# **Training Proposal Template**

Use this as a guide to create a summary of the proposed training. Create your own template with the appropriate logo, etc., and share it with the host to be sure you both have a clear understanding of expectations, prior to planning and delivering your session.

Training Proposal for Client (HOST) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Proposal\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client’s Contact Information:

Trainer’s Contact Information:

Delivery Method of Training (virtual, in-person, hybrid) and if applicable, the physical address of the training location:

Training Date(s) and Time(s) (What is the desired duration?):

Training Audience (include the roles and the number of participants-remember most of the TLN modules are designed for 20-40 participants):

**The HOST will be responsible for (e.g., copies, refreshments, travel costs, ensuring the training site is accessible, etc.):**

**Confirm physical and programmatic access.** If captioning is being provided for participants, what method of displaying captions will be used? (individual device, projected on a separate screen, captioning overlayed onto the PowerPoint Presentation). If there will be a sign language interpreter, will they be in-person or remote? If remote, will there be amplification provided for the speaker and audience to ensure that the remote interpreters are able to convey all relevant discussion (i.e., questions from the audience, etc.)?

REQUEST (your understanding of what the client is seeking, including specific content that they want to have covered in the training):

Desired Outcomes (What does the client want to happen differently as a result of the training?):

Title of Training:

***General Outline for the Session and Specific Content Including the Titles/Brief Descriptions of Modules to be used from the ADA Trainer Leadership Network Curriculum:***

Fee:

Payable to: