

# Training Proposal Template

Date:

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Prepared for (Client Name/Company):

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Prepared by (Your Name/Organization):

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## 1. Introduction

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## 2. Workshop Objectives

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## 3. Target Audience

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## 4. Workshop Outline

Session/Module	Description	Duration

## 5. Training Methodology

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## 6. Duration & Schedule

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## 7. Venue/Platform

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## 8. Investment & Fees

Item	Amount

## 9. Terms & Conditions

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## 10. Contact Information

Contact Person:

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Email:

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Phone:

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