

# 5 STEPS TO WRITE A TRAINING PROPOSAL



In composing a training proposal, you should always be noted that your main goal is to initiate the improvement for your staff and your organization.

1

## Establish the Goals

From the saying, "A goal without a plan is just a wish".With this, you will be able to make your training proposal successful.



2

## Focus on the Benefits

Focus on the benefits that you can get from establishing a training proposal.

3

## Designing the Training Workshop

From the saying, "A goal without a plan is just a wish".With this, you will be able to make your training proposal successful.



4

## Offer an Evaluation Plan

In training, an evaluation checklist is important because the main goal of the training itself is to improve the performance of the staff for the organization.



5

## Implement the Training

Now that you have designed the training workshop into your training proposal, engage with your staff to make the whole session work.



# Sample Training Proposal Template

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