Self Study: Preparing to Present Workshops/Training

Self study activities and meetings/volunteer activities may add up to 1/3 of the total required professional development hours in a 12-month period. Presenters can claim up to 50% of preparation, specifically research time per each workshop presented. For example, for a 1-hour workshop/presentation a presenter can claim 30 minutes for prep time. For a six-hour workshop/presentation s/he can claim 3 hours for prep time. The rationale being that if someone is presenting a topic, they should have some mastery in the topic already. Prep time would include researching for updated information. They should document their prep time as follows:

Name: _____

Date and Length of Workshop/Presentation: _____

Resources: _____

Date(s) of Publication: _____

Summary: A brief description of what your research and your reaction, including how you will use the knowledge gained in your presentation.