

Workshops | Trainings Request Form

DETROIT INSTITUTE FOR CHILDREN



Contact Information

School/Organization			
Contact Name			
Contact Email		Contact #	
Preferred method of contact	<input type="checkbox"/> Email	<input type="checkbox"/> Phone	

Training Details

What workshop/training are you interested in?			
Will this workshop/training be done in-person or virtually? <input type="checkbox"/> In-person <input type="checkbox"/> Virtually			
Training Date Option #1		Training Date Option #2	
Preferred starting time			
Amount of time allotted for workshop/training <input type="checkbox"/> 1 hour <input type="checkbox"/> 90 minutes <input type="checkbox"/> ½ day <input type="checkbox"/> Full day			
How many people do you anticipate participating?			
What are the key takeaways you want your participants to learn?			

Please fill out the following information only if the training will be done **VIRTUALLY**.

What platform will you be using to: Google Meet Microsoft Teams Zoom Other

Please fill out the following information only if the training will be done **IN-PERSON**.

Address/City/Zip of where the workshop/training will be:			
In what room will the workshop/training take place?			
Please check the equipment you have available: <input type="checkbox"/> Projector <input type="checkbox"/> Speakers			

Provide any questions or comments related to this workshop/training request:

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Please submit the completed form to dicworkshop@detroitchildren.org and include "Workshop Request" in the email subject line. After reviewing your completed form, someone from administration will contact you confirming dates and times. If you have any questions regarding the scheduling of your workshop/training, please contact the DIC office at (248) 926-0909.

Please note, all workshops and trainings should be made a month in advance as we cannot guarantee the requested dates.