

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

Robin Henry



Sample Training Proposal Template:

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