

Professional Development Workshop Proposal

Proposer:

Department/Unit:

Date Submitted:

Workshop Title:

1. Workshop Overview

2. Objectives

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3. Workshop Content & Agenda

- 1.
- 2.
- 3.

4. Target Audience

5. Duration & Date

6. Facilitator(s)

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7. Required Resources

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8. Assessment & Evaluation

9. Budget Estimate

10. Additional Notes