

# Agenda Outline

## NGO Capacity Building Workshop

Date: [Insert Date]

Location: [Insert Location]

### Workshop Objectives:

- Enhance skills and knowledge of NGO staff
- Improve project management capabilities
- Foster collaboration and networking

### Agenda:

- **09:00 AM - 09:30 AM:** Registration
- **09:30 AM - 10:00 AM:** Welcome and Opening Remarks
- **10:00 AM - 11:00 AM:** Session 1: Understanding NGO Responsibilities
- **11:00 AM - 11:15 AM:** Break
- **11:15 AM - 12:30 PM:** Session 2: Project Planning and Management
- **12:30 PM - 01:30 PM:** Lunch Break
- **01:30 PM - 03:00 PM:** Session 3: Fundraising Strategies
- **03:00 PM - 03:15 PM:** Break
- **03:15 PM - 04:30 PM:** Session 4: Networking and Collaboration
- **04:30 PM - 05:00 PM:** Closing Remarks and Next Steps

### Contact Information:

For any inquiries, please contact:

Email: [Insert Email]

Phone: [Insert Phone Number]