



WORKSHOP FACILITATION TEAM - SUPERVISOR APPROVAL FORM

Membership on the Workshop Facilitation Team is a volunteer opportunity for staff to gain professional development experience by facilitating workshop curriculum across UGA Student Affairs.

The Workshop Facilitation Team works with Learning and Strategic Initiatives to facilitate UGA Student Affairs' common workshops. In addition to facilitating workshops, team members meet biweekly to recommend refinements to the curriculum and discuss emerging trends.

Applications will be reviewed by staff in Learning & Strategic Initiatives, who will provide recommendations for membership to Vice President Wilson.

The deadline for applications is Friday, September 6, 2019 at 5:00 p.m.

WORKSHOP FACILITATION TEAM MEMBER REQUIREMENTS/EXPECTATIONS

- Term: Team members will serve a one-year term, ending in May 2020.
- Training: Team members will attend one 4-hour training. Training date will be determined after selection of the Workshop Facilitation Team.
- Biweekly Meetings: Team members will attend a 1-hour meeting every other week. Meeting day and time will be determined after selection of the Workshop Facilitation Team.
- Workshop Facilitation: Team members will facilitate a minimum of 5 workshops between October 2019 and April 2020. Team members can expect to allocate approximately 1.5 hours for each workshop. Team members will select workshop days and times based on availability.

WORKSHOP FACILITATION TEAM MEMBER ELIGIBILITY

- Team members must:
 - o Be a full-time staff member in UGA Student Affairs.
 - o Have supervisor approval to join the Workshop Facilitation Team.
 - o Be available to attend training, participate in biweekly meetings, and facilitate a minimum of 5 workshops.

I have read the requirements and support _____ in their application to serve on the Staff Development Workshop Facilitation Team.

PRINTED NAME OF SUPERVISOR

SIGNATURE OF SUPERVISOR

DATE