

8.2: Activity- document setup

Proposal

As a team, create a proposal to conduct a one-day workshop for your colleagues who will be moving to your expansion country. You will need to decide on:

- the date and time for your workshop
- the location for your workshop - cost of rental
- the food and drink - budget?
- the agenda - include ice breaker, informational session, guest speaker, meals, ...
- the cost of the time away from work for each participant plus the presenters (your team members)

Include your survey results to support your agenda and workshop proposal. Conclusion: you have the **data to prove that your proposed workshop/presentation will assist** your colleagues in getting a good start in [insert your chosen country here].

To do:

Using a wiki tool like Google Docs, set up a team document with these main areas:

Heading 2:

1. Problem/Purpose
2. Scope
3. Planning/Timeline
4. Resources
5. Qualifications
6. Budget
7. Evaluation/Assessment

Resource: using headings <https://support.office.com/en-us/article/add-a-heading-3eb8b917-56dc-4a17-891a-a026b2c790f2>

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