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 partner. We specialize in developing tailored learning programs that improve employee performance, enhance workplace culture, and support business goals.  
   
 This proposal outlines our recommended corporate training program for [Client Name].

# **Project Objectives**

The primary goals are:  
   
 - Address specific skills and knowledge gaps within the organization  
 - Improve employee engagement, productivity, and retention  
 - Support leadership development and succession planning  
 - Foster a culture of continuous learning and innovation

# **Proposed Services**

Our corporate training services include:  
   
 - Customized training needs analysis  
 - Curriculum design tailored to your business goals  
 - In-person, virtual, or hybrid delivery formats  
 - Post-training evaluations and skill assessments  
 - Ongoing learning paths and reinforcement sessions

# **Scope of Work**

Scope includes:  
   
 - Initial consultation and needs assessment  
 - Development of training modules and materials  
 - Scheduling and delivery of sessions  
 - Participant assessments and feedback collection  
 - Post-training review and follow-up

# **Timeline**

Proposed project timeline:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
| Needs Assessment | Consult with stakeholders and define training objectives | [Start Date] |
| Program Design | Develop curriculum and training content | [Date] |
| Training Delivery | Conduct training sessions (in-person/virtual) | [Date] |
| Evaluation & Follow-Up | Collect feedback and provide next-step recommendations | [Completion Date] |

# **Pricing**

Estimated cost breakdown for corporate training services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Needs Assessment | Define learning objectives and gaps | [Amount] |
| Program Design | Develop customized training modules | [Amount] |
| Training Delivery | Deliver sessions and provide materials | [Amount] |
| Post-Training Evaluation | Assess effectiveness and recommend follow-up | [Amount] |
| Total Estimated Fee |  | [Total] |

# **About Us**

[Your Company Name] is a professional development firm with extensive experience in corporate learning programs.  
   
 - Experience: [X] years training employees across industries  
 - Expertise: Leadership training, communication, compliance, software skills  
 - Mission: To empower teams with practical knowledge that drives results

# **Case Studies / Testimonials**

Case Study: [Client Example]  
   
 - Project: Communication and leadership training for a mid-sized tech firm  
 - Outcome: Improved team collaboration and 20% increase in employee engagement scores  
   
 Testimonial:  
 “[Your Company Name] delivered interactive training that was practical and well-received. Our managers are now more confident leaders.” — [Client Contact]

# **Terms and Conditions**

Payment Terms: 50% deposit before training begins, 50% upon completion.  
 Service Scope: Includes training design, delivery, materials, and evaluation.  
 Client Responsibilities: Provide access to employees, training space (if in-person), and internal contacts.  
 Adjustments: Changes in content, scope, or timeline require written agreement.

# **Acceptance**

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