

Step 4: Conduct trainings and develop guidance material

During the development of the (s)EAP you have probably already conducted some trainings and introduced the wider organization to anticipatory action (see [chapters 1 and 2](#)). Now that you have a draft (s)EAP, anticipatory action has become more concrete and tangible. It may also have been some time since other staff has been involved in anticipatory action work. It is therefore a good idea to conduct another round of training for the heads of departments at the national level of the national society, for the relevant branches, and for other staff and volunteers who have a role to play. In addition to a general training on anticipatory action, this training should also focus on the specific content of the (s)EAP in question (see Step 5 below), as well as the Anticipatory Pillar of IFRC's DREF modality (see [chapter 4](#)).

In addition to this, you must ensure that the staff and volunteers who have specific tasks in the (s)EAP have the skills required to carry out these action (e.g. how to set up an emergency shelter or organize a cash distribution). From your earlier assessment of the capacity needs and current capacities (steps 1 and 2 above), you should have an overview of the skills needed. Based on this, you can design your training for relevant staff and volunteers to ensure that they have adequate skills.

Besides skills specific to your early actions, you should ensure that staff and volunteers receive training or are sensitized on Protection, Gender and Inclusion (PGI) aspects so that they can identify particular groups' specific needs, including marginalised groups', and know how to deal respectfully with people from different backgrounds. Also consider trainings on Psychological First Aid, First Aid, and Community Engagement and Accountability. Consult the NDRT to understand which general trainings staff and volunteers receive, as the content might be relevant for the anticipatory action intervention team as well.

As a full EAP is valid for 5 years, this training should not be a one-time event. There will be staff and volunteer turnover during the 5 years, and skills fade if they are not applied or refreshed regularly. It will therefore be important to plan new trainings and refresher trainings as part of your readiness activities throughout the EAP period (see [chapter 10](#) on readiness activities).