



# Workshop Request Form

Date: \_\_\_\_\_

## Contact Information

|                                |                |                      |              |
|--------------------------------|----------------|----------------------|--------------|
| Name: _____                    | Email : _____  |                      |              |
| Organization/Department: _____ |                |                      |              |
| Mailing address: _____         |                |                      |              |
| Phone: _____                   |                |                      |              |
| Workshop for: (circle)         |                |                      |              |
| UB 101                         | Academic class | Student organization | Other: _____ |

## Workshop Details

|                               |                          |
|-------------------------------|--------------------------|
| Workshop requested: _____     |                          |
| Date(s) preferred: _____      | Time preferred: _____    |
| Number of participants: _____ | Location: _____          |
| Program length: _____         | Technology needed: _____ |

## Comments:

|       |
|-------|
| _____ |
| _____ |
| _____ |

For additional information on specific programs and presentations we conduct, please contact us at:

**Address:**

Center for Student Leadership and Community Engagement

235 Student Union

Buffalo, NY 14260

**Website:** [www.leadership.buffalo.edu](http://www.leadership.buffalo.edu)

**Phone:**

(716) 645-6469

**Email:** [leadub@buffalo.edu](mailto:leadub@buffalo.edu)



Workshops offered by the SLCE:

**WORKSHOP SUGGESTIONS:**

- Interactive Teambuilding and Ice-breakers**
- Conjunction Junction, What's Your Dysfunction? The 5 Dysfunctions of a Team**
- How to Make Meetings Work**
- Conflict Resolution**
- The Leadership Challenge**
- Passing the Torch**
- Creative Problem Solving**
- Effective Communication**
- Public Speaking**
- Time Management = Self Management**
- Goal Setting!**
- Values Auction**
- Community Service Opportunities**
- How to Plan Your Own Service Project**
- Getting to Know the SLCE!**

...Or come meet with our professional staff to create a workshop designed to meet your unique leadership development needs!

**Submit the back of this form or request a workshop online at:**

<http://www.student-affairs.buffalo.edu/osd/leadership/workshoprequest.shtml>

**For more information, contact:**

Center for Student Leadership & Community Engagement  
235 Student Union  
www.leadership.buffalo.edu  
Phone: 716-645-6469  
Fax: 716-645-2163

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**Office Use:**

|   |                        |                    |
|---|------------------------|--------------------|
| <b>Presenter:</b> _____                   | <b>Date:</b> _____     | <b>Time:</b> _____ |
| <b>Workshop Title:</b> _____              | <b>Location:</b> _____ |                    |
| <b>Contact made with requester:</b> _____ |                        |                    |