ADVISEMENT & CAREER SERVICES
PRESENTATION/WORKSHOP REQUEST

Today’s Date: ___________________ Course Name: ___________________

Contact Person: ___________________ Telephone Number: ___________________

Department: ___________________

Please indicate the type of workshop or topic requested.

- Career Services Overview
- Workforce Preparation & Employability Skills - Etiquette
- Social Media, Networking and Your Job Search
- Resume 101 –Optimal
- Interviewing Techniques
- Internships
- Making the Right Connection –Transfer
- Career Planning –Are you on the right track
- Customized Topic, please indicate:

____________________________________________________________________

____________________________________________________________________

Program length (most topics/workshops are designed for 25-50 minutes)
Anticipated audience size: ___________________ Target Audience: ___________________

Preferred workshop date: ___________________ Preferred workshop time: ___________________

Alternate workshop date: ___________________ Alternate workshop time: ___________________

Specific location for workshop to be held: ___________________ Room Number: __________

Kindly return this form two weeks before the preferred workshop date to:

Advisement and Career Services
11380 N.W. 27th Avenue • Miami, FL 33167 Room 1104
For your convenience, you may email this form to dpierre4@mdc.edu or to ftoney@mdc.edu