

# Skills Workshop Training Proposal

Prepared for: \_\_\_\_\_

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

## Overview

*Brief description of the workshop purpose, target skills, and intended audience.*

## Workshop Details

Workshop Title: \_\_\_\_\_

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

Duration: \_\_\_\_\_

Venue/Mode: \_\_\_\_\_

Target Participants: \_\_\_\_\_

Trainer(s): \_\_\_\_\_

## Objectives

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## Program Outline

| Time | Topic/Activity | Facilitator |
|------|----------------|-------------|
|      |                |             |
|      |                |             |

## Materials & Requirements

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Estimated Budget

| Item         | Amount |
|--------------|--------|
|              |        |
|              |        |
| <b>Total</b> |        |

## Approval

\_\_\_\_\_  
Prepared by

\_\_\_\_\_  
Approved by

