

Workshop Instructional Proposal Draft

1. Workshop Title

Enter workshop title here

2. Facilitator(s)

Name(s) of presenter(s)

3. Date & Duration

Proposed date(s) and time length

4. Workshop Description

Brief summary or abstract

5. Learning Objectives

List 2-4 specific objectives

6. Target Audience

Describe who the workshop is for

7. Instructional Methods

Describe teaching and learning methods

8. Outline / Agenda

List session topics and schedule

9. Materials & Resources

Mention handouts, equipment, AV needs, etc.

10. Evaluation

Describe assessment or feedback methods