

Stakeholder Capacity Building Agenda

Date: [Insert Date]

To: [Stakeholder Name]

Subject: Capacity Building Workshop Agenda

Dear [Stakeholder Name],

We are pleased to invite you to the upcoming Capacity Building Workshop designed to enhance our collaborative efforts and strengthen our stakeholder engagement.

Agenda

- **9:00 AM - 9:30 AM:** Registration and Networking
- **9:30 AM - 10:00 AM:** Welcome and Introduction
- **10:00 AM - 11:00 AM:** Session 1: Understanding Stakeholder Needs
- **11:00 AM - 12:00 PM:** Session 2: Capacity Building Strategies
- **12:00 PM - 1:00 PM:** Lunch Break
- **1:00 PM - 2:30 PM:** Workshop: Developing Action Plans
- **2:30 PM - 3:00 PM:** Feedback and Q&A
- **3:00 PM - 4:00 PM:** Closing Remarks

We look forward to your participation and valuable insights during the workshop.

Best Regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]