YOUR  
LOGO

**COMPANY NAME**

WORKSHOP FACILITATION PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Name/Organization] to facilitate your upcoming workshop. We provide expert facilitation designed to foster engagement, collaboration, and meaningful outcomes tailored to your group's goals.  
  
This proposal outlines how we will support [Client Name] in delivering a successful, impactful workshop experience.

# Problem or Opportunity

[Client Name] is organizing a workshop and seeks professional facilitation to ensure structured discussions, active participation, and actionable results.

# Proposed Solution

We propose a comprehensive workshop facilitation plan that includes pre-session planning, agenda development, live facilitation, and post-session reporting.  
  
Key Benefits:  
- Skilled facilitation for productive conversations  
- Customized content and exercises  
- Clear outcomes and follow-up recommendations

# Scope of Work

Our workshop facilitation services include:  
  
- Pre-workshop consultation and agenda design  
- Customized session materials and activities  
- Live facilitation (in-person or virtual)  
- Group management and timekeeping  
- Post-workshop report with key takeaways and action items

# Timeline

Estimated timeline for workshop planning, delivery, and follow-up:

|  |  |  |
| --- | --- | --- |
| Milestone | Description | Estimated Date |
| Initial Consultation | Understand goals and participants | [Start Date] |
| Agenda Development | Design flow and content | [Date] |
| Workshop Delivery | Facilitate live session(s) | [Date] |
| Follow-Up Report | Summarize insights and next steps | [Completion Date] |

# Pricing

Estimated pricing for workshop facilitation services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Workshop Design | Planning and agenda creation | [Amount] |
| Live Facilitation | Delivery of workshop session(s) | [Amount] |
| Post-Session Report | Summary of outcomes and recommendations | [Amount] |
| Total |  | [Total] |

# About Our Company

[Your Name/Organization] brings experience in group facilitation, leadership development, and organizational strategy.  
  
- Experience: [X] years facilitating professional workshops  
- Focus Areas: Strategy, DEI, team building, change management  
- Mission: To enable groups to learn, align, and take meaningful action

# Case Studies / Testimonials

Case Study: [Previous Client Name]  
  
- Project: Strategic planning workshop for nonprofit leadership  
- Outcome: Clear goals and actionable roadmap developed in 1-day session  
  
Testimonial:  
“[Facilitator Name] kept us focused and energized throughout. The outcomes were immediately useful.” — [Client Name], [Title]

# Terms and Conditions

Payment Terms: 50% at booking, 50% after delivery.  
Cancellation Policy: Rescheduling allowed with 7 days’ notice.  
Materials: All facilitation materials are shared with the client post-session.

# Acceptance

To proceed with the workshop facilitation services, please sign below.  
  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Client’s Printed Name]  
Title: [Client’s Title]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_