EMWA Professional Development Programme

**[Workshop title]**

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

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

**Workshop outline**

**Content**

[Include full details of the time allocated to each part of the workshop: getting started, different presentation topics and exercises, conclusions, briefing for the post-workshop assignment and completion of evaluation forms; a table such as the one below will generally be helpful: see **Figure 1 in the Workshop Leaders Handbook** for a more detailed explanation.]

|  |  |  |
| --- | --- | --- |
| **Content** | **Time** | **Comments** |
| Getting started |  | Include time for addressing comments on the pre-workshop assignments |
| Topics |  | Repeat this row as needed |
| Group activities |  | Repeat this row as needed |
| Break | 15‑20 mins |  |
| Topics |  | Repeat this row as needed |
| Group activities |  | Repeat with row as needed |
| Conclusions and post-workshop assignment |  |  |
| Evaluations | 10 mins |  |
| **Total time** |  |  |

**Pre-workshop assignment**

[Give time required to complete the assignment. We recommend a maximum of 2.5 hours]

**Post-workshop assignment**

[Give time required to complete the assignment. We recommend a maximum of 3 hours]

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