

Training Course Proposal

Proposal Date

Prepared for

Prepared by

Proposal Reference Number

1. Introduction

_____ is pleased to submit this Training Course Proposal to _____. This proposal outlines the recommended training program, learning objectives, delivery methodology, schedule, pricing, and related terms for the provision of professional training services.

The purpose of this proposal is to provide a structured learning solution designed to address the training needs and professional development objectives identified by the Client.

2. Client Objectives

Based on discussions and information provided by the Client, the proposed training program is intended to achieve the following objectives:

The training course will be designed and delivered to support these objectives while promoting practical application of the knowledge and skills acquired.

3. Proposed Training Course

Item	Description
Course Title	
Training Category	
Target Participants	
Number of Participants	
Training Format	
Course Duration	
Training Location	
Proposed Training Dates	
Language of Instruction	

4. Course Overview

The proposed course will provide participants with practical knowledge, skills, and techniques relevant to the subject matter. The training will combine instructional content, guided discussions, practical exercises, case studies, and interactive learning activities to maximize engagement and knowledge retention.

The course content may be customized to reflect the Client's operational environment, industry requirements, and organizational objectives.

5. Learning Outcomes

Upon successful completion of the training program, participants are expected to be able to:

6. Course Content

Module	Topics Covered
Module 1	
Module 2	
Module 3	
Module 4	
Module 5	

The final course agenda may be adjusted upon mutual agreement between the parties prior to the commencement of training.

7. Training Methodology

The training program may include a combination of the following instructional methods:

- Instructor-led presentations
- Group discussions
- Practical exercises
- Workshops
- Case studies
- Role-playing activities
- Knowledge assessments
- Question-and-answer sessions

The selected methodology will be tailored to the learning objectives and participant needs.

8. Training Materials and Deliverables

The Training Provider will supply the following deliverables as part of the training program:

- Course presentation materials
- Participant training materials
- Practical exercises and worksheets
- Attendance records
- Course evaluation forms
- Certificates of completion, where applicable

Training materials remain the intellectual property of the Training Provider unless otherwise agreed in writing.

9. Client Responsibilities

To facilitate effective delivery of the training program, the Client shall:

- Provide timely access to participants and relevant information required for course preparation.
- Arrange suitable training facilities and equipment where training is conducted at the Client's premises.
- Ensure participant attendance and engagement throughout the training program.
- Designate a representative to coordinate scheduling and logistical arrangements.

10. Project Schedule

Activity	Proposed Date
Proposal Acceptance	
Training Preparation and Customization	
Training Delivery	
Completion of Training	
Submission of Certificates and Final Materials	

The schedule may be revised by mutual agreement of the parties.

11. Fees and Pricing

Description	Amount
Training Delivery Fee	
Course Customization Fee	
Training Materials	
Travel and Accommodation Expenses	
Other Charges	
Total Proposed Fee	

All amounts are stated in _____. Unless otherwise agreed in writing, invoices shall be payable within _____ days from the invoice date.

12. Proposal Validity

This proposal shall remain valid until _____. Acceptance after this date may require revision of pricing, scheduling, or scope.

13. Confidentiality

Any confidential information disclosed by either party in connection with the proposed training engagement shall be treated as confidential and shall not be disclosed to third parties except as required by law or with the prior written consent of the disclosing party.

14. Cancellation and Rescheduling

If the Client requests cancellation or rescheduling of a confirmed training session, the parties shall cooperate in good faith to agree on alternative arrangements.

The Training Provider reserves the right to recover reasonable costs and expenses already incurred in connection with the preparation and scheduling of the training program.

15. Limitation of Proposal

This proposal is provided solely for evaluation and discussion purposes. Except for any confidentiality obligations expressly accepted by the parties, this proposal does not create a binding obligation on either party until a separate written agreement or signed acceptance is executed.

16. Acceptance

The Client may accept this proposal by signing below. Upon acceptance, the parties may proceed with the execution of a separate training services agreement or other mutually agreed engagement document, if required.

Signatures

Training Provider

Client

Name

Name

Date

Date

Signature

Signature



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