**Generic Workshop Agenda**

Use this document to outline the main headline of the workshop you are about to conduct. You can share this template with training managers, trainers, trainees and use it as an attachment while marketing for your workshop. Beneath each header, simply type in the information. You can delete this information box after reading the instructions.

**Course Title:**

**Duration:**

**Launch Date: YY/MM/DD Till: YY/MM/DD**

**On Specific Days:**

**Workshop Description:** *Type in a summarized description of the purpose of this workshop.*

**Estimated Time***: Enter total number of training hours*

**Time: am/pm till am/pm**

**Learning Objectives:** *Type in at least three objectives*

**Workshop Components:** *Mention if you will include any activities, and the way learning will be moderated.*

**Workshop Script:**

**General Comments or Specifications:** *Mention if you have any tailor made activities or if your trainees will be assessed at the end of the workshop.*