

Training Proposal Template

Date:

Prepared for (Client Name/Company):

Prepared by (Your Name/Organization):

1. Introduction

2. Workshop Objectives

3. Target Audience

4. Workshop Outline

Session/Module	Description	Duration

5. Training Methodology

6. Duration & Schedule

7. Venue/Platform

8. Investment & Fees

Item	Amount

9. Terms & Conditions

10. Contact Information

Contact Person:

Email:

Phone:
