



Flint & Genesee Chamber of Commerce Education & Training Workshop Request Form for 2019-20 School Year – Middle & High School

SCHOOL CONTACT INFORMATION

Contact: _____ **School Building:** _____ **District:** _____ **Date:** _____
(Name of person making request) (Date of Request)

Address: _____
(Street Address) (City) (Zip)

Phone: _____ **Cell:** _____ **E-Mail:** _____

Please select 1 or more workshop choices. All workshops are approximately 45-60 minutes in length. The attached page provides a summary of the workshops listed below. You also may choose a customized workshop (*if you choose this option, it is better to allow for a minimum of 90 minutes*).

- | | | |
|---|--|---------------------------------------|
| <input type="checkbox"/> Business Etiquette | <input type="checkbox"/> Resume Preparation | <input type="checkbox"/> Social Media |
| <input type="checkbox"/> Job Search/Networking Application | <input type="checkbox"/> Interview Preparation | |
| <input type="checkbox"/> Application | <input type="checkbox"/> How To Keep A Job | |
| <input type="checkbox"/> Customized/Other (<i>Please describe: combined topics from the list above, other items, etc.</i>): _____ | | |
| _____ | | |
| _____ | | |

Available dates (MUST give a minimum of 2): _____

List Class Times/# of Students Per Class

Class Hour	Timeframe (Exact)	Grade(s)	# of Students	Teacher/Class #

We will try to honor all requests but please be aware that class periods that begin AFTER 1:00pm are harder to accommodate during some months due to our after school program TeenQuest. Many of our school day facilitators also facilitate with TeenQuest.

SEND THIS REQUEST TO: Amy Watts by fax (810) 600-4068 or email awatts@flintandgenesee.org