

Workshop

HOW TO PREPARE PROJECT PROPOSAL AND REPORT WRITING

Organized by KAS-Thailand
In Cooperation with Thai Partner Organizations

Thursday 7th November 2013

09:00 – 16:30 hrs

Venue: Ballroom 3, Sofitel Bangkok Sukhumvit, Bangkok

09:00 – 09:30	Registration
09:30 – 09:35	Opening
09:35 – 09:45	Welcome Remarks Mr. Michael Winzer – KAS Representative to Thailand
09:45 – 10:15	Review of KAS Project Administration & Financial Process: Lessons learned and challenges from last year seminar
10:15 – 10:30	Coffee Break
10:30 – 12:00	Project Proposal & Budget Preparation By Mrs. Napajaree Jiwanantaprawat
12:00 – 13:30	Lunch
13:30 – 14:00	Review from morning session - Q & A
	Report writing - Technique & sample By Mrs. Napajaree Jiwanantaprawat
14:00 – 15:30	Breakout into groups for practicing (Coffee break to be served in room)
15:30 – 16:30	Presentation from groups Q & A

Remarks: The training will be conducted in Thai.