AFOA CANADA
Building a Community of Professionals

Developing Business Plans and Funding Proposals

Workshop Agenda

TIME	SESSION
07:30 am – 09:00 am	Registration and Breakfast
09:00 am – 09:15 am	Opening & Introductions
09:15 am – 9:45 am	Components of a Business Plan
09:45 am – 10:15 am	Assignment 1 – Business Plan Components
10:15 am – 10:30 am	BREAK
10:45 am – 11:15 am	Business Planning Process
11:15 am – 12:00 pm	Assignment 2 - Business Planning Process
12:00 pm – 1:00 pm	LUNCH
1:00 pm – 1:50 pm	Business Plan Document and Financial Documents
1:50 pm – 2:30 pm	Assignment 3 - Sample Business Plan
2:30 pm – 2:45 pm	BREAK
2:45 pm – 3:30 pm	Funding Proposals
3:30 pm – 4:30 pm	Assignment 4 – Sample Funding Proposal
4:30 pm – 4:40 pm	Session Closing and Participant Evaluations

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Workshop Learning Objectives

The workshop learning objectives are intended to build the necessary knowledge and skills of those working in the key competency domain relating to writing a business plan and funding proposals.

Upon successful completion of this workshop you will be able to:

Objective 1 – Identify key components of a business plan.

Objective 2 – Demonstrate an understanding of the business planning process and the development of a business plan.

Objective 3 – Identify key components of a funding proposal.