YOUR
LOGO

**COMPANY NAME**

CORPORATE TRAINING PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] as your corporate training provider. We design and deliver professional training programs that enhance employee skills, improve performance, and support organizational goals.

This proposal outlines a customized training program for [Client Name] aligned with your team's specific learning objectives.

# Problem or Opportunity

[Client Name] is seeking to upskill its workforce in areas such as leadership, communication, technical proficiency, or compliance. An effective training program can boost productivity, engagement, and retention.

# Proposed Solution

We propose a corporate training program that includes needs assessment, custom content development, live or virtual delivery, and post-training evaluation.

Key Benefits:
- Tailored training to meet your business needs
- Flexible delivery formats (in-person or virtual)
- Measurable learning outcomes and ROI

# Scope of Work

Our corporate training services include:

- Training needs analysis
- Curriculum and content development
- Workshop or session facilitation (live or online)
- Participant materials and resources
- Pre- and post-training assessments
- Feedback collection and reporting

# Timeline

Proposed timeline for training design, delivery, and review:

|  |  |  |
| --- | --- | --- |
| Milestone | Description | Estimated Date |
| Training Needs Analysis | Identify learning objectives | [Start Date] |
| Content Development | Create custom training materials | [Date] |
| Training Delivery | Facilitate sessions for participants | [Date] |
| Review & Evaluation | Collect feedback and report outcomes | [Completion Date] |

# Pricing

Estimated pricing for corporate training services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Needs Analysis | Assessment and consultation | [Amount] |
| Training Delivery | Live or virtual sessions | [Amount] |
| Materials & Reports | Handouts, assessments, reporting | [Amount] |
| Total |  | [Total] |

# About Our Company

[Your Company Name] is a learning and development consultancy with expertise in delivering impactful corporate training.

- Experience: [X] years across [industries]
- Programs: Leadership, soft skills, compliance, tech skills
- Mission: To help organizations grow by empowering their people

# Case Studies / Testimonials

Case Study: [Previous Client Name]

- Project: Leadership training for mid-level managers
- Outcome: Improved team engagement and 25% increase in productivity

Testimonial:
“[Your Company Name] delivered relevant and engaging training that made a real difference.” — [Client Name], [Title], [Company]

# Terms and Conditions

Payment Terms: 50% upon agreement, 50% after final session.
Revisions: One content revision included before training delivery.
Confidentiality: All internal content and data are treated confidentially.

# Acceptance

To begin the corporate training engagement, please sign below.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Name: [Client’s Printed Name]
Title: [Client’s Title]
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_