

LAURIER

Student Leadership Centre

CUSTOMIZED WORKSHOP PROGRAM COVER SHEET

It is our goal to provide each unique group that approaches us for a CUSTOMIZED WORKSHOP with a program designed to meet your needs.

In order to help us provide you with the best program possible please fill in all the information fields below and return it to the Student Leadership Centre (by email or in person). The information will be provided to the student facilitators for planning purposes.

REQUESTED DATE AND TIME OF PROGRAM:	
ORGANIZATION AND/OR GROUP NAME:	
GROUP CONTACT PERSON:	
PHONE NUMBER FOR PRE-PROGRAM COMMUNICATION:	
EMAIL:	
NUMBER OF PARTICIPANTS:	
WILL THE CONTACT PERSON PARTICIPATE?:	

Please provide us with some background information on your group using the questions below.

1. Who are the participants and what is their relationship to one another?

2. How well do they know one another? Do they know each other's names?

3. Is it a mixed group? (e.g. volunteers with executives, cultural diversity, age range, etc.)

4. Please provide us with a description of your program/organization/department/office.

5. Please provide a description of the responsibilities of the students that will be present (duties, hours, workload, pressures, deadlines, etc.)

6. What has been or will be the nature of their typical group interactions? Have they done team building activities?

7. What possible group dynamics should our facilitators be aware of?

8. What are your goals and expectations for the customized workshop? What do you want people to learn and/or do differently after the program (specifically)?

9. How should we customized a program for your group? Do you want specific activities? What activities or elements should we avoid?

10. If we could leave them with two thoughts or messages, what would they be?

11. What role will the group contact play during the program and beyond?

Contact: Amanda McGowan, Coordinator: Student Leadership Centre
3rd Floor Fred Nichols Campus Centre
amcgowan@wlu.ca or 519-884-0710 ext 3974

Date Received in the SLC _____

(Office Use Only)