



# Human Resources Training Proposal

Corporate training or workshop proposal

Industry: Human Resources

## Proposal Details

### Prepared For

Client Name

Company

Address

### Prepared By

Your Name

Company

Phone

## Proposal Sections

1

### Training Needs

Details about training needs for this proposal.

2

### Curriculum

Details about curriculum for this proposal.

3

### Methodology

Details about methodology for this proposal.

4

## Materials

Details about materials for this proposal.

5

## Schedule

Details about schedule for this proposal.

6

## Investment

Pricing, payment terms, and what's included in the cost.

### What Happens Next

Review this proposal carefully. If you have any questions or would like to discuss modifications, please don't hesitate to reach out. Once you're ready to proceed, sign the acceptance section below and return a copy to begin the engagement.

## Acceptance & Authorization

By signing below, you accept this proposal and authorize the work to begin as outlined above.

### Client Acceptance

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name