

Chabot College Foster and Kinship Care Education (FKCE)

Workshop Proposal Form

Please use the document to help design and develop your workshop (or workshop series). We ask that you submit your proposal via email to ccfkce@chabotcollege.edu and cc ladediji@chabotcollege.edu

<i>Workshop Instructor Information</i>	
Name	Please write your full name.
Phone	What phone number should we call to contact you?
Email	List your professional email address.
Facilitator's Background	Provide an explanation of relevant past experiences or qualifications to speak on the subject matter you have selected.

<i>Workshop Information Overview</i>	
Workshop Title	Suggest a concise, attention getting title for your workshop.
Length	How long will the workshop take (e.g. one hour, two hours, etc.) Is this a workshop series or a single class?
Delivery Format	Can this workshop be presented on-line, in-person, or either?
Workshop Description	Please write a description of your workshop answering the following questions (1-2 paragraphs): <ul style="list-style-type: none"> • What is your workshop's main goal? • What do you want your participants to learn? (your learning objectives) • Who is your intended audience? Who will benefit most?
Sample Slides	Please provide 2-3 sample slides from your presentation. These slides should show your intended format and slide arrangement.

Proposed Workshop Plan

Please break down the workshop into specific activities with an estimation of time needed for each to fit within your workshop timeframe. For example, if you were to provide a workshop on Self-Care, you might list the following kinds of activities for a 3-hour workshop.

SAMPLE DETAILED OUTLINE FORMAT

Part 1: Understanding Self-Care

- 10 min Introductions and opening
- 15 min Meditation & Discussion: Lead a guided meditation. Discuss how they feel before and after.
- 5 min Video
- 20 min Lecture & Discussion: Domains of self-care (physical, spiritual, mental, emotional, relationship, social, etc.).
- 15 min Activity: Challenges and benefits of addressing each domain. Unique challenges caregivers face in self-care

BREAK 5 min

Part 2: Self-Care

- 20 min Activity: Use worksheet handout to identify personal areas in need of additional self-care
- 20 min Activity: Develop a plan.
- 20 min Discussion: Discuss plan with group or in small groups (pending group size). Share with the larger group.

BREAK 5 min

Part 3: Self-Care at Home

- 5 min Video
- 10 min Discussion: Discuss video and respond to prompt: How can you engage in self-care at home?

Part 3: Resources

- 15 min Website Review: Demonstrate helpful websites and organizations.
- 10 min Group Discussion: What resources have you used? Allow participants to learn from each other.
- 5 min Activity: Closing meditation
- 5 min Evaluation and last comments

All workshops must have participant interaction.

Once your proposal is accepted...

If chosen, you will be asked to provide the following:

3 weeks prior to your session):

- Draft Presentation Slides
- Resource List
- Draft handout

One week prior to your session:

- Final presentation slides
- Links to relevant resources, videos, or materials that will be used in the session
- Your handout to be emailed to participants prior to the session or copied and distributed during the session

Document modified from [Florida Atlantic University Community Center for the Excellence in Writing Workshop Proposal Form](#)