

Budget Planning Workshop Agenda

Date: [Insert Date]

Time: [Insert Start Time] - [Insert End Time]

Location: [Insert Location]

Agenda

- 1. Welcome and Introductions**
Time: [Insert Time]
Description: Brief introduction of participants and workshop objectives.
- 2. Overview of Budgeting Process**
Time: [Insert Time]
Description: Presentation on the fundamentals of budgeting.
- 3. Breakout Session: Identifying Budget Needs**
Time: [Insert Time]
Description: Participants will break into groups to identify specific budget requirements.
- 4. Group Presentations**
Time: [Insert Time]
Description: Groups will present their findings and recommendations.
- 5. Action Planning**
Time: [Insert Time]
Description: Develop an action plan for moving forward with budget recommendations.
- 6. Q&A Session**
Time: [Insert Time]
Description: Open floor for questions and additional input from participants.
- 7. Closing Remarks**
Time: [Insert Time]
Description: Summary of the workshop and next steps.

We look forward to your participation!

Best Regards,
[Your Name]
[Your Position]
[Your Contact Information]