



Proposal Writing Training Course



Proposal Writing Training Course Outline

Introduction

A good proposal doesn't just outline what product or service you would like to create or deliver. It does so in such a way that the reader feels it is the only logical choice.

This course will take participants through each step of the proposal writing process, from understanding why they are writing a proposal; to gathering information; to writing and proofreading; to creating the final, professional product.

Learning Outcomes

By the end of this workshop, participants will be able to:

- Identify the purpose of a proposal
- Identify different types of proposals
- Identify and perform the steps in the proposal writing process
- Perform a needs analysis and write a goal statement
- Prepare a proposal outline
- Improve their writing skills with a variety of techniques
- Use appropriate resources and ghosting to build a strong case
- Add illustrations to their proposal
- Proofread and edit their proposal
- Add the finishing touches to create a professional-looking final product

Course length

- 1-day

<p>Proposal Writing Training Course Lesson 1 Getting Started</p> <ul style="list-style-type: none">• Pre-Assignment Review• Workshop Objectives	<p>Proposal Writing Training Course Lesson 2 Understanding Proposals</p> <ul style="list-style-type: none">• What is a Proposal?• The Proposal Writing Process• Types of Proposals• About Requests for Proposals
<p>Proposal Writing Training Course Lesson 3 Beginning the Proposal Writing Process</p> <ul style="list-style-type: none">• Identifying Your Purpose and Your Audience• Performing a Needs Analysis• Writing the Goal Statement	<p>Proposal Writing Training Course Lesson 4 Preparing An Outline</p> <ul style="list-style-type: none">• A General Format• Special Sections• Creating a Framework• Getting Down to Details

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0488 098 778

enquiries@contracttrainers.com.au
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<p>Proposal Writing Training Course Lesson 5 Finding Facts</p> <ul style="list-style-type: none">• Identifying Resources• Using the Internet as a Resource• Organising Your Information	<p>Proposal Writing Training Course Lesson 6 Writing Skills, Part One</p> <ul style="list-style-type: none">• Spelling and Grammar• Working with Words• Constructing Sentences• Persuasive Writing• Mastering Voice
<p>Proposal Writing Training Course Lesson 7 Writing Skills, Part Two</p> <ul style="list-style-type: none">• Creating Paragraphs• Creating Strong Transitions• Building to Conclusions	<p>Proposal Writing Training Course Lesson 8 Writing the Proposal</p> <ul style="list-style-type: none">• Educating the Evaluator• Ghosting the Competition• Using Illustrations
<p>Proposal Writing Training Course Lesson 9 Checking for Readability</p> <ul style="list-style-type: none">• Checking for Clarity• Reading for Your Audience• Using the Readability Index	<p>Proposal Writing Training Course Lesson 10 Proofreading and Editing</p> <ul style="list-style-type: none">• Proofreading Like a Pro• Editing Techniques• Checking the Facts• The Power of Peer Review
<p>Proposal Writing Training Course Lesson 11 Adding the Final Touches</p> <ul style="list-style-type: none">• Our Top Typesetting Tips• Achieving a Professional Look and Feel• Creating the Final Package	<p>Proposal Writing Training Course Lesson 12 Wrapping Up</p> <ul style="list-style-type: none">• Words from the Wise• Your Notebook

Proposal Writing is one of the Professional Development Training Courses delivered by **contract trainers** in Brisbane, Sydney, Canberra, Melbourne, Adelaide and Perth.

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