

Public Service Workshops Program

Professional, Scientific and Technical Services Unit



Agency PSWP Liaison Curriculum Customization Form

PSWP workshops are tailored to the diverse professional development needs of PS&T Unit employees. The PSWP Liaison serves as the agency's primary contact with PSWP. Please use this form to provide additional detailed information regarding highly customized curriculum for a PSWP workshop request. **Use this form ONLY when selecting option "d" for level of customization on the Agency PSWP Liaison Workshop Request Form indicating most/high (highly customized, requires curriculum sign-off and additional PSWP Curriculum Revision form).**

Provide as much relevant information as possible, as workshops will not be scheduled until agreement on the curriculum has been reached.

Date of Request: _____

Liaison Name: _____ Title: _____

Agency: _____

E-mail: _____ Work Phone: _____

If there is a subject matter contact for this workshop, please complete the following section.

Name: _____ Title: _____

Agency: _____ Facility: _____

E-mail: _____ Work Phone: _____

What is the suggested workshop title that requires a customized curriculum? _____

Where do you request this workshop to be delivered? _____

Please explain how the workshop should be customized to meet your agency training needs.

Include in your narrative:

1. The specific training needs that cannot be met with current PSWP workshop offerings.
2. The desired content of the customized workshop, including any providers that may be preferred.

