



Contact Information

Name	
Department/Unit	
Phone Number	
Email	

Workshop Information

Please note there should be only one workshop request per form.

Name of Workshop	
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Name	
Department/Unit	
Phone Number	
Email	

List up to 3 preferred dates and times

Location Information

Name	
Department/Unit	
Phone Number	
Email	

List up to 3 preferred dates and times

Date (mm/dd/yyyy)	Time
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Please outline any special requests

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All workshops listed in the "Employee Learning Sessions" catalogue are free of charge for all Staff and Faculty members. These workshops are kindly provided by the Employee and Family Assistance Program (EFAP) and presented by UBC's EFAP provider, Human Solutions.

All workshops are one hour in length and require at least 4 weeks of coordination time.

Please forward requests to Tracey Hawthorn at Tracey.hawthorn@ubc.ca in the Department of Human Resources.