

## Office of Staff Professional Development

### Spring 2019- Professional Development Day

### Workshop Proposal Form

The Office of Staff Professional Development encourages faculty and staff to initiate, facilitate, and/or conduct workshops that would be beneficial to the professional growth of Pensacola State College employees. If you are interested in presenting a professional development workshop please fill out the form, obtain approval and signatures then forward to the SPD office no later than January 25, 2019.

**Contact Person(s):** \_\_\_\_\_ **Department Name:** \_\_\_\_\_ **Ext.:** \_\_\_\_\_

**Session Title:** \_\_\_\_\_

**Session Description:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Presenter(s) Name/Title/Bio:** \_\_\_\_\_

\_\_\_\_\_

Has this workshop been presented before? Yes \_\_\_ No \_\_\_ If yes, please provide course# D00 \_\_\_\_\_

Would you be willing to present this session in more than one time slot? Yes \_\_\_ No \_\_\_

#### How will this session benefit employees and the college?

#### Preferences:

Seating Limit: \_\_\_\_\_ Training Location: Classroom Computer Lab Other \_\_\_\_\_

#### Audio-Visual Requirements:

Projector:	Screen:	Computer/Laptop	Internet
Speakers:	Lapel mic:	Handheld mic:	Conference Phone
Other:			

Workshop Proposed By: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor/Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Senior Level Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

**Final process date:** \_\_\_\_\_ **PD Credit:** \_\_\_\_\_ **Initials:** \_\_\_\_\_