

TASK DETAILS	
Title	<b>ORGANIZING A PROFESSIONAL DEVELOPMENT WORKSHOP</b>
Type	TEAM
Activity Stage	BUSINESS PROCESS
Department	HRD
Duration	2x SESSION, 4 LESSON HOUR
LEARNING OBJECTIVE	OUTPUT
	Professional Development Workshop Proposal

## INTRODUCTION

In today's evolving work environment, companies need employees who are not only technically competent but also adaptable, communicative, and broad-minded. Training and workshops are therefore essential elements for upskilling and reskilling the workforce. This aligns with global goals such as SDG 4 (Quality Education) and SDG 8 (Decent Work and Economic Growth).

No	ACTIVITY
1	<p><b>Workshop Planning Meeting</b></p> <p>The VP of HR holds an internal departmental meeting to discuss workshop topics relevant to 21st-century skills development and sustainability values (SDGs). Employees can choose one of the following two workshop approaches;</p> <p><b>OPTION A – Technical &amp; Social Skills Workshop</b></p> <p>Create and deliver an educational presentation on professional development, selecting from the topics below or proposing a new topic:</p> <ul style="list-style-type: none"> <li>a. Ethics and effective communication in a digital workspace (phone, email, chat).</li> <li>b. Creating creative presentations using PowerPoint &amp; Canva.</li> <li>c. Basic data analysis using Microsoft Excel &amp; Google Sheets.</li> <li>d. Productivity features in Microsoft Word &amp; Google Docs.</li> <li>e. Time management and work-life balance.</li> <li>f. Stress management and mental health in the workplace.</li> <li>g. Gender equality and inclusivity within the company.</li> </ul> <p><b>OPTION B – Inviting Practitioners / Guest Speakers</b></p> <p>Invite a professional practitioner (guest speaker) to share:</p> <ul style="list-style-type: none"> <li>a. Career stories and real work experiences.</li> <li>b. Challenges and skills needed in the workplace.</li> <li>c. Insights on the role of ethics and sustainability in modern business.</li> </ul> <p><b>Note:</b> Workshop selection must be discussed and approved by the facilitator to ensure alignment with the curriculum and learning objectives.</p>

2	<p><b>Interdepartmental Collaboration</b></p> <ol style="list-style-type: none"> <li>1. The VP of HR discusses with VPs from other departments to agree on the implementation schedule, technical requirements, and promotion of the event.</li> <li>2. Ensure the activity format suits the timing and needs of all employees (online/offline, interactive, effective duration).</li> </ol>
3	<p><b>Preparing the Workshop Proposal</b></p> <p>Once the topic/format is selected, the HR team drafts a proposal including:</p> <ol style="list-style-type: none"> <li>1. Title and objectives of the activity.</li> <li>2. Background on the importance of the topic.</li> <li>3. Brief description of the activity and implementation format.</li> <li>4. Target participants.</li> <li>5. Date, time, and location of the event.</li> <li>6. Estimated logistical needs (presentation equipment, room, evaluation materials).</li> <li>7. Task distribution within the HR team.</li> </ol> <p>Use a neat and professional format. The proposal must be approved by the facilitator and relevant school authorities before proceeding to the implementation phase.</p>
4	<p><b>Workshop Implementation</b></p> <p>Carry out the activity according to the proposal. Ensure there is a team responsible for documenting the event (photos, videos, key notes) to be used for reporting and reflection.</p>

## REFERENCE

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## TASK TEMPLATE

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