

[YOUR LOGO]

The Texas Workforce Commission

Skills Development Fund Grant Award Announcement

Name of School Receiving Grant

in partnership with

Name of Partner

Month, Day, Year, Time

Location of Event

AGENDA

**Welcome and
Introductions**

Name and title of individual giving opening remarks

We encourage you to coordinate with your local workforce board to ensure all parties involved have the opportunity to speak.

Speaker examples may include:

- Local Workforce Board Executive Director
- College President
- Employer/Business Partner Representative
- Elected Officials

**Check Presentation
and Remarks**

Name of TWC Commissioner and Title

Closing Remarks

Name and title of individual giving closing remarks