

# Workshop Facilitation Proposal

**Date:** [Insert Date]

**Prepared for:** [Client Name or Organization]

**Prepared by:** [Facilitator or Organization Name]

## 1. Introduction

Thank you for considering our services for your upcoming workshop. This proposal outlines the objectives, processes, and logistics for facilitating a successful workshop tailored to your needs.

## 2. Objectives

- [Objective 1: e.g., Foster collaboration among team members]
- [Objective 2: e.g., Develop actionable strategies for the upcoming quarter]
- [Objective 3: e.g., Enhance communication and problem-solving skills]

## 3. Workshop Overview

**Proposed Date & Time:** [Insert Details]

**Duration:** [e.g., 4 hours]

**Location:** [Virtual or Physical Address]

**Participants:** [Number or List of Participants]

## 4. Facilitation Process

- Introduction and Ice-breaker
- Group Discussion Sessions
- Collaborative Activities
- Reflection and Action Planning
- Workshop Evaluation

## 5. Deliverables

- Customized Workshop Agenda
- Facilitation Materials
- Summary Report/Recommendations

## 6. Fees and Terms

**Total Fee:** [Insert Amount]

**Payment Terms:** [Insert Payment Details]

**Cancellations:** [Insert Cancellation Policy]

## 7. Next Steps

Please review the proposal and contact us with any questions. To proceed, kindly confirm acceptance by [Insert Action, e.g., signing and returning this document].

Sincerely,  
[Your Name]

[Your Title/Role]

[Your Contact Information]