

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
Total	

Approval

Prepared by _____

Approved by _____

