

Office of Staff Professional Development
Spring 2020 - 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 12:00 Noon on January 10, 2020.

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 is this session a benefit to the employees and the college?

Preferences:

Seating Limit: _____ Training Location: Classroom Computer Lab Software Requirements: _____

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: _____ **Initials:** _____