

# Employee Workshop Training Plan Proposal

## 1. Overview

This proposal outlines the plan for an upcoming employee workshop training, aiming to enhance essential skills and promote continuous development within the organization.

## 2. Objectives

- Improve core professional and technical skills
- Encourage team collaboration and communication
- Support employee career growth and satisfaction

## 3. Workshop Topics

- Effective Communication Strategies
- Time Management Techniques
- Problem-Solving and Critical Thinking
- Leadership and Teamwork

## 4. Proposed Schedule

Date	Time	Session
2024-08-15	09:00 - 10:30	Effective Communication Strategies
2024-08-15	10:45 - 12:15	Time Management Techniques
2024-08-15	13:15 - 15:00	Problem-Solving and Critical Thinking
2024-08-15	15:15 - 17:00	Leadership and Teamwork

## 5. Expected Outcomes

- Increased employee engagement
- Enhanced professional competencies
- Improved workflow and collaboration

## 6. Evaluation

Post-workshop feedback forms and a follow-up review meeting will be conducted to assess effectiveness and gather suggestions for future training.

## 7. Approval

Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_