

Staff Professional Development

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 at least 2 weeks prior to the workshop start date. The information should be completed BEFORE items are placed on the SPD training calendar. Attached additional sheets if needed.

Contact Person(s): _____ **Department Name:** _____ **Ext.:** _____

Workshop Title: _____

Workshop Description:

Presenter(s) Name/Title/Bio: _____

Has this workshop been presented before? Yes ___ No ___ If yes, please provide course #D_____

Workshop Date(s) and Time(s):					Suggested PD Credit Type To be completed by SPD	Section # To be completed by SPD
Date	Day of Week	Time	Campus	Bldg/Rm#		
1.		From: To:				
2.		From: To:				
3.		From: To:				
4.		From: To:				
5.		From: To:				
6.		From: To:				

Preferences:

Seating Limit: _____ Training Location: _____ College-wide announcement: Yes ___ No _____

Audio-Visual Requirements:

Projector:	Screen:	Computer/Laptop	Internet
Speakers:	Lapel mic:	Handheld mic:	Conference Phone
Other:			
Will you need assistance making arrangements for audio-visual requirements? Yes ___ No _____			

Workshop Proposed By: _____ Date: _____

Supervisor/Department Head: _____ Date: _____

Senior Level Administrator: _____ Date: _____

Final process date: _____ Initials: _____