

Internal Workshop Proposal

Company Name: _____

Workshop Title: _____

Proposed Date(s): _____

Proposed Duration: _____

Location / Platform: _____

Prepared By: _____

1. Workshop Overview

2. Objectives

3. Target Audience

4. Workshop Agenda

Time	Topic/Session	Description

5. Resources & Requirements

6. Expected Outcomes

7. Estimated Budget

Item	Estimated Cost	Notes

8. Approvals & Signatures

Workshop Coordinator: _____

Department Head: _____

Date: _____