

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: _____