Training Programme Proposal

Prepared by the training provider for the client. Signing the acceptance section turns this proposal into a binding order on the terms below.

PROPOSAL NO. | DATE | VALID UNTIL

Prepared by

COMPANY | CONTACT PERSON

EMAIL | PHONE | GSTIN

Prepared for

CLIENT ORGANISATION | ATTENTION OF

Overview

We propose a training programme designed around your team's needs, with practical exercises and a way to measure what changed.

PARTICIPANTS AND LEARNING OBJECTIVES

Scope of work

- Training needs analysis with managers
- Customised content and case studies
- Delivery in the agreed format, with workbook and slides
- Pre- and post-assessment; participant feedback
- Completion certificates and a summary report

Plan and timeline

Phase	What you get	Typical time
Analyse	TNA and design sign-off	1-2 weeks
Deliver	Sessions as scheduled	Per schedule
Measure	Assessment report, follow-up	2-4 weeks after

PROPOSED START | TARGET COMPLETION

Investment

FORMAT	DAYS / SESSIONS	PARTICIPANTS PER BATCH

FEE PER BATCH (₹)	PAYMENT SCHEDULE

Prices exclude GST unless stated. Invoices are payable within 15 days. Work beyond the scope above is quoted separately through a change order.

Assumptions and exclusions

- Venue, AV and meals for in-person sessions are arranged by the client.
- Training material remains our IP; the client may use it internally.
- Rescheduling with less than 7 days' notice may be charged 25%.

Acceptance

By signing, the client accepts this proposal and authorises the training provider to begin. Detailed terms (confidentiality, IP, liability) follow the training provider's standard terms of service unless a separate contract is signed.

BILLING NAME AND ADDRESS	CLIENT GSTIN

PO NO. (IF ANY)	SIGNATORY DESIGNATION

Client

SIGNATURE	
PRINTED NAME	DATE

Training provider

SIGNATURE	
PRINTED NAME	DATE