YOUR  
LOGO

**COMPANY NAME**

REMOTE-WORK TRAINING PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] to deliver remote-work training for your team. Our program helps employees adapt to remote environments while maintaining productivity, communication, and well-being.  
  
This proposal outlines our tailored approach to implementing a remote-work training program for [Client Name].

# Project Objectives

The primary goals are:  
  
- Equip employees with tools and best practices for working remotely  
- Improve communication, collaboration, and time management  
- Support mental health, boundaries, and team culture  
- Ensure consistent performance and accountability in remote settings

# Proposed Services

Our remote-work training services include:  
  
- Needs assessment and remote-readiness evaluation  
- Curriculum development tailored to your tools and policies  
- Virtual delivery in live or asynchronous formats  
- Training on communication, tech tools, time management, and well-being  
- Post-training resources and checklists

# Scope of Work

Scope includes:  
  
- Stakeholder consultation and goal setting  
- Training content development and customization  
- Session scheduling and facilitation  
- Participant surveys and assessments  
- Optional follow-up Q&A or coaching sessions

# Timeline

Proposed project timeline:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
| Assessment & Planning | Review goals and current setup | [Start Date] |
| Content Development | Create training modules and materials | [Date] |
| Training Delivery | Facilitate virtual sessions | [Date] |
| Evaluation & Support | Review feedback and offer follow-up | [Completion Date] |

# Pricing

Estimated cost breakdown for remote-work training services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Needs Assessment | Identify remote-readiness and key challenges | [Amount] |
| Program Development | Build content tailored to team needs | [Amount] |
| Training Sessions | Deliver workshops virtually | [Amount] |
| Follow-Up & Resources | Provide materials and support | [Amount] |
| Total Estimated Fee |  | [Total] |

# About Us

[Your Company Name] is a learning and development firm with deep experience in supporting distributed teams.  
  
- Experience: [X] years designing training for hybrid and remote teams  
- Expertise: Virtual collaboration, remote leadership, digital wellness  
- Mission: To help teams thrive in flexible work environments

# Case Studies / Testimonials

Case Study: [Client Example]  
  
- Project: Remote-readiness training for a professional services firm  
- Outcome: Increased employee satisfaction scores and reduced IT support requests  
  
Testimonial:  
“[Your Company Name] gave our team the structure and tools to stay connected, efficient, and balanced while working remotely.” — [Client Contact]

# Terms and Conditions

Payment Terms: 50% at project kickoff, 50% after delivery.  
Service Scope: Includes training planning, facilitation, and resource handoff.  
Client Responsibilities: Provide access to employees and preferred collaboration tools.  
Adjustments: Any change in scope, delivery format, or dates must be mutually agreed upon.

# Acceptance

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