Extinction Rebellion training which began in 2019 and has been regularly updated to reflect our own evolution and changes to the law.

2. Who is the workshop for?

PfA includes some challenging concepts and assumes that participants want to know how to prepare to take action. Some people may already have prior experience of protests and could be looking for a refresher.

People who are completely new to climate activism may like to join an Intro to XR, Get Involved or The World We Want talk. Another route to PfA training is to find regional and local group on the map on our website where in person training may be available.

3. Preparation

We expect that all attendees will abide by our rebel code during the workshop.

The video can be used in-person or on-line. You don't need slides and script, just to know how to share the video.

You will need to be able to screen share the video in a zoom meeting or onto a screen in an in-person meeting.

Watch the video beforehand to familiarise yourself, if you have any questions contact us [here](#).

Three activities called Spectrum Line, Deescalation and Making Quick Decisions will require your active facilitation (see instructions below).

These activities are enriched by the discussion and experience that participants bring- it deepens everyone's learning.

There are also two places where we invite a pause for thought. You will need to pause the video and invite people to consider the question. You may wish to ask for responses or for people to post in the chat.

The links and notes below the video and information on the Rebel Toolkit will be kept up to date.

You may also like to prepare by visiting a key source of information; the Prepare for Action section in the Rebel Toolkit. This is publicly available information.

If you have any questions you can use our contact email.

XR is primarily run by volunteers and we rely on donations. Please encourage people to make a donation to XR UK.

4. Timings and breaks

This video is based on a 90 minute workshop. How long your session lasts will vary depending on the number of participants and whether your session is live or online.

It is important to take as many breaks as you think your participants need e.g if you have any participants who are disabled or vulnerable they may need more breaks.

You may also wish to extend breaks if your group is relatively new and you are using the session for team building.

We have not indicated where breaks might be, but the video has sections, pauses for thought and (as a rough guide) slide 21 is half way through the material.

5. Running an online workshop

If online, insert RTK link <https://rebeltoolkit.extinctionrebellion.uk/books/design-develop-and-deliver-training/page/guidance-for-using-zoom-in-talks-training-and-workshops>

- Check in your Zoom account settings that Closed Captions (CC) have been enabled, so that people can switch them on when the meeting launches.
- As part of our safeguarding policy switch the chat to everyone so that people can't message each other directly. To do this click on chat, use the the three dots in the corner and switch it to 'everyone' If you think you would be unable to respond to the chat during the video say you will answer all questions at the end (if they haven't already been dealt with during the session).
- Ask people to at least have their microphone on in Break Outs, as a silent participant is unsettling for others. If they are unhappy with this, keep the attendee who is unwilling to actively participate in the main room with you.
- To get the most out of the workshop we recommend that you pause where green slides prompt discussion . These are moments for reflection and to share ideas and experiences. Newer rebels can gain a great deal from the more experienced participants at such times.
- Check that any participant who is under 18 or vulnerable has an appropriate adult with them. Check that the appropriate adult is present in the beginning and at times during the session. If the participant is unaccompanied keep them in the main room when doing

Break Outs or invite them to come to another session with an appropriate adult.

- As we refer to facilitators throughout the workshop please introduce yourself before the video begins. We suggest that you say that you are effectively the 'third trainer' and will be leading them through parts where they workshop.
- You can share the link to the YouTube video in the zoom chat at the end of the session- explain that all the links they need are in the description under the video. Remind people to save the chat or click on the link in the chat.
- If your session is in person it is a good idea to ask for people's contact details.
- Here is the local group sign-up information add link
<https://rebeltoolkit.extinctionrebellion.uk/books/action-network-for-xr/page/local-group-sign-ups>
- If participants are happy to share their email with you, email the links and other information after the event.
- It is a good way to break the ice if you do check-ins before the video. Depending on numbers this can be done in Break out Rooms or in the main Room. Their name, preferred pronoun, and what they hope to get out of the session should cover it.
- Check outs can be how they are feeling, and what they are going to do next (next steps).

6. **Running an In-Person workshop**

- If your group is new or there are people new to your group, you might like to ask people to do a brief check in e.g. their name including preferred pronoun and what they hope to get out of the session before you start the video.
- You will need to know how to share the video on a screen and how to pause whilst leading discussions
- Check if people need closed captions and if so, enable captions using the CC button below the video.
- Breaks/timings Guidance about breaks is above but you can also 'read the room' or negotiate break times with attendees.
- Safety Check that any participant who is under 18 or vulnerable has an appropriate adult with them.
- Links It is possible that some of your attendees will not be able to make a note of links. If you have their email address you can send them or you can also produce a handout of essential links/QR codes. There is a document in the Rebel Toolkit that you can print off.

- Bust cards it would be a good idea to print off the latest bust cards for your region or nation for people to take away.
- Future meetings You may wish to give information about your next meeting.
- Donation We have mentioned donations to XR in the video, please remind people. XR is almost entirely run by volunteers and funds are critical.
- Check out It is always good to end with a 'how are you feeling and what are you going to do with what you have learned today?' Speaking an intention out loud gives it more meaning. People may also wish to get together with others with similar intentions

7. Preparation for the Spectrum Line - A light bulb moment (slides 13-18)

This is the part of the video where you will need to lead your group through an important and thought provoking exercise. You will need to do a little preparation before the session. When you watch the video in preparation for the session please pay particular attention to slides 13-18.

You can choose to use the video or to pause it entirely and read out the progressions yourself. Both are perfectly fine. Reading it out yourself will allow you to check understanding and go at the groups pace as well as adding energy to the room. This might be preferable but using the video –pausing after each progression will have the same effect.

Online delivery:

- Pause the video
- Check that people know how to use the chat, if people are unsure you can have a practice.
- You can read out the progressions
- Or you can pause the video after each reveal so that people can take time to decide what score to give.
- It is essential that they don't press send until they have all three scenarios. This way you will have X 1,3,2, B 2,2,5 D5,5,5, making it much easier for example to ask D to explain their responses and then X to give their reasoning (after the third progression has been given). Reflecting on others reasoning is of great value,
- If you choose to use the video to give the examples you will need to be ready to pause the video between examples and prompt a conversation about peoples scores after they have pressed send.
- If you choose to read out the scenarios yourself you can skip the video to slide 19 after you have finished.

8. In-person delivery:

- Please check out slides 13 to 18.
- You can prepare the room with markers where the ends of the spectrum line will be. To save time later on you might like to tell people where the ends are before you start the video.
- This is a practical exercise about non violence and is a 'light bulb' moment for many people. If you have anyone who has limited mobility they can remain seated and call out their position.
- You will need to pause the video between progressions to give people time to move. Or you might prefer to read out the examples and progressions yourself, returning to the video at slide 18 when you have finished
- You can ask people about their choices after each progression, especially outliers or wait until you have given the three options, Perhaps look for the person who thinks all examples are violent, and then ask someone who tends towards the other end to give their perspective.

9. Deescalation practice

Not everyone relishes role play so, encourage people to see the the break out or the room as a safe space.

Timings are critical. You will need to use break out rooms in a zoom, or ask pairs to spread out around your room. Twos are best, but depending on numbers, groups of three are OK. In this case the third person is an observer and can give feedback. After 2 minutes ask people to swap roles. If they are a group of three the change over will need to be quicker.

Some people find role playing upsetting. If people are uncomfortable doing this, they can split into pairs and discuss the issue using active listening. This means taking turns to listen. Giving full attention without thinking about what they are going to say when it's your turn, and without interrupting.

Always give the option not to take part

10. Decision-making practice

This is intended to be an almost non-verbal exercise. In this scenario there are likely to be police or security guards close by. So the proposal process and hand signals will allow for speed and privacy. Remind people that there will have been an action briefing beforehand and so to focus on the decision making process rather than the value of the action. Depending on numbers and timings you can place people in break outs of about 6.

You can ask for feedback about the process first, and the decision they made if you have time.

If you have any questions here is a contact email

10. **Endings**

If your session has been a part of an action briefing, you can pass over to the action planners to talk specifics.

If not you may like to spend a few moments discussing the 'what next' question that we pose at the end and sign posting people wherever it is appropriate.

Delivering Actions Support Trainings

Actions Support covers a wide range of specialities, including Stewarding, Action Wellbeing, First Aid, De-escalation, and much more.

If you would like to train others in these specialities please contact the specific teams via the [Actions Support Pages](#).

Stewarding

Resources to train Stewards can be found [here](#).

Create a Rebellion Academy Training

First, please watch the [Video Guide](#).

<https://www.youtube.com/embed/yKHi-ytQqeY?si=tvz54ia74s9xiDal>

Title of lesson/section

Please remember that each lesson should stand alone from other lessons and be a learning goal in its own right.

Introductory video or text

Please provide us with one of these, to put the topic in context and explain why it is important:

- an introductory video
- selfie-video of yourself or someone else briefly introducing this lesson
- some text that we can turn into a selfie-video for you

Learning outcomes (optional)

OPTIONAL: please provide us with the learning outcomes for your training – what will rebels be able to do at the end of the training that they could not do at the start? If you leave this blank we will work them out for you based on the learning material.

Learning materials

This is the main block of information for your lesson – the core information, activities, perspectives that you want rebels to take away. Please include any videos, text, infographics, links or images that you would like us to include. If you want to divide this up into multiple parts that's fine – you can structure this however you want.

Case studies

This is what the principles, perspectives etc. look like in practice. It's a story of someone applying them. Please include one of the following:

- a real-life example of where this has been used elsewhere (outside of XR) – either a video or text
- a personal story from someone, talking about an experience they have had (good or bad) or how they feel about the materials in this lesson
- You can include multiple case studies here if you want to

Your turn

Please think about an interactive activity that could be offered. The purpose of the activity is to give rebels some practice in applying the principles, perspectives etc. We can help you with this section if needed – it can be very hard to design and some lessons can be even harder than others. However, the more input you can give us for this, the quicker your training can go live on Rebellion Academy.

Some options that we have available are:

- **poll** – rebels can choose from a list of possible options, and after they have chosen they can see what everyone else picked. It can work well if you've given them something to reflect on and then follow it up with this.
- **drag and drop** – get rebels to consider links/connections/purposes etc. by getting them to drag various text boxes or images into buckets.
- **branching task** – create a branching scenario, e.g. a conversation.
- **interactive video** – the video can pause and ask them questions as they go.
- **forum** – ask rebels to post in the forum in answer to some questions you ask them.

Review and Reflect (optional)

OPTIONAL: provide us with some questions that you want the rebels to reflect on based around the learning objectives.

Additional resources / further reading

If possible, please provide one or more additional links/attachments/videos etc. that rebels can refer to if they want to find out more.

Quiz questions

If possible, please suggest some questions that rebels can use to assess whether they have understood the key points correctly. These can be

- **multiple choice** or **true/false** questions;
- **matching questions** where rebels match a concept to a category or a context where it would be appropriate to use the idea;
- possibly **drag and drop** challenges, as described above.

The questions should focus on the elements of what has been covered in the lesson. So that, if a rebel gets the wrong answer, they might go back to the relevant part of the lesson to check their understanding, and then have another go.

Contact Us

For more help [contact the Rebellion Academy team](#).

Script Template for new trainings

Use this script template for online delivery. Add timings, the speaker(s) name(s), script and tech instructions.

The template is in two formats:

[OnlyOffice on the XRUK Cloud](#)

[Google Docs](#)

How to Guides

Create Recurring Registration Zoom Links | Send Reminder Emails | Publicise Your Events

Video Guide [11mins] showing how to:

- Create one Zoom registration link for multiple events
- Edit the events (time/date)
- Add more events to the same link
- Send out a reminder email to anyone registered
- Brief look at branding your event
- Create a short link for the Zoom registration for publicity/broadcast messages.

Written guide with screenshots: [How to Send Reminder Emails to Zoom Registrations](#) - on the Cloud, slow to load.

More zoom advice can be found in the [Tech Section of the Toolkit](#).

Publicise your events:

Movement Calendar on the TeamUp app - see what's happening across XRUK and beyond!

[View the Calendar](#)

Got an action, event or announcement to bring to the calendar?

👉 Fill in the [M&M Comms Requests form](#)

Publicise your own events across XRUK and XRGlobal - Video Coming Soon!