

SAMPLE WORKSHOP PRESENTATION PROPOSAL TEMPLATE

Please use the template below to help design and develop a 90-minute presentation based on the theme of “Civic Engagement.” Make sure that the proposal integrates learning from Assignments #1-4. (This template is referenced in Assignment #5 of the course “Train The Trainers: Service Learning”)

Workshop Title: *Please suggest a concise, attention getting title for your workshop.*

Workshop Description: *Please write a short description of your workshop for the program booklet no more than 150 words in length. What is your workshop’s main goal?*

Skills/Knowledge *What are the skills, knowledge, and attitudes that will be addressed in this workshop?*

Participant Outcomes By the end of this session, participants will be able to...

- Objective 1 (e.g. what are 2-5 concrete, measurable things you want participants to walk away with? What are the skills and content areas you will cover?)
- Objective 2
- Objective 3
- Objective 4
- Objective 5

Facilitator(s): [Minimum of 2] Name:
Organization/Affiliation:
Phone:
Email:
Role and qualifications:

Participants *Who are your intended participants? Please describe who you envision your audience to be and what you believe their specific goals would be for attending this workshop*

We assume the audience...

- assumption 1 (e.g. what are the learning needs and expectations; what do participants know or not know)
- assumption 2
- assumption 3
- assumption 4
- assumption 5

Agenda and Activities

*Please include a **detailed, step by step** description of each content item and appropriate activities below. **An activity can be anything from introductions, to group discussions, to games, to short lectures, etc.** Be sure to mix up your session formats to include interactive/participatory activities to address every learning style. Keep lectures to 10 minute sections so you keep people engaged (let us know if you need help thinking of interactive activities). Include ideas for people to take action when they return to their communities.*

Introductions (amount of time / facilitator)
Detailed explanation about the activity and how it meets the workshop objectives.

Workshop overview (amount of time / facilitator)
Detailed explanation about the activity and how it meets the workshop objectives.

Agenda Item/ Activity #1	(amount of time / facilitator) Detailed explanation about the activity and how it meets the workshop objectives.
Agenda Item/ Activity #2	(amount of time / facilitator) Detailed explanation about the activity and how it meets the workshop objectives.
Agenda Item/ Activity #3	(amount of time / facilitator) Detailed explanation about the activity and how it meets the workshop objectives.
Agenda Item/ Activity #4	<i>Your training can have as few or as many activities/agenda items as necessary. Please feel free to add lines if you have more agenda items and activities, or remove lines if you have less.</i>
Agenda Item/ Activity #5	(amount of time / facilitator) Detailed explanation about the activity and how it meets the workshop objectives. <i>Please leave five minutes for participants to complete a workshop evaluation</i>
Wrap-up activity	<i>How will you know this training has delivered its objectives after the training? What suggested follow up mechanisms would be used to determine this?</i>
Evaluation	<i>Please list and attach any handouts, Powerpoint presentations, or other prepared materials mentioned above in the workshop activities.</i>
Follow-up	<i>-Please describe any media/AV needs for the workshop -Please describe any additional materials needed for the workshop (flip charts, markers, etc.)</i>
Materials	
Logistics	