YOUR
LOGO

**COMPANY NAME**

DEI TRAINING PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] to deliver Diversity, Equity, and Inclusion (DEI) training. Our DEI workshops are designed to foster inclusive workplace cultures, build awareness, and drive meaningful change across teams.

This proposal outlines a tailored DEI training program for [Client Name] that aligns with your organizational values and goals.

# Problem or Opportunity

[Client Name] is committed to creating a more inclusive and equitable workplace. However, gaps in awareness, communication, or representation may hinder progress. Structured training can help embed DEI principles into daily operations.

# Proposed Solution

We propose a multi-module DEI training series that includes foundational knowledge, interactive discussions, and practical tools to support inclusive behavior.

Key Benefits:
- Greater awareness of unconscious bias
- Stronger team communication and collaboration
- A more inclusive culture that retains diverse talent

# Scope of Work

Our DEI training program includes:

- Needs assessment and stakeholder interviews
- Customized training modules:
 • Understanding DEI
 • Unconscious Bias
 • Inclusive Leadership
 • Microaggressions and Allyship
- Facilitation of live workshops (in-person or virtual)
- Participant handouts and exercises
- Post-training evaluation and summary report

# Timeline

Estimated schedule for planning, delivery, and evaluation:

|  |  |  |
| --- | --- | --- |
| Milestone | Description | Estimated Date |
| Needs Assessment | Consult with stakeholders and plan sessions | [Start Date] |
| Workshop Delivery | Conduct live DEI training sessions | [Date] |
| Feedback Collection | Post-training surveys and debrief | [Date] |
| Final Report | Summarize impact and next steps | [Completion Date] |

# Pricing

Estimated pricing for DEI training services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Planning & Customization | Needs assessment and tailored materials | [Amount] |
| Workshop Delivery | Facilitation of [X] training sessions | [Amount] |
| Follow-up & Reporting | Impact summary and recommendations | [Amount] |
| Total |  | [Total] |

# About Our Company

[Your Company Name] is a mission-driven training provider focused on building inclusive, equitable workplaces through education and dialogue.

- Experience: [X] years delivering DEI programs
- Clients: [Industries or organizations served]
- Approach: Facilitation that’s engaging, evidence-based, and action-oriented

# Case Studies / Testimonials

Case Study: [Previous Client Name]

- Project: DEI awareness training for 200+ employees
- Outcome: 95% of participants reported greater confidence in discussing inclusion

Testimonial:
“[Your Company Name] helped us open up conversations that really mattered. The sessions were insightful and impactful.” — [Client Name], [Title]

# Terms and Conditions

Payment Terms: 50% due upon agreement, 50% after final session.
Customization: Materials can be adapted to client-specific policies and culture.
Rescheduling: At least 7 business days’ notice required to reschedule sessions.

# Acceptance

To proceed with the DEI training engagement, please sign below.

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