

Proposal for Online Skills Training Program

Date: [Insert Date]

To,
[Recipient's Name]
[Recipient's Position]
[Organization's Name]
[Organization's Address]

Dear [Recipient's Name],

We are pleased to present our proposal for an Online Skills Training Program designed to empower [specific target group, e.g., underprivileged youth, women, etc.] through essential skills development. Our NGO, [Your NGO's Name], has a proven track record of implementing successful training initiatives and is committed to fostering sustainable change in our community.

Program Overview

The proposed training program aims to provide [number] hours of interactive online sessions covering skills such as [list skills, e.g., digital literacy, entrepreneurship, etc.]. Our curriculum will include:

- Module 1: [Description]
- Module 2: [Description]
- Module 3: [Description]

Objectives

The primary objectives of the program are:

1. [Objective 1]
2. [Objective 2]
3. [Objective 3]

Implementation Plan

The training will be delivered through [platform name, e.g., Zoom, Google Meet] and will span [duration, e.g., 8 weeks]. We will engage qualified trainers and provide all necessary materials to participants.

Budget

The total budget for the program is estimated at [insert budget amount], which will cover:

- Trainer fees
- Material costs
- Administrative expenses

Expected Outcomes

By the end of the training, participants will be equipped with the skills needed to [describe expected outcomes, e.g., find employment, start their own business, etc.].

We look forward to the opportunity to collaborate with [Recipient's Organization Name] on this impactful initiative. Please feel free to contact us at [Your Contact Information] for any further details or clarifications.

Thank you for considering our proposal.

Sincerely,
[Your Name]
[Your Position]
[Your NGO's Name]
[Your Contact Information]