



# Training on Proposal Development & Report Writing for Development Projects New Delhi

It is an accepted fact that clear, concise, structured and well-articulated proposals get better results. Same is with reports when it comes to communicating with specific target audiences. In many ways, they also communicate the strengths of the organization not only in the words chosen, but the very structure and organization of the proposal or the report. Whether you are trying to respond to a funding or business opportunity or communicating progress or an event; the structure, style and expression of your report or proposal is a major influence on the intended audience

The training programme on Proposal Development and Report Writing is provide individuals with the skills for improving structure, content and format of proposals for funding, for business opportunities and for developing reports. The programme focus is on translating good proposals to 'winning proposals" and good reports to "excellent reports".

## Aim:

- To facilitate a shared understanding of importance of structure, organization and articulation in proposals and report writing
- Enhancing knowledge for developing clear, concise and high-impact proposals funding proposal
- Augment skills for developing effective business proposals
- Augments skills for organization and presentation of contents of. event report and research/study reports
- Building greater confidence in producing effective written communication

## Objectives: At the completion of the training programme, the participants would be able to:

- Describe the need and rationale of structure, organization and articulation in proposals and reports
- List and describe key contents of a funding proposal
- Describe the use of Logical framework Approach for Developing funding proposals
- Enhance presentation of the contents of the proposal
- Describe the process of tender
- Describe the salient features of an Expression of Interest
- Present organization credentials in an effective manner for EOI
- Describe the salient contents of an request for Proposal
- Structure and present contents effectively to develop an winning proposal responding to the request
- Describe the salient contents of a report
- Describe the structure of an event report (e.g. Training, Workshop etc.)
- Describe and use methods to enhance presentation of contents Describe the structure of an research/study report
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- Describe the structure of an research/study report
- Describe and use methods to enhance presentation of contents

## Schedule:

### Day 1

- 0930-1000 Registration
- 1000-1100 Introductory session
- 1100-1115 Tea/Coffee Break
- 1115-1200 Need & Rationale of Structure, organization and presentation in proposals and reports
- 1200-1230 Prelude to proposals-Concept
- 1230-1330 The Logical Framework Approach
- 1330-1430 Lunch Break
- 1430-1600 The Logical Framework Approach
- 1600-1615 Tea/Coffee Break
- 1615-1715 Detailed Project Report and use of Logical Framework
- 1715-1730 Summing-up & briefing on Day 2

### Day 2

- 0930-1000 Recap of Day 1
- 1000-1115 Activity costing
- 1115-1130 Tea/Coffee Break
- 1130-1230 Essentials of a report
- 1230-1330 Developing an Research/Event report- Structure and contents
- 1330-1430 Lunch Break
- 1430-1530 Developing a Research/Event Report-Enhancing presentation
- 1530-1600 Open-house
- 1600-1630 Tea/Coffee Break
- 1630-1700 Feedback & valedictory

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## Programme Fee:

- For Indian: INR 8000.00 Per Participant
- For International: USD 220.00 Per Participant

(The fee covers the tuition fee, reading material and lunch at the training venue only) Fee can be paid through Cheque / Demand Draft in favour of “**Sambodhi Research & Communications Pvt. Ltd.**” payable at New Delhi.

## Discount Schemes:

### I. Group Registration

- Groups of 2-5 receive 10% discount on Training Fee
- Groups of 6-10 receive 15% discount on Training Fee
- Groups of 11 or more receive 20% discount on Training Fee

II. Early Bird Registration: Under this scheme, if any individual register 30 days prior to any training programme shall be allowed for 10% discount on Training Fee. This scheme is not applicable on group registration.

