EMWA Professional Development Programme

**[Workshop title]**

**[Level[[1]](#footnote-1) and planned length[[2]](#footnote-2)]**

**[Name and affiliation of workshop leader(s)]**

**Pre-workshop assignment**

**Objective**

[State the objective of the assignment.]

**Content and instructions**

[State the content and necessary instructions on how to do the assignment. Questions about participant experience or needs can be included. The assignment itself could be preparatory reading, a written exercise for discussion during the workshop, or preparation of material that may be used during a workshop activity.]

**Assessment criteria**

[Ensure that participants understand what they must do to attain credit (usually simply doing the pre-workshop assignment before the workshop). Explain how knowledge acquired from the assignment will be applied during the workshop. Feel free to inform participants that assignments submitted after the deadline will not necessarily be discussed in the workshop, but that this will not jeopardise award of final credit (see **Workshop Leaders Handbook, Section 3 – Workshop Assignments, Attendance and Credit** – for information about assignments sent later than the deadline). Inform participants whether they will receive written feedback or just acknowledgement of receipt. If you will be using assignments in the workshop, say so and encourage participants to send them in before the deadline. Also remind them not to send examples containing confidential information.]

**Resources and materials**

[Describe the resources and materials required to complete the assignment.]

**Time required**

[Give the time required to complete the assignment; usually this should take 1-2 hours to complete.]

**Deadline or other information about bringing the assignment to the workshop**

[If you want the assignment to be submitted before the workshop (not required), set a deadline of at least 2 weeks before the workshop date and add information about where to send it. Participants must send assignments to you, not to Head Office. State that receipt of the assignment will be acknowledged and reminders will not be sent (you can send reminders if you wish, but you’re not required to do so). If the assignment does not require any information or exercise to be sent to the workshop leader or brought to the workshop (e.g. if it is just a reading exercise), state this.]

1. Foundation or advanced [↑](#footnote-ref-1)
2. 3 or 3.5 hours [↑](#footnote-ref-2)