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Description automatically generated](https://www.smartsheet.com/try-it?trp=12274&utm_source=template-word&utm_medium=content&utm_campaign=Training+Services+Proposal-word-12274&lpa=Training+Services+Proposal+word+12274)**

**Training Services Proposal Template**

|  |  |
| --- | --- |
| Proposal Overview | |
| Client Name |  |
| Proposal Title |  |
| Date of Submission | MM/DD/YY |



**Training   
Services**

About Us

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| **Company Overview** |
| Provide a brief introduction to your training company, including its mission and focus areas (e.g., employee development, technical training, soft skills). | |

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| **Experience and Expertise** |
| Highlight key achievements, industries served, and certifications your trainers hold. | |

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| **Core Values** |
| List values such as knowledge sharing, innovation, and measurable impact. | |

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| Training Needs Assessment | |
| Type of Training Needed | Specify the subject or skills (e.g., technical skills, leadership, compliance). |
| Number of Participants | Enter the expected number of attendees. |
| Training Objectives | Outline the client’s goals for the training (e.g., improve team collaboration, increase technical proficiency). |
| Preferred Delivery Method | Specify in-person, virtual, or hybrid. |
| Timeline | Include proposed dates or deadlines for the training sessions. |

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| Scope of Services | |
| Training Modules | Provide a breakdown of topics or modules (e.g., "Module 1: Communication Basics"). |
| Training Duration | Specify the number of hours/days for each module or session. |
| Customization Options | Note any tailored content or client-specific adjustments. |
| Support Materials | List materials to be provided (e.g., workbooks, videos, handouts). |

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| Service Plan |
| Trainer Details |
| Include information about the lead trainer(s), their qualifications, and relevant experience. |
| Training Format |
| Describe the format (e.g., interactive workshops, lectures, case studies). |
| Performance Tracking |
| Explain how learning outcomes will be measured (e.g., assessments, feedback surveys). |
| Post-Training Support |
| Include any follow-up services (e.g., additional Q&A sessions or coaching). |

Pricing

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| --- | --- | --- | --- |
| Description | Unit Cost | Quantity / Hours | Total Cost |
| Training Session (Full Day) | $1,000/day | 3 days | $3,000 |
| Custom Materials Development | $500 | 1 set | $500 |
| Participant Workbooks | $20/workbook | 20 books | $400 |
| Post-Training Q&A Session | $300/hour | 2 hours | $600 |
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|  |  |  |  |
| **Total Estimated Cost** | | | $4,500 |

Terms and Conditions

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| **Payment Terms** |
| Specify deposit requirements (e.g., 50% upfront) and final payment deadlines. | |

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| **Cancellation Policy** |
| Define terms for cancellations or rescheduling by the client or provider. | |

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| **Intellectual Property** |
| Indicate ownership of training materials (e.g., provider retains copyright). | |

Client Acknowledgements

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| Prepared By |  |  | Date |
|  | | |  |

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| Reviewed By |  |  | Date |
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|  |  |  |  |
| --- | --- | --- | --- |
| Client Approval |  |  | Date |
|  | | |  |

Additional Notes or Attachments

Use this section for supplementary materials, such as sample training schedules, trainer bios, or assessments.

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