YOUR  
LOGO

**COMPANY NAME**

WORKPLACE-HARASSMENT TRAINING PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] to provide workplace harassment training. We are committed to helping organizations foster respectful, safe, and inclusive environments by delivering clear, effective, and compliant training programs.  
  
This proposal outlines our approach to providing workplace harassment training for [Client Name].

# Project Objectives

The primary goals are:  
  
- Educate employees and managers on appropriate workplace behavior  
- Reduce the risk of harassment incidents and legal liability  
- Promote a culture of respect, accountability, and inclusivity  
- Ensure compliance with applicable laws and regulations

# Proposed Services

Our workplace harassment training services include:  
  
- Instructor-led sessions (virtual or in-person)  
- Self-paced e-learning modules  
- Customized training materials tailored to company policies  
- Real-life scenarios and interactive discussions  
- Post-training assessments and certifications  
- Manager-specific modules and reporting responsibilities

# Scope of Work

Scope includes:  
  
- Needs assessment and policy review  
- Training design and content customization  
- Delivery of training sessions (live and/or digital)  
- Post-training quizzes and knowledge checks  
- Reporting on participation and completion  
- Optional refresher sessions and annual compliance support

# Timeline

Proposed project timeline:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
| Planning & Policy Review | Evaluate existing policies and define training goals | [Start Date] |
| Content Customization | Tailor training content and create modules | [Date] |
| Training Delivery | Conduct training sessions and distribute materials | [Date] |
| Post-Training Reporting | Provide certificates and participation data | [Completion Date] |

# Pricing

Estimated cost breakdown for workplace harassment training services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Needs Assessment & Planning | Review policies and define training scope | [Amount] |
| Training Development | Create customized content and materials | [Amount] |
| Session Delivery | Conduct live or digital training programs | [Amount] |
| Tracking & Reporting | Assessment, completion tracking, certification | [Amount] |
| Total Estimated Fee |  | [Total] |

# About Us

[Your Company Name] is a recognized provider of workplace compliance training and HR development solutions.  
  
- Experience: [X] years in employee training and workplace law  
- Expertise: Anti-harassment, diversity & inclusion, manager compliance  
- Mission: To empower organizations to create safer, more equitable work environments

# Case Studies / Testimonials

Case Study: [Client Example]  
  
- Project: Annual harassment prevention training for a mid-sized tech company  
- Outcome: 100% staff completion rate, measurable improvement in workplace satisfaction  
  
Testimonial:  
“[Your Company Name] delivered engaging and insightful training that helped our team understand the importance of respectful workplace behavior.” — [Client Contact]

# Terms and Conditions

Payment Terms: [X]% deposit, remainder upon training delivery.  
Service Scope: Includes training development, delivery, tracking, and support.  
Client Responsibilities: Provide access to company policies, employee list, and facilities (if onsite).  
Adjustments: Scope changes require mutual agreement and may affect pricing and timeline.

# Acceptance

To approve this workplace harassment training proposal and initiate services, please sign below.  
  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Client Name]  
Title: [Title]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_