

**To**

**The ABC**

**XYZ Academy**

**Meerut, UP, India**

**SUB: PROPOSAL FOR TRAINING PROGRAM FOR STAFF**

Dear Sir,

We believe that every organisation is as great as its quality of service, workforce and clientele. An excellent service by proficient workforce to prospective clientele is the only strategy of success for all concerns across the world. Efficient human resource is the key component that catalyses the standard of services and satisfaction of clients in those ventures.

Continuous and customised trainings have imperative impact on employees to improve their morale and to increase their productivity. Well trained personnel will exhibit clear difference in their life and work. Hence, there is an ever increasing need for effective training to promote collaboration, responsibility and dedication among employees for the progress of organizations. Thus, Human Recourse Development (HRD) duly results in Organizational Development (OD).

Thank you for partnering with KNOHAU (Sinoj Jacob K) to support the training needs in your esteemed institution. I have developed this Training Proposal to detail the training services we provide for your specific training requirements. And, I hope the proposed training will empower your employees to achieve their personal as well as professional goals.

Thank You.

**Sinoj Jacob K (KNOHAU)**

## ❖ INTRODUCTION

Periodic Training of employees has been proven to be productive regardless of name and nature or culture and climate of the organization. Every success saga of organizations must have to say an excellent story of outstanding training for its human elements.

Identification of the core Training Need is often a hard nut to crack for many of the organizations. But, identification of the right training team of experts is the powerful solution to this problem.

KNOHAU has a set of Training/Consulting Modules that are proven to be efficient; and hence, effective to refresh the workforce and stakeholders of the organizations collaborated with us so far.

## ❖ ABOUT US

KNOHAU is a Human Resource Development (HRD) and Organizational Development (OD) initiative propounded by SINOJ JACOB to Educate and Empower individuals and organisations with Competent Knowledge and Efficient Skills required for their accomplishments.

Personal Integrity and Professional Excellence are the keys that unlock the possibilities of one's Life and Time. Focus, Discipline, and Perseverance are the winning strategies to scale more miles in this journey of one's success.

Here, we have scientific answers to your questions; and, we give systematic solutions to your problems. Yes, we revise your ideas and repair your approaches through our Training and Consulting Services.

## ❖ THE PURPOSE

We venture to promote SUCCESS in life and work of an individual and his/her team on the solid foundations of FREEDOM and HAPPINESS.

We Design, Develop and Deliver Training Programs to Engage, Equip and Enable you to Perceive, Plan and perform your Personal and Professional endeavours in an excellent manner.

## ❖ THE METHOD

Each Training Module is customized considering the training requirements of the organizations along with the traits of the participants to achieve maximum desired results.

This transformative program consists of lectures, interactions, discussions, audios, videos, games, activities, role plays, simulations and so on based on the nature of the topics as well as the convenience of the audience.

### ❖ THE DETAILS

The specific details about the training program that KNOHAU plans to dispense for the Human Resource Development in your organization are as follows.

Training Topics	1. Know Yourself Scientifically 2. Professionalism At Workplace
Date & Time	00 <sup>th</sup> June 0000 (Saturday) 09.30 AM – 03.30 PM
Inviting Agency	XYZ Academy, Meerut, UP
Participants	Management & Staff
Venue	XYZ Campus
Training Team	KNOHAU, Kochi, Kerala, India
Resource Person	Sinoj Jacob K (KNOHAU)

NB: The details furnished above are tentative and may change after consultations and confirmations by both the agencies.

### ❖ THE SCHEDULE

The ideal schedule of a day for KNOHAU training and consulting programs are mentioned below and may be adjusted conveniently.

01	Welcome	09:30 AM
02	Session - I	09:45 AM
03	Break	11:15 AM
04	Session - II	11:30 AM
05	Lunch	01:00 PM
06	Session - III	01:45 PM
07	Conclusion	03:15 PM
08	Bid Bye	03:30 PM

NB: Timings are liable to change convenient to Location, Climate and other considerable conditions apart from the nature of the program, trait of the audience and topic of the session.

### ❖ THE FACILITIES

The success of a training is determined by multiple concerns and the training facilities provided by the inviting agency are so crucial among them. KNOHAU expects a few basic facilities arranged at the venue.

Audio	1. MICS (Preferably Cordless) 2. SPEAKERS (Connected to Computer also)
Video	1. PROJECTOR (Connected with Internet) 2. WHITEBOARD (with Marker)
Materials	1. A4 Sheets – 100 2. Pens – 10

**NB:** The list above may change depending on the nature and exercise of the program at the venue.

### ❖ THE PAYMENT

The Fee structure of the program consists of the combination of both Honorarium + TA considering the nature of the program, trait of the audience, topic of the session, distance to the venue and mode of conveyance.

1	Honorarium	Rs 00,000/-
2	Travel Allowance	Rs 00,000/-
Total		Rs 00,000/-

The payment shall be made directly to the resource person at the venue by the inviting agency on the conclusion of the training program (in any of the mutually agreeing mode of payment).

### ❖ THE PAYOFF

- Concepts are explained well to develop ideas applicable in real time
- Challenges are analysed to address them practically and efficiently
- Changes are assessed and discussed individually and collectively
- Impart techniques and strategies to inculcate necessary skill sets
- Follow up is encouraged and assured to nurture consistent growth

### ❖ THE RESOURCE PERSON

**SINOJ JACOB**, (Holds his master's degrees in HRM, PHILOSOPHY & ENGLISH LITERATURE), is a Public Speaker and Creative Writer with professional expertise in multiple disciplines. He is an Internationally Published Author of the book “The Craft of Dreaming” and “I Think”. He was an Assistant Professor and Course Coordinator at Bhopal School of Social Sciences (BSSS) Bhopal. He is currently based in Kerala and active as an HRD Trainer & OD Consultant for Self Management, Talent Management, Organizational Development, Academic Development, and so on. He is also an Advisor for Developmental Projects, a Resource Person for Training Facilities and a Management Specialist for different products and services across India. He has been accredited with International Certification in Training of Trainers

(TOT). Sinoj Jacob has been rated with 4.5 Star for his Training and Consulting services by his participants and clients all over India and abroad.

### ❖ THE APPROVAL

We are confident that our proposed training program will be beneficial to your employees in particular and to your organization in general. It will bring about improvement in performance and increase in results. We are willing to go extra mile to ensure your satisfaction and committed to support you in your endeavours to grow.

If you wish to move forward with the training program as it is described above, simply get into the contract with us by approving this training proposal.

**Proposal Approved**

**The abC  
XYZ Academy  
Meerut, UP, India**

**Approval Accepted**

**Sinoj Jacob K  
KNOHAU  
Kochi, Kerala, India**