

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]