• When are the workshops starting?

Really soon! This semester, we are running face to face workshops from Week 2 – 8. We have published the whole schedule for Semester 1 online so you can start mapping out the learning component for this semester around your study schedule.

• How do I book into workshops?

All workshops will now be booked into via a Moodle course called ‘UNSW Leadership’. **You must enrol in this course to attend workshops.** Details of how to enrol in this course are below in the ‘Summary of what you need to do’ section on page 2. The Moodle course contains full instructions of how to manage the workshop component of the program.

• How many workshops do I need to do?

You have to complete a total of 5 workshops in order to accrue 50 points (Introduction to the Leadership Program plus 4 other workshops)

**Any workshops that you have already attended will still count towards your points.** So work out how many workshops you have remaining to do, enrol in the Moodle site, review the schedule, and book into the appropriate number of sessions to complete this component of the program. If you’re not sure, please email leadership@unsw.edu.au (making sure you include you zID).

Over the next few weeks, we will be manually updating your Gradebook to reflect the number of workshops you have completed already, please allow some time for this.

(Please note, you can do more workshops if there are others you are interested in, but you can only accrue a maximum of 50 points in total for this component of the program)

• What if I haven’t done the ‘Introduction to UNSW Leadership Program’ workshop yet?

This workshop is a compulsory requirement of the course to be completed straight after enrolment. If you haven’t started your community engagement, **you are required to complete this workshop online.** It helps get you oriented for the program, provides lots of support around finding your CE and gives a good foundational understanding of leadership. Details of how to enrol are in the ‘Summary of what you need to do’ section on page 2.

If you have already started or completed your community engagement, enrol straight into the UNSW Leadership Moodle platform and start booking into any remaining workshops (to complete a total of 5).

• What happens if I don’t turn up to a workshop I have booked into?

If you have registered for a workshop and cannot attend, you MUST cancel your booking in Moodle. You can do this at any time. If you do not cancel you booking, you will receive a reminder of the
program requirements to cancel via Moodle. If you miss 2 consecutive workshops without cancelling in Moodle, you will NOT be able to register for a workshop for the remainder of the semester as a penalty. This rule exists to ensure other students can attend workshops that are fully booked.

- **How do I keep track of my progress through the program (and points)?**

Points for each component of the program (Intro module, Reflections, Workshops and Community Engagement) will now be recorded in the Gradebook in the UNSW Leadership Moodle course, so whenever you log in you can see how you are tracking through the program.

Please allow some time for us to update your individual Gradebook with any points you have accrued so far from workshops or community engagement. We will also be contacting you at different points this year through Moodle to motivate you to keep working through the program in the time frame.

- **Do I still need to use My Record?**

Yes, you still need you to progress through the forms in My Record. Use this platform to nominate your Community Engagement opportunity once you have found something suitable. It must be approved by the Leadership Program team here before you start counting your hours. If you have struggled to find an opportunity up to now, try using the resources online and in Moodle to help. [https://student.unsw.edu.au/leadership-engagement](https://student.unsw.edu.au/leadership-engagement)

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### Summary of what you need to do...


3) Select ‘Yes’ in response to the first question: ‘1. Indicate completion of the ‘Intro to Leadership’ workshop’

4) Establish the number of workshops you have remaining to do. Review all of the workshops running this semester in Moodle and book into the ones that interest you most.

6) If you can no longer make a workshop you have booked into, make sure you cancel out of the booking in Moodle.

5) View the Moodle Gradebook at any time to track your progress (and points) through all the components of the program.

7) Continue to use My Record ([www.myrecord.unsw.edu.au](http://www.myrecord.unsw.edu.au)) to nominate your Community Engagement opportunity when you have it organised, and to submit your final reflection.

8) Use the online guidelines online to help you navigate the program, or email us at leadership@unsw.edu.au with any questions.